



# Mekelle University Institutional Repository Policy

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# 1 Definition and Acronyms

S.N	Acronyms	Definition/Description
1	MU	Mekelle University
2	MU-IR	Mekelle University Institutional Repository
3	IR	Institutional Repository
4	DOI	Digital Object Identifier
5	ORCID	Open Researcher and Contributor ID
6	DMP	Data Management Plan
7	PIDs	Persistent Identifiers
8	CC	Creative Commons
9	OER	Open Educational Resources
10	FAIR	Findable, Accessible, Interoperable, Reusable (Data Principles)
11	IGSN	International Generic Sample Number
12	OAI-PMH	Open Archives Initiative Protocol for Metadata Harvesting
13	DDC	Deans and Directors Council
14	ICP-V	Institutional collaboration program - Variant V
15	GAF	Global Access Fund
16	MU Library	Mekelle University Library
17	NADRE	National Academic Digital Repository of Ethiopia
18	MUIR	Mekelle University Institutional Repository
19	re3data	Registry of Research Data Repositories
20	CC BY / CC0	Creative Commons Attribution / Public Domain Dedication
21	AI	Artificial Intelligence
22	UNESCO	United Nations Educational, Scientific and Cultural Organization
23	MOE	Ministry of Education
24	WIPO	World Intellectual Property Organization
25	PDF	Portable Document Format
26	ICT	Information Communication Technology

## 2 Introduction

### 2.1 Preamble

Mekelle University (MU) is one of the leading research-intensive institutions in Ethiopia, committed to academic excellence, research, and community service. Established in May 2000 through the merger of Mekelle Business College and Mekelle University College, MU was founded as an autonomous higher education institution by the Government of Ethiopia (Council of Ministers, Regulations No. 61/1999, Article 3). Over the years, MU has grown into one of Ethiopia's premier universities, comprising seven colleges and eleven institutes, offering programs in science, technology, social sciences, and humanities. With over 31,000 students, and over 7000 staff members, MU continues to foster knowledge creation and dissemination through teaching, research, and consultancy. Mekelle University (MU) is committed to advancing knowledge, fostering innovation, and serving the community through excellence in research, teaching, and engagement. In alignment with the University's mission and vision to become one of Africa's top 25 research-intensive universities, Mekelle University takes Institutional Repository (MU-IR) as a step ahead. This digital archive is designed to collect, preserve, and disseminate the scholarly and creative outputs of our academic community, thereby enhancing the visibility and impact of our research on a global scale. The MU-IR serves as a centralized platform for a diverse range of materials, including peer-reviewed articles, theses, dissertations, conference proceedings, books, and other scholarly works produced by MU faculty, researchers, and students. By providing open access to these resources, the repository not only amplifies the reach of our academic contributions but also fosters a culture of knowledge sharing and collaboration within the broader scholarly community. The establishment of the MU-IR is a strategic initiative that aligns with MU's core values of academic freedom, excellence in service delivery, and responsiveness to societal needs. It reflects our dedication to creating an environment where intellectual inquiry thrives and where the fruits of such inquiry are readily accessible to all. This initiative also supports our commitment to good governance and the preservation of indigenous knowledge, integrating it with contemporary research to address local and global challenges. Mekelle University (MU) is committed to fostering open access to knowledge, promoting scholarly communication, and enhancing the visibility and impact of its research outputs. This policy is grounded in the principles of open science, aligning with the UNESCO Recommendation on Open Science, the Ethiopian National Open Access Policy, and best practices from leading institutional repository policies, including African and Ethiopian university models. This policy governs the management, dissemination, and preservation of digital scholarly outputs generated by MU's faculty, staff, and students through the Mekelle University Institutional Repository (<https://repository.mu.edu.et>).

## 2.2 Vision and Mission

### 2.2.1 Vision

Mekelle University aspires to become one of the top 25 research-intensive universities in Africa.

### 2.2.2 Mission

Mekelle University is a research-intensive institution pursuing excellence in research and innovation, teaching-learning, and community engagement with a commitment to contribute to the advancement of knowledge, economic growth, and social welfare to national and international communities.

### 2.2.3 Mekelle University Motto

We Really Care!

## 3 Policy Rationale and Justification

Mekelle University (MU) is committed to advancing knowledge, fostering economic growth, and enhancing social welfare through excellence in research, teaching, and community engagement. In alignment with its mission and vision to become one of Africa's top 25 research-intensive universities, MU recognizes the critical role of an Institutional Repository (IR) in achieving these objectives.

