



**REGULATION ON THE ORGANIZATION AND FUNCTIONING
OF THE REPOSITORY OF *NICOLAE TESTEMITANU* STATE
UNIVERSITY OF MEDICINE AND PHARMACY
OF THE REPUBLIC OF MOLDOVA**

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OF THE REPOSITORY OF *NICOLAE TESTEMITANU* STATE UNIVERSITY
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I. GENERAL PROVISIONS

1.1 The Regulation on the Organization and Functioning of the Repository of *Nicolae Testemitanu* State University of Medicine and Pharmacy of the Republic of Moldova (hereinafter – the Regulation, *Nicolae Testemitanu* University) defines the basic concepts, purpose, objectives, structure and destination, establishes the principles of its organization, operation and administration.

1.2 The Repository of *Nicolae Testemitanu* University (hereinafter - Institutional Repository) is an open, cumulative electronic archive (digital repository), established and managed by the Health Sciences Library and developed in collaboration with other university subdivisions (Research Department, *Medicina* Printing and Publishing Center, dean's offices, departments, etc.) in order to accumulate, store, preserve and disseminate the results of scientific activity, as a means of facilitating research and innovation.

1.3 The name of the Institutional Repository - IRMS *Nicolae Testemitanu* University - is an abbreviation of the full name of the Repository of *Nicolae Testemitanu* State University of Medicine and Pharmacy of the Republic of Moldova.

1.4 The Institutional Repository is organized based on the following normative acts:

- The Strategic Development Plan of *Nicolae Testemitanu* University for 2021-2030;
- The Strategy for Strengthening the Research and Innovation Field at *Nicolae Testemitanu* State University of Medicine and Pharmacy of the Republic of Moldova for 2020-2030;
- National Development Strategy *Moldova 2030*;
- National Program in the Field of Research and Innovation for 2020-2023;
- The National Roadmap for the Integration of the Republic of Moldova in the European Research Area for 2019-2021;
- Code on Science and Innovation of the Republic of Moldova: Code No. 259 of 15.07.2004;
- Education Code of the Republic of Moldova: Code No. 152 of 17.07.2014;
- Law on Copyright and Related Rights: No. 139 of 02.07.2010;



II. TERMS AND ABBREVIATIONS

The terms and concepts used in the Regulation have the following meanings:

Open Access - free, permanent and unlimited online access to publicly funded scientific results, exercised in a proper manner and pursuant to scientific research ethics criteria;

archiving - the process of preserving documents in the repository according to pre-established criteria;

self-archiving - the process of preserving one's own publications by the author, individually, according to pre-established criteria;

author - a natural person who created a work through his activity and benefits from the protection of copyright over his work;

depositor - an author or publishing house that holds exclusive rights over the document and places the document in the repository;

document - recorded information or material object that can be treated as a unit in a documentary process;

copyright - a set of legal norms that regulate the relations regarding the creation of a literary, artistic or scientific work; represents a set of subjective, personal, non-patrimonial and patrimonial rights, recognized by law, of authors of intellectual creations in the literary, scientific and artistic domain, in order to protect the legitimate interests of the creators;

moral right under copyright - a complex of non-patrimonial rights of a person, which can be exercised only by the author: the right to name (to decide under what name the work will be brought to public knowledge), the right to disclose the work (to decide, in what way, how and when the work will be brought to the public's attention), the right to the inviolability of the work (respect for the integrity of the work and opposition to its various modifications, if author's honor or reputation is harmed), the right to work withdrawal;

exclusive copyright - patrimonial right (of property), with economic content, held by one or more natural or legal persons (owners of the copyright), which offers material advantages deriving from the capitalization of the work; by which the authors may authorize (allow or prohibit other persons) the use of the results of their intellectual activity through full or partial reproduction, dissemination, publication in collections, translation, public communication, adaptation, etc.;

Creative Commons license - a standardized way in which the author can give permission to use his work (within the limits of copyright) so that the content can be copied, distributed, edited, derived, etc. depending on the type of license;

SHERPA / RoMEO - a database that includes and analyzes open access policies of publishers around the world;

SHERPA / JULIET - a database that includes Open Access policies of scientific research funders.



III. PURPOSE AND OBJECTIVES

Purpose: to create and manage a reliable system of centralized archiving (storage) of the intellectual outputs of university community members in the long term.

Objectives:

1. Dissemination of scientific outputs and increasing the competitiveness, visibility and impact of research at national and international level.
2. Extending access to the results of institutional scientific research.
3. Ensuring transparency and streamlining scientific communication.
4. Motivation of authors to publish the results of scientific research in open access in the Institutional Repository.
5. Increasing the citation index of researchers' publications.
6. Implementation of an information system for managing the research activity.
7. Modernization of the information infrastructure aimed at the sustainable development of the Institutional Repository.
8. Promoting the image of the institution and the visibility of researchers in the global information environment.

IV. STRUCTURE AND CONTENT

The Institutional Repository is structured by community and collection:

4.1 Communities:

- Institutional collection
- Faculty of Medicine No. 1
- Faculty of Medicine No. 2
- Faculty of Dentistry
- Faculty of Pharmacy
- Faculty of Residency
- School of Public Health Management
- Doctoral School in Health Sciences
- Health Sciences Library
- Clinical Protocols / Guidelines
- Non-institutional medical journals

4.2 Collections:

- Monographs
- Doctoral theses
- Abstracts of doctoral theses
- Collections of scientific papers (materials of conferences and symposia, thematic collections, etc.)
- Scientific articles from journals and collections
- Teaching documents (textbooks, notes / course materials, curricula, methodological guides, methodical indications / guidelines)
- Clinical protocols



- Scientific reports
- Patents for inventions
- Certificates of registration
- Multimedia documents
- Bibliographies
- Others

V. PRINCIPLES OF ORGANIZATION AND FUNCTIONING OF THE INSTITUTIONAL REPOSITORY

5.1 The Institutional Repository is based on an open source software (OSS) DSpace, OAI-PMH protocol (Open Initiative Protocol for Metadata Harvesting).

