

Kent Academic Repository policies

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Introduction

The Kent Academic Repository (KAR) is the University of Kent's institutional research repository. It provides the official record of the University's research outputs and ensures reliable, long-term, open access to these materials.

KAR exists to

- Maintain an accurate institutional record of the research, scholarly and professional practice outputs produced at the University.
- Improve the discoverability and accessibility of the University's research
- Preserve this unique and distinctive digital collection of content created by the University.
- Provide a system that ensures University staff can reliably comply with the open access policies of research bodies and funders.
- Help academics, researchers and University staff maximise the impact of their work.

Purpose of policy

This document sets out the policies governing the content, management, preservation, and use of KAR. These policies support the repository's operation and demonstrate that KAR meets the requirements for inclusion in the Directory of Open Access Repositories (OpenDOAR), the global quality-assured directory of open access repositories.

The policy is structured around the core policy areas recommended by OpenDOAR: Content, Metadata, Data, Submission, and Preservation.

It also incorporates the development of KAR as a University collection and includes a Take-down Policy which outlines the approach to requests to remove repository content.

Audience

This policy supports University staff, researchers and postgraduate researchers who deposit outputs in KAR, together with the wider community who benefit from access to open access research outputs.

Strategic principles

KAR is managed by Library Services as one of the University's collections. This policy

follows and aligns with the strategic principles set out in the Library Services Collection Management Policy.

KAR forms part of our commitment to Open Research as set out in our Open Research Statement. It supports openness throughout the research cycle and an 'open as possible, as restricted as necessary' approach.

Content Policy

1. KAR is an institutional repository.
2. It is an entirely digital collection of metadata and content.
3. KAR records metadata (information about research outputs) and, where permitted, makes available the complete work, output, publication, document or manuscript for research, scholarly and professional practice outputs produced at the University.
4. The repository holds all types of research outputs. These include, but are not limited to, journal articles, books, book chapters, reports, working papers and multimedia. Text publications predominate, but a wide variety of research outputs can be included, and their inclusion will be supported. Other outputs such as interviews, talks, conference papers and slides by University professional services staff can also be included to maximise the impact of their professional practice.
5. Items are individually tagged with:
 - a. their version type
 - b. dates
 - c. their peer-review status.
 - d. their publication status.

Exclusions

1. Teaching materials or dissertations completed as part of undergraduate or taught Masters programmes are excluded from KAR.

2. Research data cannot be added to KAR and should instead be added to a separate data repository. A Kent Data Repository exists. KAR allows for a related resources link to be created between the KAR item and the associated data archived elsewhere.
3. KAR cannot be used as a record of conference, workshop or research 'activity'. Conference items must include an output that appears in the public domain, for example proceedings, papers, slides, recordings, abstract. Deposits in KAR that do not contain these, or link to a publisher, conference or exhibition site where they are available, will not be made live in KAR and will be returned to the depositor's work area.
4. Outputs produced by staff prior to commencing employment at the University should not normally be added to KAR, as they do not form part of the University's institutional record of research outputs.
 - a. Exceptionally, a limited number of outputs produced prior to employment may be added where they constitute primary research outputs for the individual concerned. Any such additions must be limited to outputs published within the census period for the current Research Excellence Framework (REF).
5. PhD theses and research degrees that were not awarded by the University should not be added. A 'record only' entry may be made if it provides a link to the repository of the degree awarding institution where the thesis is available.
6. Articles that have a status 'submitted' can be recorded using the item type 'pre-print' and must link to a pre-print server where the article has been made available prior to peer-review. Submitted articles that are not published on a separate pre-print server should not be recorded on KAR. These items will be returned to the user area and can be re-deposited upon acceptance or publication.

Metadata Policy

1. Anyone may access the metadata (information about research outputs) free of charge.

2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.
3. Digital continuity of KAR metadata is supported by use of the Open Archives Initiative Protocol for Metadata Harvesting and by considering emerging open access interoperability standards such as THOTH.
4. Information and metadata displayed on the published item and the publisher's website is regarded as the authoritative source and takes precedence over information obtained from other sources.
5. Unique and persistent identifiers are applied and incorporated. DOI, ORCID, ISBN, ISSN and RoR IDs are currently integrated. Evolving persistent identifiers will be assessed and implemented where possible.
6. The Contributor Role Taxonomy (CRediT) is incorporated. Only CRediT information that exists on the published version of record will be added to KAR.