1. **Promoting Knowledge Sharing and Collaboration:** Open access to MU's scholarly works fosters a culture of knowledge sharing and collaboration within the academic community. The repository enables researchers, practitioners, and policymakers to access and build upon existing research, facilitating interdisciplinary collaborations and driving innovation.
2. **Preserving Scholarly Output:** MU-IR ensures the long-term preservation of the university's intellectual assets. By systematically archiving research outputs, the repository safeguards against data loss and maintains the academic legacy of MU for future generations.
3. **Supporting Open Access Initiatives:** In line with global movements toward open access, MU-IR reflects the university's commitment to making knowledge freely available. This approach democratizes information access, contributing to educational equity and the broader dissemination of research findings.
4. **Aligning with Institutional Goals:** The development of MU-IR is a strategic initiative that aligns with MU's mission to excel in research and community service. By providing a platform for the dissemination of research and innovation, the repository supports the university's goal of contributing to societal advancement and economic development.
5. **Facilitating Compliance and Reporting:** MU-IR aids in meeting compliance requirements with funding agencies and governmental bodies that mandate open

access to publicly funded research. Additionally, the repository streamlines reporting processes by providing a comprehensive database of the university's research activities.

In summary, the implementation of the Mekelle University Institutional Repository is a pivotal step toward enhancing the university's research profile, fostering a collaborative academic environment, and preserving the institution's scholarly contributions. This initiative not only supports MU's strategic objectives but also reinforces its dedication to the advancement and dissemination of knowledge for the betterment of society.

## 4 Guiding Principle

This policy is grounded in the following principles:

1. **Open Access:** MU is committed to maximizing open access to its scholarly output, promoting the free availability of research findings to the widest possible audience.
2. **FAIR Data:** MU supports the FAIR principles (Findable, Accessible, Interoperable, and Reusable) for research data, recognizing their importance for data sharing and reuse. Visit: <https://force11.org/info/the-fair-data-principles/>
3. **Intellectual Property Rights:** This policy respects the intellectual property rights of authors and creators. It outlines procedures for managing copyright and licensing, ensuring compliance with relevant regulations and agreements.
4. **Inclusive:** MU is committed to an inclusive repository, ensuring accessibility for all users, including those with disabilities. This includes adherence to accessibility guidelines and provision of appropriate support.
5. **Sustainability:** MU is committed to the long-term preservation and sustainability of the Repository, ensuring ongoing access to its contents.
6. **Integrity:** MU maintains the integrity of the Repository by ensuring the accuracy and authenticity of deposited materials.
7. **Persistent Identifiers Focused:** MU will assign Digital Object Identifiers (DOIs) to its scholarly outputs, facilitating discoverability, citation, and long-term access. In the Implementation of Institutional repositories, researcher identifiers like the use of ORCID is mandatory for contributors. It is also recommended to use persistent identifiers like physical International Generic Sample Number (IGSN).
8. **Metadata Standards:** MUIR will adhere to international standards for rich meta-data.

## 5 Submission Policy

### 5.1 Eligible Submitter

- Submissions must be original and produced or sponsored by MU faculty, researchers, students, staff, or institutional units.
- Works from previous affiliations may be accepted if copyright and permission requirements are fulfilled.
- Authors must hold copyright or documented permission for all submitted materials.
- Works should be scholarly, research-oriented, creative, and significant to the University.

### 5.2 Content Criteria

The Mekelle University Institutional Repository (hereinafter referred to as "the Repository") adheres to strict content criteria to ensure the integrity, relevance, and preservation of its materials. All submissions must meet the following requirements:

- **Research-Based or Academic Relevance:** Content must be grounded in research, academic pursuits, or institutional activities relevant to Mekelle University.
- **Compliance with Copyright and Intellectual Property Rights:** Submissions must comply with all applicable copyright laws and intellectual property regulations. Contributors are responsible for obtaining necessary permissions for any third-party content included in their work.
- **Long-Term Preservation Format:** Materials should be submitted in formats that ensure long-term accessibility and preservation, as determined by the Repository guideline.
- **Originality:** Must be original work.
- **Languages:** Works in local languages (e.g., Tigrigna, Amharic) are accepted but Abstract must be in English

### 5.3 Exclusions

The Repository reserves the right to exclude certain types of content, including but not limited to:

- Purely personal documents, such as emails, diaries, or private correspondence.
- Content that infringes on copyright or other intellectual property rights unless appropriate permissions have been obtained.
- Sensitive or confidential information unless adequately anonymized or access is restricted through approved mechanisms.
- Materials deemed inappropriate, offensive, or inconsistent with the mission and values of Mekelle University.

