

RESEARCH POLICY

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Introduction

Neapolis University Pafos (NUP), as presented in its mission statement, is committed to excellence through continuous innovation in education, research, creativity and the development of society. This Policy describes the University's Research Policy.

Purpose

Neapolis University Pafos invests in excellence, which is supported by three main characteristics: quality education, production of primary research and practical contribution to society. Its educational activities aim to provide each student with knowledge that makes him / her competitive on the world market. At the same time, the University seeks to form an international student body, to support research and education in global issues and to establish academic relations with other countries.

The vision of Neapolis University is to empower and encourage the culture of research excellence, focusing on the challenges of the economic and social development of the Mediterranean Region and Europe in general. The core components of the strategic research purposes and research purposes of NUP are described below:

Strategic Research Purposes	Research Purposes
<p>To be recognized as a leading University in educational methods and research, not only in Cyprus but also in Europe.</p>	<p>Organization of academic activities such as international scientific conferences, seminars, workshops on various research topics.</p> <p>Creating a research partnership through the development of strong research projects with higher education institutions, public and private companies.</p>
<p>To provide full support to Members of the academic community to invest in high quality research.</p>	<p>Develop funding for research and research collaborations with potential local and international organizations, governmental and industrial partners and disseminate knowledge to the Academic community and society in general.</p> <p>Assist and encourage the Academic Community to apply for both internal and external research funding.</p> <p>Promote research partnerships between the Members of the academic community.</p>
<p>To encourage research publication with high impact in top scientific Journals and improve its position in world rankings.</p>	<p>Increase the number of articles published in leading scientific journals and reward research excellence.</p>
<p>To offer research advice to students in order to enhance their ability to use innovative ideas.</p>	<p>Organization of training seminars for students</p> <p>Encourage students to choose the appropriate thesis for them</p> <p>Participation of students in academic forums such as conferences</p>

Obligations and responsibilities of the Faculty Members

Members of academic staff of the university have the right to academic freedom and the duty to carry out and support research but also to take part in external research programmes. Every member of the academic community is expected to carry out primary research and to publish his/her findings thus promoting both the interests of his scientific discipline as well as his University.

- Members of the academic community have the right and the duty to publish their research findings in:
 1. Peer reviewed international academic journals (both open and closed access)
 2. International Conferences
 3. International research depositories
- The procedures that must be followed in order to obtain financial support for the publication of research findings is described in detail in NUP Procedure 04.100
- Members of the academic community are obliged to submit their research publications to the NUP repository.
- Members of the academic community are expected to anticipate and prevent, with a sense of responsibility, every possible damage that could be caused by their research or by their use of research of others, to society or to the ecosystem. They also have a responsibility to abstain from research that could offend or put other peoples' dignity at risk or trespass on citizens' rights.
- No research will be carried out by the University on behalf of military organizations unless such research programmes serve the National Interest.
- During their research, academics or their assistants or other research assistants are obliged to abide by the Code of Ethics of their profession. At the same time, they enjoy the constitutional right of research freedom however they must take all necessary steps to defend this freedom from any external political or ideological pressures or interference.
- Researchers must keep a full record of the development and findings of their research to enable independent verification of such findings subject to the rules and regulation on the protection of intellectual property and personal data.

- Members of the academic community have the right to use available lab equipment in order to carry out the necessary research and experiments. Lab quality controls is described in NUP Policy 04.100.
- It is forbidden to use the premises or labs for research purposes without NUP's consent and knowledge.
- The main incentive for participating and supporting research participation is the reduction in teaching hours.
- Prize awards for research activity is an additional incentive to encourage research participation and support. The management of the University awards a prize for the most active research activity during the graduation ceremony, annually.
- It is worth noting that the progress of the Members of the academic community is considered based on their research activity.
- At the end of every academic year, the University Research Office prepares a report on research activities of all Departments. This report is communicated to all members of academic staff. Based on this report, The Head of each Department has the responsibility to reprimand in writing those members with limited or no research activity.

Neapolis University Research Office (NRO)

The NRO is the supporter of NUP research development and facilitates the realization of NUP's vision. It is responsible for providing services, support and resources to lecturers, students and research staff, and strengthens the communication of the academic community with the world. Among its main objectives is the development of strategic cooperation with Universities and Institutions abroad.

The aim of the NRO is to promote academic research in all departments of the University in accordance with national and international standards. Neapolis University's Research Office outlines the policies that provide guidelines, roles and responsibilities:

1. The Neapolis University Research Office is responsible for overseeing and managing internal and external funding services and advisory services conducted by members of the academic community.

