

Institutional Rights Retention Procedure

v1 – December 2025

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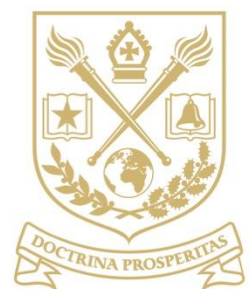
Procedure Owner – Pro-Vice-Chancellor (Research and Innovation)

Parent Policy Statement – Research and Innovation Policy Statement

Public Access or Staff Only Access – Public

Version – v1 December 2025

Changes and Reason for Changes – New Procedure



INSTITUTIONAL RIGHTS RETENTION PROCEDURE

Introduction

Institutional Rights Retention supports researchers to meet the Open Access requirements of REF and funding bodies by making a copy of the accepted author manuscript (AAM) for research articles and published conference proceedings available open access online through a research repository or current research information system immediately after acceptance with no embargo.

To protect the right of authors and the University, we have a Rights Retention Procedure in place.

Procedure

Affiliated authors should include the following statement in any submission for publication of a research article or item for inclusion in a published volume of conference proceedings where:

- the publisher does not allow immediate deposit of the author manuscript in an institutional repository with a CC-BY([Creative Commons](#)) licence and no embargo period
- the output is not covered by a current publishing agreement subscribed to by UWS
- there is no other method of complying with REF open access requirements available within the limits of the UWS Open Access Procedure, and
- the output is not covered by any of the exceptions outlined in this procedure.

[UWS Services and Support for Publishing](#) contains guidance to help you to identify whether these are met. If you need further support, contact Pure@uws.ac.uk

The method for adding the statement will vary according to publisher. If you need support with completing this, please contact Pure@uws.ac.uk

Institutional Rights Retention Statement

“For the purpose of Open Access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission”.

Researchers agree to the terms below to allow the manuscript to be uploaded to the UWS research information system and/or repository in current use for storage of research manuscripts.

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accepted author manuscripts (AAMs) of their research outputs (journal articles, conference proceedings and book chapters) under a CC licence.

If you are asked by a publisher to sign documentation affecting the licence of the output, you should not do this without contacting Pure@uws.ac.uk first.

Exceptions to the Procedure

Researchers will be exempt from complying with this procedure where any of the following apply;

- The research funder requires an embargo due to commercial sensitivity or other confidentiality requirements.
- The output contains significant amounts of third-party copyrighted material which does not have permissions for open access publication.
- Neither the lead author nor corresponding author are affiliated to the University, and the policies of the lead institutions do not accept the application of rights retention.
- The institution of a co-author formally requests exemption from the application of rights retention procedures on the grounds of conflict with their policies.
- If you are not sure whether your output is exempt from the need for a rights retentions statement, please contact Pure@uws.ac.uk

Publisher Rejections

Should a publisher identify the presence of a rights retention statement as the rationale for rejecting a submitted paper, this should be communicated to the relevant ADRI and PURE@uws.ac.uk for review and consideration of potential exceptions.

Following review, rights-retention based rejections may be escalated to the Pro-Vice-Chancellor (Research and Innovation) for further analysis and resolution.

Support for Using the Procedure

Guidance for using the procedure can be found in the [Library Services for Researchers Online Guide](#). Individual support for applying the procedure can be requested by contacting pure@uws.ac.uk.