## 5.4 Coverage of Scholarly Content and Users

This policy governs the deposit, access, and use of scholarly materials within the Mekelle University Institutional Repository (<https://repository.mu.edu.et>). It applies to all staff, students, and affiliates of Mekelle University, including but not limited to:

- Faculty members (academic and research staff)
- Students (postgraduate, and doctoral candidates)
- Visiting scholars and researchers
- Administrative staff involved in research-related activities

The Repository supports a wide range of scholarly outputs, including but not limited to:

- Journal articles
- Conference papers and presentations
- Post-graduate Theses and dissertations (including Datasets)
- Research reports and working papers
- Books and book chapters
- Datasets (in alignment with FAIR Data Principles: Findable, Accessible, Interoperable, and Reusable)
- Open Educational Resources (OERs)
- Creative works (e.g., artistic performances, compositions, multimedia content)
- Technical reports and patents
- Any other material deemed appropriate by the Repository Management Team

## 5.5 Mandatory Content Deposit Requirements

The Mekelle University Library and Mekelle University Research Vice President for Community Engagement Office require all Postgraduate thesis and Dissertation Metadata from Postgraduate Coordinators/research and community engagement heads that have been approved by the Deans and Directors Council (DDC). The depositing requirements include:

- **Electronic Submission:** All graduating students (both undergraduate and postgraduate) must submit their thesis or dissertation electronically through the Directorate of Postgraduate Studies, Research, and Innovation.
- **Authorization Signatures:** The deposited thesis or dissertation must include signatures of the student(s) and all designated supervisors to validate authenticity and approval (see Appendix: Author Declaration Form).

- **Format of Submission:** Documents must be submitted in widely accepted electronic formats (e.g., PDF) to ensure accessibility and preservation.
- **Metadata Requirements:** Each submission must include:
  - Title
  - Author(s)
  - Abstract
  - subject, Keywords
  - Faculty
  - Department
  - Date of submission
  - Identifier including Persistent Identifier (e.g., DOI, Handle)
  - publisher
  - right

to facilitate easy retrieval.

- **Access and Availability:** Submitted documents will be made publicly accessible through the Mekelle University Institutional Repository, subject to any approved embargo periods or restrictions.
- **Retention and Preservation:** All deposited dissertations and theses will be permanently stored in the repository for academic and research reference.
- **Compliance and Enforcement:** Students who fail to comply may have their graduation clearance withheld until submission is complete.

## 6 Submission Workflow Policy

The submission process is structured into a clear, step-by-step workflow designed to ensure compliance, quality, and transparency.

### Preparation

Before submission, authors must finalize their documents along with the associated metadata. Plagiarism and AI-generated content reports must be generated to verify originality, with thresholds set at 25%. The author's thesis and dissertation result must score very good and above to prepare and make accessible openly to the public. author's thesis and dissertation below very good will prsereved but not in open access mode. Authors are also required to complete both the submission form and the author declaration form accurately.

### Submission

Once prepared, submissions should be made either through the designated online repository system or submitted to the department's Institutional Repository (IR) representative. During this step, all required files and metadata must be uploaded properly to facilitate further review.

## Review

The Repository Manager is responsible for verifying the accuracy and completeness of the metadata and ensuring that the document meets all format and content compliance requirements. A critical part of this step is checking that plagiarism and AI usage reports remain within the acceptable threshold of 25%.

## Approval and Deposit

If the submission meets all requirements, it is formally approved and deposited in the repository. A DOI (Digital Object Identifier) is issued for the document. If an embargo has been requested, access to the document will be restricted until the embargo period expires.

## Publication

Following deposit, the document becomes publicly accessible via the institutional repository at <https://repository.mu.edu.et>. It will also be indexed in major academic aggregators such as OpenAIRE, and Google Scholar, increasing its visibility and impact. Note: Detailed submission guidelines will be provided by Mekelle University institutional repository managers and Mekelle University Library and Documentation Directorate.

# 7 Embargo and Restricted Access

Mekelle University acknowledges that students and contributors may have legitimate reasons to request a temporary embargo on public access to their dissertation or thesis. Such reasons may include, but are not limited to, pending patent applications, submissions to peer-reviewed journals, or other circumstances requiring a delay in public disclosure.