2. The Neapolis University Research Office ensures that all members of the University comply with its policies and procedures to conduct high quality research.
3. The Neapolis University Research Office also provides additional support to all members of the academic community for conducting high-quality research including:
 - Review of all research proposals under submission to ensure compliance with NUP Policies
 - Provision of administrative support, as and when necessary, for members of the academic community.
 - Locating partners for joint participation in research proposals
4. The NRO encourages all research activities, including publications, conferences participations, research seminars, workshops and other professional development activities
5. The University supports the development of colleagues' research through support for conference funding. The support is not only provided, for conferences in which a member of staff is presenting. The University also supports and funds the mere attendance at important international conferences, particularly for junior academic staff. The current policy includes three specific applications that are completed by the interested academic member and submitted at the Rector, the Director of Finance and Administration and the Head of the Department for final approval.

Faculty Members Additional Research Activities

The University's Faculty members can engage in research activities with the approval of the Head of the Research Department, provided they follow the procedures detailed in the Research Policy.

Each elected faculty member may participate in additional activities that must be in accordance with the academic function and promote the purposes of the University. Additional activities are defined as:

- Participation in External Research Programs, i.e. Research Programs with external funding, which are an important contribution to the promotion of research and / or educational activity at the University (through contribution of new researchers and postgraduate students, the development of infrastructure and the strengthening of cooperation with other research centers in the international arena). These include research grants to members of the Academic Staff.
- Business exploitation of knowledge, research results and technological development.

Participation in External Research Programs

The procedures to be followed in order to approve internal funding are described in the NUP Procedure 04.100 which is set out as ANNEX.

- The basis of Neapolis University's research policy is to provide incentives to the Academic Staff with the main purpose the enhancement of the University's developmental character by attracting external research programs and forming agreements with companies.
- The University reduces the teaching and administrative burden of Faculty members participating in research programs so that he / she can meet his / her obligations.

The participation of a faculty member in External Research Programs is done in accordance with the agreed Contract of the Program with the Funding Agency or Funding leader, which will be referred to as a Contract. The Contract identifies the Researcher.

Faculty members participating in research programs will receive remuneration beyond the pre-determined amount they receive for their lecturing duties. Depending on the size, the scope, and the impact of the research activities, the University reduces the lecturing and/or administrative duties of the faculty member. Obligatory remuneration is paid as Payroll.

The NRO provides information to relevant staff regarding competitive research grant opportunities; this information is disseminated in a timely manner to support staff with planning their workload.

- All proposals prepared by faculty members should be reviewed by the University's Research Office before submitting them.
- Each research proposal submitted should have one faculty member as the principal investigator (PI), who will instruct the research team to complete the recorded Research Purposes.
- The University's Research Office will handle project management tasks.
- PI is responsible for the development and implementation of the research project as provided in the approved funded proposals described in the research funding agreement.
- PI is responsible for submitting the progress reports and the final report.

- The University's Research Office provides support to all faculty members to develop a research proposal according to the criteria of the NUP funding program and policies.
- All proposals should be reviewed and approved before submission.
- The University's Research Office will review the research contract or agreement for a successful research proposal with external funding organizations prior to signing the contract or agreement.
- The University's Research Office is responsible for reviewing and overseeing financial expenses, progress reports and final report. The University's Research Office works with external funding organizations to ensure compliance with NUP funding and management policies and procedures.
- The Research Office must have an open contact with the program leader, and must be included in any communication concerning the program (cc)

For grant-funded research scheme applications, once final approval has been granted, the Office of Research works with the Researcher to ensure timely submission to the funding organization, clearly indicating that the institutional contact for the application is the Head of the Research Department.

After the Agreement has been executed, the NRO completes the necessary project commencement administration:

- A new project file in NUP's record management system is created. Once the new project file is created, the NRO arranges for the hard/electronic copies of the Agreement to be filed appropriately.
- A handover to the Finance department is undertaken to ensure the Finance Department assume post-award administrative responsibility for the project.
- The NRO contacts the Human Resources Department and gives directions for the formulation and composition of new contracts for all researchers as per the requirements of each specific program.
- A project commencement email is sent to the Researcher within seven days. The email contains relevant project information including a project account code and the Researcher's project/Agreement responsibilities, including intellectual property considerations.
- Reminder emails regarding project milestones are scheduled to be sent to the Researcher at timely intervals.
- A timely reminder email regarding the project completion is also scheduled.

