

University of Cape Town

Research Data Repository - ZivaHub:

Regulation

1. Preamble

This University of Cape Town (UCT) regulation governs its institutional repository for research data, which exists to enable the storage of UCT's research data linked to published research findings. This document sets out guidelines for the management and use of ZivaHub, the repository for research data at the University of Cape Town. The regulation is recognized as aspirational and is intended to be a guideline that takes time to fully execute.

2. Definitions

- 2.1. Archiving: This type of curation activity guarantees the proper selection and storage of data, ensuring its accessibility while maintaining both logical and physical integrity over time, encompassing aspects of security and authenticity.
- 2.2. Authenticated User: A University of Cape Town user logged in to the platform through their institutional credentials.
- 2.3. Collection: A collection refers to one or more datasets, often seen in large or multi-phase projects or research endeavours that yield multiple publications. Such projects may be broken down into several datasets, which can then be consolidated into collections. These collections may be stored within a repository or maintained separately elsewhere.
- 2.4. Content: Any content available within the repository, encompassing research data, datasets, metadata, models, templates, and interactive elements, among other materials.
- 2.5. Curatorial Staff: A staff member at the University of Cape Town with authorization to represent rights-holders and make decisions regarding access requests. Curatorial staff automatically serve as authorizing agents, but additional or alternative agents may also be designated.
- 2.6. Data Curation: the active management of data through its lifecycle to enable discovery and provide for reuse over time in scholarly and educational activities.
- 2.7. Data Curator: a person who has entered an employment relationship with UCT (University of Cape Town) in a professional role and plays a pivotal role in ensuring that data meets UCT's needs by ensuring it is readily accessible, precise, and pertinent.
- 2.8. Data dissemination: The dissemination or public sharing of data through publication, transmission, communication, or distribution.
- 2.9. Data file: For the repository's objectives, any file containing research data or associated documentation.
- 2.10. Data repository: An interface entity that is both searchable and queryable, capable of storing, managing, maintaining, and curating data and digital objects.

- 2.11. Data Stewards: The UCT Data Stewards are a community of practice around good data practices within research by developing and maintaining a vibrant, sustainable data culture at UCT.
- 2.12. Datacite/ DOAR: The entity responsible for overseeing the registration of Digital Object Identifiers (DOIs) through the DOI system and ensuring their ongoing and reliable resolution.
- 2.13. Datasets: A dataset or multiple datasets refer to a distinct and clearly defined collection of files or a database that contains data directly related to a research project or aids in generating data for such activity. This may encompass both the data itself and the tools used to create, analyze, or validate it, such as computer models and software code. Each dataset typically consists of data files, potentially including executable files, along with accompanying documentation. These datasets may be stored within the repository, hosted on other online data repositories, or published separately, such as supplementary materials alongside a journal article.
- 2.14. Depositor: Any authenticated user affiliated with the University of Cape Town who uploads files to the repository and/or generates a metadata record within the repository for a dataset or collection. A depositor may register a dataset without uploading files, such as in cases where the dataset is stored externally to the repository.
- 2.15. Digital Object Identifier: A character string utilized to uniquely and consistently identify and link to a digital landing page for an object. A DOI is assigned to each metadata record associated with a digital dataset stored in the repository.
- 2.16. License Agreements: A legal declaration outlining the intellectual property rights associated with an item and specifying the permissions granted by the rights holders to any users of the item.
- 2.17. Metadata: Data that serves as documentation for the discovery, description, and contextualization of resources.
- 2.18. Open Access: the immediate, online, free availability of research outputs that can be accessed by anyone in the world and is free of most copyright and licensing restrictions.
- 2.19. Open Data: data that can be freely used, re-used, and redistributed by anyone - subject only to the requirement to the assigned open licence.
- 2.20. Private Access Setting: Access settings for files freely accessible to all depositors.
- 2.21. Researcher: a person who has entered an employment relationship with UCT (University of Cape Town) in an academic position, full-time or part-time, and whether full or joint appointment, including honorary and affiliate appointments and assistantships.
- 2.22. Student: A student enrolled in a pre postgraduate program at the University of Cape Town or a postgraduate student from a related university conducting research under the supervision of the University of Cape Town.
- 2.23. Uploading: The procedure of receiving research data and readying it for archival storage and long-term management within the repository.
- 2.24. User co-authoring: A user can add co-authors to their item by entering a separate first name and last name, as well as other information, such as their ORCID. If co-authors do not have a Figshare account, they can still be added as authors and can be notified of the submission by adding their email address. If co-authors have Figshare accounts within the same institution, the item can be added to the group that they are associated with.
- 2.25. User: A public user not logged into the platform – public use only.