Dates

1. KAR accommodates multiple 'date types'
 - a. Submitted - the date that the work was sent to a publisher or, for theses, submitted for examination.
 - b. Accepted - the date when a journal article or conference proceeding was accepted for publication, with all substantive changes made, and before the publisher formatting is added.
 - c. Published - the publisher assigned date of publication, as displayed on their pages, such as a journal issue on the printed date in a book.
 - d. Published Online - the earliest point at which a publication was officially available online. This includes 'advanced online' or 'early view'. This date is regarded as 'publication' for the purposes of the Research Excellence Framework (REF).
 - e. Completed - the date the work was considered finished. For example, when an artefact is presented, a conference paper delivered, or a live performance given. Use for works that will never be formally published.
 - f. Date awarded - the date a PhD or Masters by Research degree was awarded.

This is the date used in the thesis citation.

2. One type of date is essential. For example, if an item is not yet published, it must have the date that it was submitted or accepted for publication.
3. The date displayed in brackets on the summary landing page or citation follows a set format which is determined using the order of priority listed below. The first available date type in the list is used:
 - a. Published
 - b. Published Online
 - c. Accepted
 - d. Submitted
 - e. Awarded (for theses this date type takes priority)
 - f. Completed
4. Dates should not be future dates that have not yet occurred.
5. Dates displayed on the published item and the publisher's website are regarded as the authoritative source.

Data Policy

KAR records metadata (information about research outputs) and, where permitted, makes available the complete work, output, publication, document or manuscript.

1. Anyone may access complete works outputs, publications, documents or manuscripts free of charge.
2. Complete works, outputs, publications, documents or manuscripts should be used in accordance with the licence that has been applied. If no licence has been applied, generally copies can be:
 - a. reproduced, displayed or performed, and given to third parties in any format or medium.
 - b. used for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
 - i. the authors, title and full bibliographic details are given
 - ii. a hyperlink and/or URL are given for the original metadata page
 - iii. the content is not changed in any way

3. Complete works, outputs, publications, documents or manuscripts must not be harvested by robots except transiently for full-text indexing or citation analysis.
4. Complete works, outputs, publications, documents or manuscripts must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Acknowledgment of the repository is appreciated but not required.

Submission Policy

1. Items may only be deposited by University staff or research post-graduate students.
2. By adding content to KAR depositors
 - agree to abide by the University IT regulations and conditions of use
 - give permission for KAR to store bibliographic information in perpetuity and make it publicly and freely available online
 - give permission for KAR to store files in perpetuity and make them publicly and freely available according to the terms of the applied licence and upon expiry of an embargo period if one is selected.
3. The validity, accuracy, and authenticity of the scholarly content remain the responsibility of the author(s)
4. Any copyright, data protection or intellectual property violations are the responsibility of the authors/depositors.
5. Automated feeds and alerts may be used to add published items to KAR.
6. Deposits are quality checked to confirm
 - the eligibility of the author or depositor
 - the relevance of the submission to the scope of the repository
 - compliance with the required metadata standard
 - the suitability of the file format and layout
 - that they contain sufficient metadata to create a viable repository entry that can be discovered and accessed by users
 - that the repository remains free from spam and other inappropriate content.

To ensure quality of records in KAR, deposits that do not meet these requirements will be returned for amendment. In such cases, the item will not be made live in KAR until the necessary changes have been completed.

7. Metadata and information provided on the published item will be regarded as the source of truth.
8. Items can be deposited at any time, but access to a full text may be restricted temporarily when publishers or funders require an embargo period.

Preservation Policy

1. Items will be retained indefinitely.
2. The repository will seek to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
3. The repository regularly backs up its files according to current best practice.
4. Items may not normally be removed from the repository.
5. Acceptable reasons for withdrawal include:
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
6. Withdrawn items are not deleted but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
9. Errata and corrigenda lists may be included with the original record if required
10. If necessary, an updated version may be deposited.
11. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Take-down policy and procedure

The University of Kent seeks to observe the highest standards of compliance with the law and considers the posting of any material which amounts to defamation, infringement of data protection, intellectual property, or copyright very seriously.

Making a complaint

If you have found material which is unlawful on KAR e.g. breaches copyright or intellectual property rights, please email researchsupport@kent.ac.uk including the following details:

- the title and URL of the item your complaint refers to.
- the grounds for your complaint.

What we do when we get a complaint

Upon receipt of a Takedown Notice the following procedure will be followed.