The Researcher:

- Complies with the terms of the funding Agreement.
- Ensures ethics approvals are obtained (if required).
- Ensures the research project is delivered on time, and within budget.
- If necessary, the Researcher informs the NRO that a variation to the funding Agreement is required and obtains approval from their Line Manager for this to occur.
- The Researcher notifies the Finance department in writing when the research project has been completed.
- The NRO supports the Researcher to comply with the terms of the funding Agreement and deliver the project.

The Finance Department:

- Ensures invoices are sent to the funding organisation according to the Agreement payment schedule.
- Works with the Researcher to ensure expenditure occurs according to the project budget.
- Provides regular and timely project financial reports to the Researcher.

If required, the NRO works with the funding/external organisation to negotiate an appropriate Variation Agreement, in consultation with the Research Legal Officer and Researcher.

Business Exploitation

Kindly Refer to NUP Copyright and Intellectual Property Policy .

- Business Exploitation consists of the exploitation of Intellectual rights, which are divided in Copyrights (for example, rights to issue / copy, rights to develop and license ones own software programs, research products etc.) and Rights from the Usage of patents for cases where patents arise from ideas derived from the research activity of the members of the academic community.
- The rights resulting from an Academic project conducted by a member of the Academic staff at the University's request during his / her employment are considered an asset of the University.

- It is not allowed to sell, lend or otherwise use or share academic work produced any member of NUP with any outside institution during or after one's employment contract with the University. The University reserves the right to legally prevent the faculty member from violating the intellectual property rights.
- The NRO, in collaboration with external legal sources if required, will study and decide on case-by-case intellectual property for research results obtained from a research project produced with external funding. Such an outcome will be done in accordance with the intellectual property agreement set forth by each individual external research contract signed between the university, other project partners and the funding agency.

Internal Research

Neapolis Univeristy Pafos supports and promotes research by allocating a significant part of its budget to research activities and research programs undertaken by its academic staff.

A: Research Activities

Funding for research activities comes directly from the University's budget and applies to all teaching and research staff members. This funding supports expands and strengthens the parameters of an individual or joint research activities. In particular, this funding enables and motivates the academic staff to participate in international scientific conferences, facilitates disseminating research results, and promotes research collaborations between universities and research institutes. In addition, the funding for the publication of scientific articles in open access journals, wherever and whenever required, comes directly from the university budget. Each year, every Department of the University, based on its estimated needs, allocates funding to finance the research activities of its faculty members. The budget preparation takes place during the Department's Council and is submitted to the University's financial services. To formulate the amount required for funding each Department's research activities, each faculty member firstly submits a relevant document in which he/she describes a provisional list of actions that he/she will implement. Then, the Department evaluates all actions and formulates its overall research budget. The funding for research activities concerns prestigious journals and conferences. Each Department, in collaboration with the Head of the Research Department, determines the evaluation of the conferences or the journals.

B: Internal Research Programs

Neapolis University Pafos, in order to additionally support research, funds Internal Research and Innovation Programs.

I: Seed-Funding

This funding aims to support early-stage Lecturers and Assistant Professors (with less than two years of experience) in developing their independent research. The requests for seed-funding are submitted to the Research Committee through the Head of the Department, the Dean of the School, and the Head of the Research Department. Seed-funding aims to foster high-level research activities, help the faculty member participate in new research projects, promote collaborations across the academic and industry sectors, and drive novel and exciting research and innovation ideas. Eligible costs are primarily related to travel expenses for networking opportunities and project collaboration. Fees related to the purchase, installation, and utilization of the necessary infrastructure and laboratory equipment that are not currently available at the University, are also allowed. It is emphasized that each faculty member can receive seed funding only once.

II: Initial Funding

The Initial Funding refers only to the recruit academic staff members of the University regardless of their rank. The initial funding of the new academic staff intends to provide the necessary infrastructure to enhance the continuation of high-level research and to contribute to the competitiveness of attracting funding from external research sources. Any new member may apply for initial funding from the date that he/she took up his duties until month six. The requests for initial funding are submitted to the Research Committee through the Head of the Department, the Dean of the School and the Head of Research Department. The total amount requested per new academic staff must not exceed € 20,000, and each project that receives initial funding must have a maximum duration of 24 months from the commencement date. Eligible costs are primarily related to the purchase, installation, and utilization of the necessary infrastructure and laboratory equipment that are not currently available at the University. In addition, operating expenses related to the employment of staff or the hiring of third-party services are allowed.