3. Purpose

ZivaHub is the University of Cape Town's (UCT) open-access data repository. It serves as a publishing and access platform for research data and scholarly outputs with the objective of ensuring that such data remains accessible to researchers and the public from around the world and preserves it for future generations.

The repository is available to all students and staff at UCT for secure storage, sharing, and publication of research data. The system helps researchers comply with funders' requirements and keep track of their citations through the generation of digital object identifiers (DOI). The institutional data repository's mission is to make the research data captured by the University of Cape Town staff and students FAIR (findable, accessible, interoperable, and reusable).

4. Service

4.1. Management and administration

4.1.1. The repository is managed by Digital Library Services, a division of UCT Library's Information Systems & Resources directorate, and administration is undertaken by curatorial staff. Utilizing the service incurs no direct billing expenses to the user. Enquiries and support requests should be directed to dls@uct.ac.za.

4.2. Eligible Content

4.2.1. All areas of research and all data types are encompassed. Content must adhere to privacy, copyright, confidentiality, and non-disclosure agreements, especially concerning data obtained from human subjects.

4.2.2. Metadata records and datasets can be registered and uploaded to the repository if the dataset supports published research, conducted by university staff, associates, or students.

4.3. Users

4.3.1. Users are divided into five distinct categories each with a distinct set of access rights as indicated in the table below:

User Categories	User Rights
System Administrators	Responsible for the maintenance and management of the repository.
Curatorial Staff (Data Curators, Data Stewards, Reviewers)	Curatorial staff authority may include the ability to alter and disseminate metadata records and datasets that have been registered and deposited to guarantee that content is managed and stored in conformity with all applicable laws and regulations.
Authenticated Users (UCT-affiliated users)	Able to create metadata records in the repository to register and describe collections and datasets. Datasets may be deposited for publishing and long-term storage.

	<p>Can regulate data file access by establishing access controls, such as embargo periods and access requirements.</p> <p>Have the ability to view and utilize datasets and metadata stored in the repository. Certain data files may only be accessible with authorization from a repository administrator, or access may be limited altogether.</p>
Collaborating researchers from other institutions	<p>May access joint research projects upon invitation from postdoctoral fellows, master's, doctorate, or research scholars at the University of Cape Town. The extent of this access is restricted to viewing or commenting on datasets and their metadata records.</p>
Public/External users	<p>Users have access to, and usage of the datasets and metadata information published and stored on the repository. Certain data files may only be accessible with restrictions or with prior authorization.</p>

4.4. Degrees of service

- 4.4.1. For any given calendar year, the repository is available twenty-four hours a day, seven days a week, with a target uptime of 99%.
- 4.4.2. Any unforeseen service disruptions shall be handled to reduce the effect on the service and promptly restore full repository functionality. Please email dls@uct.ac.za in the event of an unexpected loss of service.
- 4.4.3. User support is provided by the Digital Library Services unit of the Information System and Services directorate of UCT Libraries.
- 4.4.4. Support requests and questions need to be directed to dls@uct.ac.za. Requests and questions sent via email will be responded to within two business days. The urgency and demand levels of each request will determine its priority for action.
- 4.4.5. Consultations or more assistance may be given on request.