## 7.1 Embargo Request Procedure

To initiate an embargo request, students and contributors must formally submit a written request to the Mekelle University Institutional Repository Administrators and the Mekelle University Library. This request must provide a clear justification for the embargo and specify the requested duration. The approval of embargo requests is subject to institutional review and adherence to Mekelle University's open access policies.

## 7.2 Required Documentation

A formal embargo request must be accompanied by a completed Embargo Form, as outlined in Appendix C: Embargo Request Form. The form must be duly signed and submitted along with the written request.

## 7.3 Embargo Duration and Expiration

The duration of an embargo will be determined on a case-by-case basis. Once the approved embargo period expires, the dissertation or thesis will be made publicly available through the Mekelle University Institutional Repository.

## 7.4 Review and Approval

The Mekelle University Institutional Repository Administrators and the Mekelle University Library reserve the right to review, approve, or deny embargo requests based on the justification provided and in accordance with university policies.

## 7.5 Post-Embargo Access

Upon expiration of the embargo, the dissertation or thesis will be automatically released for public access unless an extension request is submitted and approved before the embargo period concludes.

# 8 Privacy Policy

Mekelle University Institutional Repository is committed to protecting the privacy of its users. This Privacy Policy outlines the types of personal and technical information that may be collected and how it is used.

## 8.1 Information Collected Automatically

When a user accesses the repository, certain information is automatically collected and stored. This includes, but is not limited to:

- IP address
- Date and time of access
- Pages visited and files downloaded
- Geographic location (approximate)
- Browser type and operating system
- Referring website or search engine

This information is collected for statistical and analytical purposes to improve the performance, usability, and content of the repository. It is not used to personally identify users.

# 9 Selection, Retention, Replacement, and Withdrawal Policy

## 9.1 Selection

Content within the repository shall be selected based on its academic, research, or institutional value. Priority will be accorded to materials that align with the university's research output and educational mission. The selection process will ensure that all contributions reflect the highest standards of scholarly and institutional relevance.

### 9.1.1 Theses and Dissertations

Final accepted versions of all theses and dissertations will be uploaded to the repository for long-term preservation.

- Works that receive a final evaluation of “**Very Good**” or above will be made **openly accessible**.
- Works that do not meet the threshold for open access will be preserved under **restricted access**, ensuring their availability for archival purposes and internal institutional use.

## 9.2 Retention

All content accepted into the repository shall be retained permanently unless there is a compelling and valid reason for its withdrawal. Permanent retention ensures the preservation of the university’s intellectual output and supports long-term access to scholarly resources.

## 9.3 Replacement

Updated versions of works may be submitted to replace earlier versions within the repository. Such replacements shall be accompanied by clear version control and comprehensive documentation to ensure transparency and traceability. The repository will maintain a record of all versions to preserve the historical context of the work.

## 9.4 Withdrawal

Content may be withdrawn from the repository under exceptional circumstances, including but not limited to the following:

- Violation of copyright or intellectual property rights.
- Compliance with legal requirements or obligations.
- Ethical concerns or breaches of research integrity.
- Retraction of research findings due to errors, misconduct, or other valid reasons.

Withdrawn items will be removed from public view to prevent further access. However, a tombstone record may be retained to maintain the integrity and continuity of the repository. This record will provide a transparent account of the withdrawal while ensuring the repository’s historical accuracy.

## **10 Intellectual Property and Copyright**

### **10.1 Copyright Retention**

Authors retain the copyright of their works. However, they grant Mekelle University a non-exclusive license to store, preserve, and distribute their materials.

### **10.2 Third-Party Content**

Submitters are required to ensure that their work does not infringe on the rights of others. They must provide evidence of permission for any third-party content included in their submissions.

### **10.3 Compliance with Copyright Laws**

All works must comply with Ethiopian copyright law and adhere to international intellectual property standards.

## **11 Licensing**

### **11.1 Publication Licensing**

Mekelle University encourages that publications be made available under an open content license, such as Creative Commons (CC BY).

### **11.2 Research Data Licensing**

The University requires that research data be made available under an open content license, such as Creative Commons (CC BY or CC0).