1. We will acknowledge receipt of your Notice by email or letter within ten working days and will make an initial assessment of the validity and plausibility of the complaint. We may ask you to verify your identity and authority as the complainant.
2. If the initial assessment is that your complaint is potentially valid, we will temporarily remove access to the item that is subject to the complaint, pending the outcome of the assessment.
3. If the initial assessment is that your complaint is not valid, we will inform you by email and give you a further opportunity to explain your case.
4. Where a complaint is judged to be potentially valid, we will notify the contributor who deposited the material, inform them of the details of the allegations and ask them to address the complaint.
5. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably to the satisfaction of both parties, with the following possible outcomes:
 - material is replaced on KAR unchanged
 - material is replaced on KAR with changes
 - material is removed from KAR, but a metadata record remains
 - material and metadata record is removed from KAR and a 'tombstone' record created
6. We will inform the complainant of the outcome

Complaints relating to viewpoints

We understand that some items recorded in KAR may cause sensitivities for our users. We work with our Library Services [Collection Development Policy](#) and the University's [Code of Practice on Academic Freedom and Freedom of Speech](#) to guide our decisions on such matters. We need to balance sensitivity concerns with the principles of freedom of information.

Our Collection Development Policy states that

“In line with the RLUK and IFLA’s Statements on Libraries and Intellectual Freedom¹, we support the principles of intellectual freedom, facilitating access to different ideas, opinions and information without endorsement or censorship. We do not restrict access to materials based on the ideas or opinions expressed within the content. The materials we hold does not imply an endorsement of the views expressed within the content”.

The Code of Practice on Academic Freedom and Freedom of Speech (3.1) states that

“The University hold that freedom of speech within the law and freedom of inquiry are fundamental; that the university is based on equality, diversity and respect; and that as members of the University community, we value each other. It encourages its staff, students and visitors to engage in robust, challenging, evidence-based and civil debate as a core part of academic enquiry and wider university activity, even if they sometimes find the viewpoints expressed to be disagreeable, unwelcome or distasteful”.

In line with these policies, we do not restrict or remove access to items in KAR based on their content or viewpoint.

Theses

Postgraduate research students who have completed a PhD, MPhil or Masters by Research at the University are required to add their completed thesis to KAR. Thesis deposit takes place following the successful completion of the examination process and requires confirmation from both the academic school and the Graduate Researcher College that the candidate has met the requirements for the award of the PhD.

- Research degrees are not awarded until the thesis is present in KAR.
- Postgraduate research students are responsible for considering copyright, ethical and commercial issues, and for the use of redaction and embargoes where appropriate, in collaboration with their supervisor and Library Services.

- A copy of the full, unredacted thesis must be present in KAR, but it may be temporarily or permanently hidden from public view. This text must be the same as the thesis text that was submitted for examination.
- Alterations cannot be made to the thesis once it has been deposited in KAR.
- A Digital Object Identifier (DOI) is created for each thesis in KAR.
- KAR metadata information about University theses is made available in the British Library's E-Theses Online Service (EThOS).
- Where a complete thesis document is openly available in KAR it will also be available via the British Library's E-Theses Online Service (EThOS) and ProQuest's Dissertations & Theses Global.

Retrospective digitisation of print theses

For purposes of preservation and dissemination, theses from the 1960's to 2015 are being digitised and added to KAR in an ongoing digitisation exercise. These theses are made available open access under a Creative Commons Attribution-NonCommercial-NoDerivatives so that the thesis and its author, can benefit from opportunities for increased readership and citation.

Dates used in theses

- Submitted – the date the thesis was submitted for examination.
- Date Awarded – refers to the date the qualification was awarded. This is the date used in the thesis citation.
- Published online – this is the date the record and full text of the thesis was made available on KAR and a DOI was minted.

Theses awarded at other universities

Research degrees (PhD, Masters by Research, M-Phil) awarded at other universities cannot be added to KAR. A 'metadata only' record is permitted if it provides a URL to the entry and text of the thesis in another university's repository.

Accessibility

Unavailable content

When the full text of an item is not accessible because it has not been included, or it is subject to an embargo, it can be requested through KAR. Reasonable attempts will be made to contact the contributor on behalf of the requestor to try to provide access.

Accessibility and inclusive access

Where possible, KAR will aim to meet Web Content Accessibility Guidelines (WCAG) 2.2 at Level AA for accessibility.

See the Kent Academic Repository Accessibility Statement

Related policies & guidance - online links

Policies

University of Kent Collection Management policy

University of Kent Research Publications policy

University of Kent Open Research statement

Creating Digital Object Identifiers for University of Kent Resources and Works

Kent Academic Repository Accessibility statement

Guides

Library regulations, policies and statements

Glossary

https://media.www.kent.ac.uk/se/46917/OpenResearchGlossary_September2023.pdf

Document history

Authored by Open Research Team, Library Services September 2026

Reviews the Kent Academic Repository policies (which was undated)

Reviews and replaces the Kent Academic Repository Collection Development Policy (which was undated)

Next due for review September 2028