4.5. Notice of Disclaimer

- 4.5.1. All users acknowledge and agree to the ZivaHub Terms of Data Deposit and/or the ZivaHub Terms of Access of the repository by using it.
- 4.5.2. The University of Cape Town disclaims all liability for accuracy, omissions, or legal infractions in any dataset or metadata record, and makes no commitments regarding the accuracy of any dataset or metadata record stored in or supplied by the repository, or their compliance with any law.
- 4.5.3. All users utilize the repository at their own risk when using any information it provides. Whenever a dataset is provided, users should carefully study any material that questions the reliability or accuracy of the data.

4.5.4. The University of Cape Town disclaims any obligation for any mistakes or losses resulting from inaccurate information provided by the repository, as well as for the outcomes of anyone acting upon or otherwise depending on such material.

4.5.5. The University of Cape Town disclaims all liability for loss or damage to datasets kept in the repository, even though every precaution will be taken to ensure their integrity.

5. Submissions

The submission process will involve curated deposits.

Submissions will be published only when they have been validated against curation checklists, overseen by a data steward, and approved by a repository administrator.

Researchers are expected to review their data before submission to detect and fix any errors. The following elements should be included in this inspection:

- a) review of the data files' content
- b) addition of appropriate metadata to comply with findability principle of FAIR.
- c) a quality and usability check
- d) a search for and extraction of any documentation that may be included with the data files to help with reuse.

5.1. Eligible Depositors

5.1.1. Only eligible depositors can create metadata records for datasets and collections and deposit associated datasets.

5.1.2. The term eligible depositor refers to one of the following authenticated users from University of Cape Town:

- a) Academics and Researchers
- b) Masters and PhD candidates
- c) Professional, Administrative and Support Services staff

5.1.3. Although Honours students are considered ineligible depositors, they may be deemed eligible under certain exceptional circumstances.

5.2. Terms and conditions of deposit

5.2.1. University of Cape Town authenticated users who deposit data files into the repository must accept the ZivaHub Terms of Data Deposit.

5.2.2. Data ownership and other rights are not transferred when data is deposited in the repository. All rights in the data are reserved by the rights-holders, including moral rights arising from intellectual property laws, such as the right to acknowledge the source or originator of the dataset.

5.3. Embargoes

5.3.1. Files in a dataset can be placed under embargo for a specified period, during which time the metadata record will be accessible, but the contents of the files will not be viewable or downloadable.

Files should not be embargoed for longer than three years after the date of deposit or two years longer than the publication of any research findings that rely on or reference the dataset, unless there are valid reasons for restricting the access to the data. Examples of these would be the following:

- compliance with the terms of a commercial, sponsorship, research, confidentiality or nondisclosure, or any other agreement;
- protection of intellectual property rights pending commercial exploitation or patent registration; or
- to enable misconduct enquiries to be carried out.

5.4. Minimum requirements

5.4.1. For every deposited dataset, a metadata record needs to be completed. According to the specifications of this regulation's metadata assignment provisions, the metadata record must be a valid record. To establish a legitimate metadata record, a minimum required quantity of metadata needs to be provided (see section 9.2)

a) Data files must be absent of malware, virus-free and uncorrupted. With the necessary software, every file must also be able to be opened.

5.4.2. Where there are multiple data files, a description that describes the contents of each data file should be included as part of the metadata Description field.

6. Appraisal and curation

6.1. Research data is not automatically uploaded to the repository. Instead, University of Cape Town authenticated users must submit their research data for publication. These submissions undergo a curation process overseen by curatorial staff. During this review process, submissions are evaluated, and metadata enrichment is applied.

6.2. Data submitted for publication in the repository must fall within the scope of eligible contents and possess substantial value to warrant inclusion. Submissions may be declined if they are deemed confidential, ineligible, trivial, of low quality, or lack practical re-use value. To assist with this Data Curators must evaluate each submitted item of data against the legal compliance checklist.