5.2 To archive documents in the Institutional Repository the PDF format shall be used.

5.3 Publications can be submitted to the Institutional Repository in two ways: archiving and self-archiving.

5.4 Documents developed and published from public financial sources and/or under projects and grants shall be deposited in the Institutional Repository without restrictions.

5.5 In all other cases the full text of the publication shall be placed in the Institutional Repository only if the copyright holder signs a declaration expressing his consent for open access publishing (Annex 1).

5.6 In the absence of a statement signed by the copyright holder, only bibliographic data of the publication may be placed in the Institutional Repository: authors' first and last names, publication title, year of publication, pagination, abstract and keywords in Romanian and English.

5.7 The administrator of the Institutional Repository shall verify the documents according to the eligibility of authors, the correctness of metadata and the format of the document.

5.8 The responsibility for the content of the publication rests solely with the author.

5.9 If the publication, in the opinion of the copyright holder, is to be marketed, only the bibliographic information shall be placed in open access for reporting purposes, with the establishment of an embargo period.

5.10 The author may ask the administrator of the Institutional Repository to change the regime of access to submitted publications by canceling the previous declaration and signing a new declaration.

5.11 Publications, marked with the Creative Commons license logo, used worldwide to grant rights to others, shall be placed in the Institutional Repository without asking the author to sign a declaration.

5.12 If a document belongs to more than one author, it is necessary to obtain archiving permission from all copyright holders.

5.13 If the authors have assigned the copyright to the publishing house, the document shall be placed in the Institutional Repository based on the agreement concluded with the respective publishing house.



5.14 In the case of articles from journals other than the institutional ones, it is sufficient to consult the SHERPA / RoMEO database in order to decide on the inclusion of the document in the Institutional Repository.

5.15 In the case of documents containing information on the research funder, the decision on archiving in the Institutional Repository shall be taken after consulting the SHERPA / JULIET database.

5.16 The documents archived in the Institutional Repository shall be kept indefinitely by ensuring continuous readability and sustainable access to their content.

5.17 The institution does not guarantee permanent access to links to the documents hosted on an external server.

5.18 If necessary, file format migration can be performed, but changes to the document content are not allowed.

5.19 Back-up copies shall be made to allow recovery of data and applications in case of technical failures.

5.20 In case of disputes (copyright infringement, proven plagiarism, falsified research, commercial issues, etc.), documents shall be temporarily withdrawn from open access until the moment of their settlement.

5.21 To examine and solve various problems (misunderstandings, differences between the parties), a Commission for each case shall be set up by Rector's order.

5.22 The Scientific Council shall be notified of the Commission decision with a view to its subsequent approval.

VI. RESPONSIBILITIES

University subdivisions involved in the organization and development of the Institutional Repository have the following responsibilities:

6.1 Research Department (coordinator):

- coordinates and monitors the development process of the Institutional Repository;
- analyzes and solves various problems and unclear situations and /or controversial issues as regards the publications intended for archiving.

6.2 Health Sciences Library (executor):

- ensures the maintenance and sustainable development of the Institutional Repository in terms of technology and content, as main executor (administrator);
- ensures the monitoring of the Institutional Repository functionality;
- receives documents / information from authors in order to place them in the Repository;
- performs the process of archiving documents in the Institutional Repository;
- organizes training sessions for researchers on self-archiving publications in the Repository;
- promotes the Institutional Repository.

6.3 Doctoral School in Health Sciences:



- Submits the doctoral theses in electronic format to the Library.

6.4 *Medicina* Printing and Publishing Center:

- Submits to the Library the electronic version of the published documents.

VII. AVAILABILITY AND ACCESS

7.1 Open access to documents archived in the Institutional Repository does not invalidate or affect the copyright.

7.2 The access regime to the content of documents published in the Institutional Repository can be:

- a) *open*, with the possibility to read, download, copy, print, use and distribute the documents submitted to the Repository provided that the moral rights of the author are respected;
- b) *authorized*, valid only for users of the University network (departments, faculties, centers, laboratories, etc.);
- c) *closed*, with the possibility for third parties to request from the author a copy of the full text of the publication, indicating the purpose of using the publication.

7.3 The unlimited access to bibliographic information (metadata) and summaries of documents stored in the Institutional Repository shall be ensured.

7.4 The responsibility for establishing the access regime to documents rests exclusively with the author, and the responsibility for observing the access regime rests with the administrator of the Institutional Repository. It is strictly forbidden to modify, recompile, copy on regular basis, redistribute, publish or reproduce in any form or medium any text from documents with specifications of copyright, property right, etc.

7.5 The use of documents for the purpose of obtaining an economic or commercial advantage is not permitted.

VIII. FINAL PROVISIONS

8.1 This Regulation shall be amended / supplemented with other provisions regarding the organization and functioning of the Institutional Repository, in accordance with the legislation in force and the decisions of the Scientific Council / Senate of *Nicolae Testemitanu* University.

8.2 This Regulation shall enter into force upon its approval by the Senate of *Nicolae Testemitanu* State University of Medicine and Pharmacy of the Republic of Moldova.