III: Internal Research Programs

Internal research programs consist of the primary funding source to support the research work of academic staff members. Internal Research programs are announced every two years, and five projects in total get funded. Each internal program should have a maximum duration of 24 months and a maximum

funding amount of € 20,000 per year (€ 40,000 in total). Each proposal is sent to two external evaluators, who are selected based on their relevance to the proposal's subject. The final score of the proposal is based on the average score of the two evaluators. If the score of the two evaluators has a difference equal to or greater than 5 points, then the proposal is forwarded to a third evaluator. The final score of the proposal is derived from the average of the two closest scores. The distribution of the internal programs is done per Department, given that there are proposals that have secured a high score (at least 8/10). All members of the academic staff are eligible to participate, except the members of the Research Committee. It is also emphasized that the faculty members who received an internal research program in the previous call are not entitled to submit a new proposal during the next call.

Research Laboratories

Members of the academic community of the Neapolis University have the right to set up research laboratories. The research laboratories aim to serve both the research and educational activities in the scientific fields for which they were created. The purposes of the laboratories are to:

- Expand the horizons of students, Ph. D candidates and faculty members and upgrade their work as educators and researchers.
- Support and develop an interdisciplinary / cross-thematic approach to scientific issues.
- Excel in the interface between research and educational activities.
- Excell in the interface between Education and training.
- Raise awareness and inform external experts and society in general, on matters relating to the scientific subjects and capacities of each laboratory.
- Create and provide cutting edge educational and pedagogical material.
- Co-operate (educational, research, writing, etc.) with other educational institutions.
- Manage European and International Research Programs, but always under close collaboration with the NRO.
- Organize of summer schools, seminars, workshops and conferences.

The University is legally qualified to set up laboratories in cooperation with other recognized Universities in Cyprus and abroad. Funding of laboratories by private or public institutions is governed by regulations on external activities as apply to Members of the academic community.

Each laboratory is staffed by Educational and Research Staff, whose scientific involvement is fully within the research, scientific or teaching expectation as pertain to each Laboratory.

The Director of the Laboratory exercises his/her competencies in accordance with the provisions in force, such as coordinating educational (undergraduate - postgraduate) and research work of the Laboratory, submitting the annual program of the Laboratory's operation to the Department and ensuring its compliance.

The Laboratory Director is also responsible for the staffing, financial management and distribution of the Laboratory's premises, as well as the submission of evaluation for activities related to the Laboratory to the relevant Department. In cases where matters of maintenance and calibration are relevant, the laboratory director is responsible for their timely completion and compliance.

Scientific Leave

1. The academic staff of the institution has the right to a full-time, one year full-time scientific leave for every six years of service or six months for every three years of service. The scientific leave is granted from the Head of the Department, the Dean, the Rector and the Director of Administration and Finance, in the form of a formal decision.
2. In this same decision all teaching and administrative tasks of applicant for the said scientific leave must be thoroughly underlined and described.
3. The application for scientific leave must be accompanied by the proposed program of research activity, including the institution where the research will take place, its capability to host the research activity, the aims, objectives and possible deliverables. After the expiration of his / her leave, the beneficiary of the scientific leave submits to the Head of Department a report on the implementation of the research program and the extent to which deliverables have been fulfilled. The report is also approved by the Dean, the Rector and the Director of Administration and Finance.
4. The right to obtain the scientific leave can only be exercised within three years of completing a three-year service at the institution. The right to scientific leave is not forfeited, but it is cumulated with that of the next six years or three years, if the leave is not granted within the prescribed time

limit for reasons not related to the applicant. Scientific leave is not granted to academic staff who are less than three years from retirement.

5. Each beneficiary of the said scientific leave serves at the institution for three years after the expiry of his/her scientific leave.

Research Ethics

Neapolis University is committed to maintaining the integrity and credibility that is vital to research activities through the responsible and ethical behavior of academics, staff and students.

- Forgery, plagiarism and other similar acts that do not meet academic standards are absolutely prohibited.
- Ethical behavior is considered a key element of the University and is reflected in all academics, staff and students.

Purposes and Principles

- The purpose of this Policy is to outline the governance behind and ensure the production and development of research within the University
- Reassessment and adaptation of the research guide may also take place in the context of a comprehensive review of the curriculum, whenever it is launched by the relevant NUP departments.
- For the implementation of the Policy the relevant Procedure / Implementation Guide is applied, and the relevant forms are used.

Relevant Documents

- Policy Implementation Procedure/Guide For Research
- NUP Regulations for Academic staff

- Application form for Congress participation (NUP Form 04.100A)
- Application form for reimbursement of research publication (NUP Form 04.100B)
- Request for a congress organization (NUP Form 04.100C)