6.3. Data collected or generated by university members will be eligible for deposit in the repository if there exists a policy, legal obligation, or contractual requirement for its dissemination. In cases where there is no such requirement, or if dissemination is impeded by reasons such as:

- Restrictions on disclosure outlined in research contracts,
- Potentially harmful information if released publicly,
- Risk of copyright infringement,
- Consideration of the data's patentability,

- Potential for commercial exploitation,
- Ethical concerns,
- In instances where data contains personally identifiable information and is subject to data privacy requirements.

The determination of whether to accept a submitted dataset for deposit will be made by the Curatorial Staff. Although every attempt will be made to accommodate eligible research data in the repository, it cannot be guaranteed that all submitted datasets will be accepted.

- 6.4. If there are external services better suited for disseminating research data, such as data centres maintained by funders or reputable disciplinary data services, authenticated users may be advised to submit their datasets to these repositories. Additional details can be found in the ZivaHub Libguide.
- 6.5. Individuals uncertain about the eligibility of their dataset submission for repository admission should seek guidance by contacting dls@uct.ac.za.
- 6.6. Curatorial staff will validate all submissions against the departmental curation checklist.
- 6.7. Submissions deemed outside the scope of the repository's eligible contents will be declined.
- 6.8. Submissions falling within the scope of eligible contents but not meeting the minimum requirements will be returned to the depositor. They will be asked to provide the necessary information or data.
- 6.9. A repository administrator is authorized to adjust metadata elements to address minor errors, ensure compliance with these regulations, or incorporate administrative metadata. Substantive modifications to descriptive metadata will only be made after notifying the depositor.
- 6.10. The repository administrator will not verify the accuracy and authenticity of submission content; this responsibility lies solely with the depositor.
- 6.11. Upon submission by a depositor, a curation workflow will be employed to assess, accept, reject, or modify submissions. The repository's administrators or designated authorizing agents will review and approve submissions before ingestion.
- 6.12. Once a submission has been approved by a repository administrator, it will be officially accepted into the repository. At this point:
 - The metadata record will be publicly accessible within the repository.
 - The metadata record for a dataset will be registered in the DataCite Metadata Store, in accordance with the selected licensing agreement(s). Additionally, a DOI will be assigned to the dataset and published on its metadata record within the repository.

7. Item Management and Handling

- 7.1. A curation log will be utilized to document any alterations made to the submitted data. This log will maintain a record of communication between the repository and data submitters.
 - 7.2. Curatorial staff are permitted to examine the file representation and organization to achieve two main objectives: comprehending directory structures, file relationships, and naming conventions; and preserving file relationships or generating documentation to aid others in understanding the interconnections between files.
 - 7.3. Curatorial staff have the authority to examine submitted data to identify and rectify any errors or issues associated with them. This inspection encompasses:
 - Reviewing the content of the data files.
 - Checking for quality and usability issues.
 - 7.4. Curatorial staff are empowered to collaborate with data creators to improve data submissions.
 - 7.5. Curatorial staff may evaluate the formats of submitted files to:
 - Confirm technical metadata for optimal file reuse
 - Encourage the conversion of files into open, non-proprietary formats
 - Preserve original files if data transformation is not perfect
 - 7.6. Curatorial staff have the authority to rename files to enhance their description and arrange them in a manner that could improve their reusability.
8. Data Ingestion and Storage
 - 8.1. Data Ingestion
 - 8.1.1. Once data files have undergone management and handling by the depositor, they are ingested into the data repository.
 - 8.1.2. During the ingestion process, the integrity and fixity of the data files will be preserved and confirmed.
 - 8.1.3. Occasionally, changes to files may be necessary after ingestion. In such cases, a separate notification will be sent to the depositor detailing this process.
 - 8.2. Logical Security
 - 8.2.1. It is required that host systems, operating systems, and externally obtained application software maintain the latest and suitable software security patches provided within the corresponding software/OS distribution, in line with acceptable risk levels.
 - 8.2.2. Applications should be devised, executed, and overseen to reduce the potential for deliberate and unintentional misuse of the application and its related data.
 - 8.3. Privacy and Confidentiality

8.3.1. Applications must be designed, and systems utilized in a manner that safeguards the privacy and confidentiality of the diverse electronic data they handle. This alignment should adhere to the University of Cape Town’s Research Data Management Policy, along with relevant laws such as the Protection of Personal Information Act.