### **11.3 License Selection Tool**

For assistance in selecting the appropriate license, authors may use the Creative Commons License Chooser tool available at: <https://chooser-beta.creativecommons.org/>

## 12 Quality Control

All submissions to the repository will undergo a rigorous quality review process to ensure they meet the established standards. The following measures will be implemented to maintain the quality of submissions:

## 13 Quality Control

All submissions to the repository will undergo a rigorous quality review process to ensure they meet the established standards. The following measures will be implemented to maintain the quality of submissions:

### 13.1 Verification of Metadata Accuracy

Each submission will be reviewed to ensure that the metadata provided is accurate, complete, and consistent with the repository's requirements. This includes verifying authorship, affiliations, publication dates, and keywords.

### 13.2 Compliance with Submission Guidelines

Submissions must adhere to the repository's submission guidelines, including formatting, approved file types, and content requirements. Submissions that do not comply will be returned to the author(s) for revision before acceptance.

### 13.3 Review for Academic Integrity and Relevance

All submissions will be evaluated for academic integrity and relevance to the scope of the repository. This includes a review to ensure:

- The content is original and free of plagiarism.
- The submission contributes to academic, research, or institutional knowledge.
- When available, plagiarism detection software (e.g., Turnitin) will be used to assess originality. A similarity index of no more than 25% will generally be acceptable, excluding properly cited references and quotations.

Submissions failing to meet these standards will be rejected or returned for revision.

### 13.4 Right to Reject Submissions

The repository team reserves the right to reject any submission that does not meet the quality standards outlined above. Authors will be provided with constructive feedback and, where appropriate, may be invited to resubmit after addressing the concerns raised.

## **14 Linking to National and International Aggregators**

Mekelle University Institutional Repository (MUIR) is committed to enhancing the visibility and accessibility of its scholarly outputs by linking to national and international aggregators. This initiative aligns with the principles of open science, metadata standards, and the FAIR Data Principles (Findable, Accessible, Interoperable, and Reusable).

### **14.1 Metadata and Interoperability Policy**

The Institutional Repository (IR) shall adhere to standardized metadata formats to enhance discoverability and ensure seamless integration with external systems.

#### **14.1.1 Standardized Metadata Formats**

The Institutional Repository (IR) shall utilize standardized metadata formats, such as Dublin Core, and DataCite Metadata Schema to ensure optimal discoverability of its contents. The use of widely recognized metadata schemas is mandatory to maintain consistency and accessibility.

#### **14.1.2 Interoperability Standards**

The repository will adhere to established interoperability standards, including but not limited to the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). Compliance with these standards will facilitate seamless integration with external systems and promote data exchange across platforms.

### **14.2 National Aggregators**

#### **14.2.1 Ethiopian National Open Access Repository**

MUIR shall integrate with the Ethiopian National Academic Digital Repository (NADRE) to ensure that Mekelle University's scholarly outputs are accessible to researchers and institutions within Ethiopia.

### **14.3 International Aggregators**

#### **14.3.1 OpenAIRE**

MUIR will comply with OpenAIRE guidelines, enabling its content to be harvested and indexed by OpenAIRE, a European initiative that supports open access and open science.

#### **14.3.2 Google Scholar**

MUIR will optimize its metadata and content for indexing by Google Scholar, ensuring that Mekelle University's research is discoverable by a global audience.

## 14.4 Indexing on re3data

re3data (Registry of Research Data Repositories) is a global registry of research data repositories that provides detailed information about repositories to researchers, funding organizations, and libraries. Indexing MUIR on re3data will enhance its visibility and credibility as a trusted repository for scholarly outputs.

## 14.5 Repository Certification

To ensure long-term sustainability, trustworthiness, and alignment with international best practices, MUIR shall seek certification from recognized repository certification bodies, such as CoreTrustSeal, ISO 16363, and other trusted repository accreditation organizations.

# 15 Legal Frameworks

This section outlines the key legal frameworks and policies that govern open science, intellectual property, and open-access initiatives at Mekelle University. These frameworks are aligned with international standards and national regulations to ensure compliance and promote ethical research practices.

## 15.1 International Legal Frameworks

The following international legal frameworks provide the foundation for open science and intellectual property management:

1. **UNESCO Open Science Recommendation**

The UNESCO Open Science Recommendation provides a global framework for promoting open science practices, including open access to scientific knowledge, data, and educational resources. It emphasizes the importance of transparency, inclusivity, and equitable access to research outputs.

2. **World Intellectual Property Organization (WIPO)**

WIPO establishes international standards for intellectual property rights, including copyrights, patents, and trademarks. These standards ensure the protection of intellectual creations while fostering innovation and knowledge sharing.