8.4. Storage Allocation

8.4.1. The storage quota is divided between individual and research project storage. While individual storage is allocated to eligible depositors, research project storage is assigned to specific projects. The distribution of project storage among the University's research institutes units, centres, and academic departments follows a proportional allocation method. The table below demonstrates how the storage quota is divided between individual authenticated user and research project quotas:

Storage quota	Authenticated User category	Allocated storage (Gigabytes) per User
Individual storage	Academics or Researchers	20
	Post-doctoral fellows	20
	Doctoral and Masters students	20
Research project storage	Academic department, research institute, unit, or centre	100

Despite allocated storage quotas, the University of Cape Town authenticated users can request additional storage allocation. However, approval of these requests is not assured. Each application will be individually evaluated by the repository's administrators. Quotas will be reviewed and may be adjusted as necessary to meet the needs of the University research community as the system storage capacity and costs change.

8.5. Adherence to this Regulation (In relation to ingestion and storage) The following actions are explicitly prohibited under this regulation:

- Interfering with, tampering with, or disrupting resources.
- Intentionally transmitting any computer viruses, worms, or other malicious software.
- Knowingly allowing inappropriate levels of access or exploitation of resources by others.
- Uploading sensitive or confidential electronic information/data to the repository, risking unauthorized access.
- Disclosing electronic information/data without proper authorization.
- In addition to potential legal repercussions, violators of this regulation may face disciplinary measures, including but not limited to dismissal or expulsion, in accordance with the University of Cape Town’s policies, collective bargaining agreements, codes of conduct, and/or other governing instruments. The application of such measures will be in accordance with those instruments' provisions.

9. Metadata Management

9.1. Metadata Records

9.1.1. Every dataset and collection will have its own metadata record.

9.1.2. Each metadata record will be highlighted on its dedicated landing page with a distinct URL. These landing pages will correspond to digital datasets housed within the repository or non-digital datasets archived and overseen by UCT will receive a DOI (Digital Object Identifiers), which will direct to the URL of the metadata record. DOIs are not allocated to metadata records for collections or datasets not affiliated with the University's authority.

9.1.3. Each metadata record must include a mandatory minimum set of metadata elements. Additional optional metadata may be included at the depositor's discretion or by a repository administrator.

9.1.4. All metadata records registered with the repository are publicly accessible online and can be freely accessed by anyone without limitations or fees.

9.2. Mandatory metadata

9.2.1. The minimum metadata that must be documented for each dataset or collection metadata record includes:

- Title
- Author(s)
- Categories
- Group
- Item type
- Keywords
- Description
- Funding
- Resource Title
- Resource URL/DOI
- License
- Department

9.2.2. The depositor is responsible for providing the mandatory metadata. For datasets hosted in the repository, the assignment of a DOI will occur only once the review process has been successfully completed and the item is published. Alongside the mandatory minimum metadata elements, additional metadata elements may be incorporated to ensure the metadata record's validity. This allowance extends to the inclusion of domain-specific metadata schemas.

9.3. Language

9.3.1. English serves as the primary language for the metadata record.

9.3.2. Mandatory metadata fields must be filled out in English.

9.3.3. An alternative language title can be provided in the designated alternative title field, while an alternative-language description of the dataset may accompany the English version in the description field.

9.3.4. All other free-text fields visible on the public metadata record must primarily contain English language entries. However, relevant alternative-language entries may also be included.

10. Access

- 10.1. Access to files within a dataset can be regulated by depositors. Deposited files may have the following access configurations:
 - Open Access Setting: Readily accessible without any restrictions.
 - Private Access Setting: Accessible to individual authenticated user accounts or collaborative spaces. This setting is exclusive to staff and students with a University of Cape Town account or external research collaborators from other institutions.
 - Restricted Access Setting: Accessible only to users who request permission to access research data and are duly authorized by an authorizing agent.
 - Under Embargo: Research data held under embargo for a specified duration becomes available either openly or with restrictions upon the embargo's expiration.
- 10.2. Open data files are provided with open licenses by default. The recommended licenses for data files include the Creative Commons Attribution and Open Data Commons Attribution licenses.
- 10.3. Open software files are made accessible under various standard Open-Source software licenses.
- 10.4. Data may be subjected to an embargo. Depositors can select embargo periods ranging from 1-6 months, 1 year, 2years or permanent embargo subject to depositor's discretion. Following this period, data files must be made accessible, unless there are valid reasons to continue withholding access to the data.
- 10.5. Depositors specify the level of access for data files during the uploading process to the repository.
- 10.6. All metadata records registered with the repository are openly accessible online and can be freely accessed by anyone without any restrictions or charges.

11. Reuse

11.1. Openly Accessible Datasets

- 11.1.1. Data and software files accessible under the conditions of a Creative Commons Attribution, Open Data Commons Attribution, or standard Open-Source license typically allow for the following actions:
 - Reproduction, display, or performance, sharing with third parties, and storage in a database in any format or medium;
 - Utilization for personal research or study, educational, non-commercial purposes without requiring prior permission or payment; Subject to the following conditions:
 - Providing a citation to the dataset, which should include at least the following metadata elements:
 - the Author(s),
 - Title,

- Data Publisher,
- Publication Year, and
- DOI of the Item;
- Presenting the original copyright statement and the license/rights permission statement.

11.2. Metadata

11.2.1. The metadata contained in the metadata records can be reused in any medium without needing prior permission.

11.2.2. Individuals who choose to reuse metadata are requested to acknowledge the University of Cape Town Research Data Repository as the origin of the metadata and/or to reference the original metadata record using its DOI or URL.

12. Retention

12.1. After being deposited, a dataset and its metadata remains amendable through the addition, removal, or modification of data files and metadata. Each data file is assigned a checksum to aid in detecting alterations. If a new version of an item is published, links between earlier and later versions of the item will be established, with the most recent version clearly indicated.

12.2. The dataset and its metadata will be accessible for the duration of the repository's existence, currently aligned with the operational lifespan of Figshare, the hosting service.

12.3. Efforts are underway to systemise the processing of data files and associated metadata into an active digital preservation system where both the data and metadata will be preserved in line with the preservation policies of the University of Cape Town.

13. Withdrawal

13.1. Reasons for Withdrawal. Materials stored in the repository are accessible based on the terms set forth by the dataset's depositor, with the implicit consent of all rights holders, and will only be withdrawn under the following circumstances:

- Compliance with University policies or regulations;
- Upon the expiration of the minimum or specified retention period following standard collection management protocols;
- In response to a documented breach of contract, law, or policy; or
- Upon receipt of a valid and substantiated complaint.

13.2. Reasons for Complaint. Acceptable grounds for the exceptional withdrawal of data include:

- Violation of intellectual property rights;
- Contractual breaches;
- Legislative violations;
- Matters pertaining to national security

13.3. Complaint Procedure

13.3.1. Individuals wishing to file a complaint based on any of the grounds should communicate with the repository via written correspondence at dls@uct.ac.za providing the following details:

- Name and contact information of the complainant;
- Identification of the dataset in question, including a DOI or URL for the relevant metadata record;