## 15.2 National Legal Frameworks

The following national legal frameworks and policies guide the implementation of open science and intellectual property management in Ethiopia:

1. **Ethiopian Intellectual Property Office**

The Ethiopian Intellectual Property Office is responsible for administering intellectual property rights within the country. It ensures the protection of intellectual creations and promotes innovation through legal and regulatory mechanisms.

2. **Ethiopian National Open-Access Policy**

The Ethiopian National Open-Access Policy mandates that publicly funded research outputs be made freely accessible to the public. This policy aims to enhance the visibility, accessibility, and impact of research conducted in Ethiopia.

## 15.3 Institutional Legal Frameworks

The following institutional frameworks and policies govern open science and research practices at Mekelle University:

### 1. Mekelle University Senate Legislation

The Mekelle University Senate Legislation provides the legal basis for academic and research activities at the university. It outlines the rights and responsibilities of researchers, students, and staff in relation to intellectual property and open science.

### 2. Mekelle University Open-Access and Research Policy

The Mekelle University Open-Access and Research Policy promotes the dissemination of research outputs through open-access platforms. It ensures that research conducted at the university adheres to ethical standards and contributes to the global knowledge base.

## 16 Roles and Responsibilities

### 16.1 Institutional Responsibilities

The Mekelle University] is responsible for:

1. Supporting the transition to open access and open science through education, training, and necessary infrastructure.
2. Strategic Leadership and Governance
3. Funding and Resource Allocation
4. The establishment of an organizational unit to manage and support the institutional repository.
5. Monitoring policy compliance and usage metrics.

### 16.2 Researchers' Responsibilities

Researchers are responsible for:

1. Submission of the finalized accepted version of the thesis and dissertation work.
2. submit the signed author declaration by all concerned bodies, including advisors, evaluator and department
3. filing all required forms
4. submit all research datasets for partially or fully publicly funded research works

### **16.3 Repository Administrator’s Responsibilities**

Repository Administrators are responsible for:

1. Oversee the daily operation and functionality of the Institutional Repository platform.
2. Ensure system availability, regular backups, and disaster recovery mechanisms are in place.
3. Coordinate software updates, patches, and technical troubleshooting in collaboration with the university’s IT department.
4. Provide guidance and technical support to faculty, students, and staff submitting materials.
5. Apply content quality control mechanisms
6. Implement practices to ensure long-term preservation and integrity of digital content.
7. Keep up with trends, standards, and best practices in digital repositories and scholarly communication.
8. Track and report usage statistics, repository growth, and system performance.
9. Collaborate with the university library, ICT, academic units, and research offices to support repository functions and content acquisition

### **16.4 Library Responsibilities**

The Library is responsible for:

1. Coordination and Management
2. Content Acquisition and Curation
3. User Support and Capacity Building
4. Promotion of Open Access
5. Collaboration and Stakeholder Engagement
6. Metadata and Standards Compliance
7. Preservation and Accessibility
8. Monitoring and Reporting

## **17 Review and Policy Amendments**

This policy shall be reviewed every two years to ensure continued relevance and effectiveness. Amendments will be made following consultation with stakeholders and institutional leadership. The MUIR Committee will review this policy every two years to ensure its relevance and alignment with emerging trends and best practices.

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## A Appendices

### Appendix: Glossary of Terms

- **CARE Principles for Indigenous Data Governance:** The emphasis on greater data sharing alone creates a tension for Indigenous Peoples who are also asserting greater control over the application and use of Indigenous data and Indigenous Knowledge for collective benefit. This includes the right to create value from Indigenous data in ways that are grounded in Indigenous worldviews and realise opportunities within the knowledge economy. The CARE Principles for Indigenous Data Governance are people and purpose-oriented, reflecting the crucial role of data in advancing Indigenous innovation and self-determination. These principles complement the existing FAIR principles, encouraging open and other data movements to consider both people and purpose in their advocacy and pursuits.
- **Data Management Plan (DMP):** A brief plan that defines how the data will be created, how it will be documented, who will be able to access it, where it will be stored, who will back it up, and whether (and how) it will be shared and preserved.
- **Embargo:** The period during which a publication can be ‘closed’ while deposited in the repository (i.e., the publication is not openly available).
- **FAIR Data Principles for scientific management and data stewardship:** A set of principles to make data Findable, Accessible, Interoperable, and Reusable. <https://www.force11.org/group/fairgroup/fairprinciples>.
- **Metadata:** The descriptors used for describing, tracing, use, and management of the deposited item (indicatively: title of publication, author(s), institutional affiliation, name of journal where the publication has been accepted, etc.).
- **Open Educational Resources (OER):** According to the OECD, these are “teaching, learning, and research materials that make use of tools like open licenses that permit their free reuse, continuous improvement, and repurposing by others for educational purposes.”
- **Publication:** The peer-reviewed published (or under publication) work of researchers based in the institution.
- **Research Data:** Any information that has been collected, observed, generated, or created to validate original research findings (such as raw data captured from instruments, sensors, visualizations, models, algorithms, images, audio, and video files, etc.).