- Description of the complaint along with any supporting evidence.
- 13.3.2. Upon receipt of the complaint, a repository administrator will acknowledge it in writing, and the concerned dataset will promptly be removed from public view pending further investigation. Both the depositor of the dataset and any rights holders will be notified about the complaint. The matter will then be investigated by the Manager of Digital Library Services and the University's Contracts Office. The University of Cape Town's Contracts office will inform both the complainant and the depositor about the investigation's outcome and any subsequent actions taken.
- 13.3.3. If the complaint is deemed invalid, the dataset will be reinstated.
- 13.3.4. If reasonable grounds for a complaint are found, or if there is evidence of infringement, the dataset in question will be permanently withdrawn from the repository.
- 13.3.5. Withdrawn datasets will not be erased but will be taken out of public view. The metadata record for a withdrawn item will be preserved indefinitely and amended to include:
- A link to a replacement version, if available; or
 - Explanatory notes regarding the reasons for the withdrawal.

13.4. Disclaimer

- 13.4.1. The University of Cape Town takes reasonable measures to ensure that all datasets and related metadata records published in its repository represent accurate and authentic research outputs conducted at the University. Additionally, the University endeavors to ensure that datasets published in its repository comply with applicable laws and do not infringe upon any copyright, trademark, patent, or other intellectual property rights of individuals or organizations.
- 13.4.2. Despite the above efforts, the repository shall not be held accountable for content or materials that violate the rights of third parties, to the extent permitted by law. The repository aims to maintain positive relations with rights holders and will make every effort to accommodate requests and negotiate resolutions. This may involve replacing an offending dataset with a modified version acceptable to the complainant, adjusting the terms of access to a dataset or its associated licensing agreements, or observing an embargo period before releasing a dataset.

14. Application of this Regulation

14.1. Commencement

The start date of this regulation is yet to be finalized.

14.2. Duration

This regulation remains effective until it undergoes modification or is revoked.

14.3. Amendments

Announcements regarding any amendments to this guideline will be made publicly available. Such revisions will become effective upon publication on the Digital Library Service's website as part of the regulation.

14.4. Custodian

The University of Cape Town Libraries' Digital Library Service is the custodian of this regulation.

14.5. Interpretation

The principles outlined in this regulation should be understood within the broader framework of the University's governance or regulatory system. Specifically, it should be considered alongside the regulatory documents listed below:

- [Copyright guidelines at UCT](#)
- [Information Security Policy](#)
- [Account and Password Policy \(PDF\)](#)
- [UCT ICT Strategy](#)
- [UCT Open Access policy](#)
- [Guidelines to the UCT Open Access policy](#)
- [Addendum to UCT Authors' Publication Agreements](#)
- [Records Management policy](#)
- [UCT policy for research data management](#)
- [UCT policy for responsible conduct of research](#)
- [UCT policy for ethics clearance and permission to engage UCT staff and/or students or their data in research](#)
- [UCT research ethics code for research involving human participants](#)
- [UCT research ethics code for use of animals in research and teaching](#)
- [Faculty of Health Sciences use of animals in teaching and research: standard operating procedures](#)
- [UCT policy and standard operating procedures regarding scientific use of non-human primates](#)
- [Register of ethics approvals for research conducted under the auspices of UCT](#)
- [Code for UCT research ethics committee members](#)
- [Appeal to Ethics in Research Committee: standard operating procedure](#)
- [Appeal to Senate Animal Ethics Committee: standard operating procedure](#)
- [Naming of inter- and/or intra-faculty teaching or research groups](#)
- [Authorship practices policy](#)
- [UCT policy and procedures for breach of research ethics codes and allegations of misconduct in research](#)
 - September 2014 (current, active version)
- [UCT policy and procedures for breach of research ethics codes and allegations of misconduct in research](#)
 - December 2023 (updated version, implementation date to be communicated)
- [Policy statement on safeguarding in research](#) – October 2022
- [Policy on SFARS](#) – October 2022

ZivaHub Open Data UCT Regulation v0.1 – 2024-05-01

Owner: University of Cape Town Libraries