- **Research:** Any creative and systematically performed work with the goal of furthering knowledge.
- **Researcher:** Any member of the research staff of [Name of the University/Research Institute], of all levels and irrespective of their employment status, including employees and doctoral students.
- **Contributor:** Researcher, advisor, and data producers.

## A.1 Appendix: Submission/Depositing Form

### Submission/Depositing Form

The Mekelle University Scholarly Content Submission Format may be updated in Google Form, embedded in the University Website and hard copy format.

#### Author Information

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

University ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Submission Details

Title of Work: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Abstract/Summary: \_\_\_\_\_

Keywords: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Version: \_\_\_\_\_

#### Rights and Permissions

I confirm that I am the author/co-author of this work and have the right to deposit it in the repository.

Yes

I agree to the terms and conditions of the repository.

Yes

I understand that this work will be made publicly available.

Yes

## Additional Information

Comments/Special Instructions: \_\_\_\_\_

## Signature

Author's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Office Use Only

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Repository ID: \_\_\_\_\_

Status: \_\_\_\_\_

## A.2 Author Declaration Form

A mandatory form where authors declare the originality of their work...

I, \_\_\_\_\_, hereby declare that this thesis/work, titled \_\_\_\_\_, is my original work and has not been presented for a degree in any other university or institution.

To the best of my knowledge and belief, the thesis/work contains no material previously published or written by another person except where due reference is made in the text of the thesis/work.

Name of Author: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor's Declaration:

I hereby certify that the preparation and presentation of the thesis/work were carried out by the candidate under my supervision.

Name of Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department Head's Declaration:**

This thesis/work is submitted for examination with my approval as a University authorized supervisor.

Name of Department Head: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**A.3 Appendix C: Embargo Request Form**

This form is used for requesting a temporary embargo on document access...

**Mekelle University Institutional Repository  
 Embargo Request Form**

<b>Author(s) Name(s)</b>	
<b>Title of Thesis/Dissertation</b>	
<b>Department</b>	
<b>Degree Program</b>	
<b>Date of Submission</b>	

**Embargo Request Details**

<b>Requested Embargo Period</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Reason for Embargo</b>	

**Author Declaration**

I, the undersigned, hereby request an embargo on the publication of my thesis/dissertation in the Mekelle University Institutional Repository for the period specified above. I understand that during this period, access to my work will be restricted as per the university's policies.

<b>Author's Signature</b>	
<b>Date</b>	

## Approval Section

Approved by (Supervisor)	
Signature	
Date	
Approved by (Department Head)	
Signature	
Date	

## Repository Administrator Section

Embargo Applied	
Date	
Repository Administrator's Signature	
Date	

### A.4 Appendix D: Withdrawal Request Form

A formal request to remove an item from the repository, detailing justifications...

#### Mekelle University Institutional Repository Scholarly Content Withdrawal Request

### Requestor Information

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

### Content Information

Title of Work: \_\_\_\_\_  
 Author(s): \_\_\_\_\_  
 Publication Year: \_\_\_\_\_  
 DOI/Identifier: \_\_\_\_\_  
 Reason for Withdrawal: \_\_\_\_\_

## Withdrawal Justification

Please provide a detailed explanation for the withdrawal request. Include any relevant documentation or evidence to support your request.

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## Acknowledgement

I, the undersigned, hereby request the withdrawal of the aforementioned scholarly content from the Mekelle University Institutional Repository. I understand that this request will be reviewed by the repository administration, and the final decision will be communicated to me.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Administrative Use Only

**Reviewer Name:** \_\_\_\_\_

**Decision:** \_\_\_\_\_

**Date of Decision:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Note: All Forms will be Updated by the Institutional Repository Manager