

## RESEARCH POLICY

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### Introduction

Neapolis University Pafos (NUP) is a qualified University committed to excellence through continuous innovation in education, research, creativity and the development of society. This Policy describes in detail the University's Research Policy.

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### Purpose

Neapolis University Pafos invests in excellence, which is supported by three main characteristics: quality education, the production of primary research and the 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 and Europe. The core components of the strategic research purposes and research purposes of NUP are described below:

Strategic Research Purposes	Research Purposes
To be recognized as a leading University in educational methods and research, not only in Cyprus but also in Europe.	<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>
Provide full support to all NUP Departments' members to invest in high quality research.	<p>Develop funding for research and research collaboration with potential local and international organizations, governmental and industrial partners and disseminate knowledge to the Academic community.</p> <p>Assist and encourage the Academic Community to apply for both internal and external research funding.</p> <p>Promote research partnerships between the University's Departments' members.</p>
To encourage research publications with high impact in top scientific Journals and improve its position in world rankings.	To increase the number of articles published in leading scientific journals and reward research excellence.
To offer research advice to students in order to enhance their ability to use innovative ideas.	<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> <p>Internal promotion of competitive research funding programs for students conducting research in correspondence to the purposes and vision of NUP.</p>

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### Scientific Leave

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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 of the Faculty, the Rector and the Director of Administration and Finance.

2. In this same decision the way the teaching and administrative tasks in which the tutor and applicant for the said scientific leave has requested, are going to be covered/substituted, is also stated.
3. The application for the scientific leave is also accompanied by the proposed program of the research activity, including the institution where the research will take place, its capability to host the research activity, the aims, objectives and 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 scientific leave.
6. The beneficiary of the scientific leave is fully entitled to his/her remuneration and social insurance or other benefits.

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### **Obligations and responsibilities of the Departments Members**

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The procedures that must be followed in the case of research and research financing are described in the NUP Procedure 04.100 as shown in Appendix 5.

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In summary:

Members of academic staff of the department 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 academic staff are obliged to submit their research publications to the NUO depository.
- Members of the Department 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 department 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 annually a prize for the most active research activity during students' graduation ceremony.
- It is worth noting that the progress of members of the department is considerable 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.

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## Neapolis University Research Office (NRO)

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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 Department members.
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 support to all Department members 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 Department members
  - 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.

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## Implementation Guide".Department Members Additional Research Activity

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

Each elected department 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, ie 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 basis of Neapolis University's research policy is to provide incentives to the Academic Staff with the main purpose the enforcement of the University's developmental character by attracting external research programs and agreements with companies.
- Remuneration derived from participation in external research programs is referred to as Accrued Remuneration.
- The University reduces the lecturing and administrative burden of the department member so that he / she can meet his / her obligations. Reducing the burden also results in a reduction in the salary defined by the contract. The amount of the reduction shall be equal to 50% of the authorized total budget of each external research program determined by the sponsor. It is emphasized that the reduction is valid for the duration of the project.
- For each external program, a special administrative dossier is opened by the accountant, which provides complete and detailed information on the financial budget and any financial management conditions for the particular Program. Expenditure is based on the specific terms of program management and the existing legislation and procedures of the University. In case there are no prerequisites, the costs are determined according to the responsible researcher / rapporteur's instructions and signature.
- The responsible researcher / rapporteur is responsible for the coordination and management of specific external programs.
- Income from external funding is deposited in a special account opened for each program. The responsible researcher / rapporteur of each program signs all costs

incurred from that account, which are controlled by the financial manager of the programs (accounts department), with information from the NRO.

- The originals of all proofs of expenditure incurred (contracts, receipts, invoices, tickets, etc.) are submitted to the Accounts Department for review by the University or the financier.
- In case of delayed inflow of the planned remittances, the University may facilitate the normal operation of the programs, provided that the relevant official documents have been submitted to the Accounts Office.
- Remaining remittances are transferred after the end of the program to the Special Development Fund.
- In terms of recruitment related to the conduct of external research programs, a proclamation is issued by the Research Coordinator, which is then sent to the administration through the Head of the relevant Department for approval, with notification to the NRO.
- Leasing of services included in the Budget of the program is done with the approval of the project manager, with notification from the NRO.
- Reports submitted to the sponsor as part of the deliverables are simultaneously communicated to the NRO. At the end of the Program, the final report submitted for funding is also notified to the NRO.

### **Business Exploitation**

- Business Exploitation consists of the exploitation of Intellectual rights, which are distinguished in Copyrights (for example, rights to issue / copy, rights to develop and license their own software programs, etc.) and Rights from the Usage of patents for cases where patents arise from ideas derived from the research activity of a Department member.
- 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 as an asset of the University.
- It is not allowed to sell, lend or otherwise use or share academic work from any member of the School to any outside institution during or after the contract with the University. The University will legally prevent the Department member from violating the intellectual property rights within them.
- The NPO will study and decide on case-by- case intellectual property for the research results obtained from a research project produced with external funding.



- The procedures to be followed in order to allow business exploitation of the aforementioned are described in detail in the "Policy of Implementation Guide for Research".

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### **Research Workshops**

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Department members of Neapolis University have the right to set up research laboratories with the procedure described in the Policy of Implementation Guide for Research. 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 mentioned below:

- Expand the horizons of students, Ph. D candidates and department members and upgrade their work as educators and researchers.
- Support and develop an interdisciplinary / cross-thematic approach to scientific issues.
- Research and studies.
- Education and training.
- Raising awareness and informing individuals and social groups on matters related to the scientific subject of the laboratory.
- The creation and provision of educational and pedagogical material.
- Co-operation (educational, research, writing, etc.) with other educational institutions.
- Managing European and International Research Programs, but always under close collaboration with the NRO.
- The organization of summer schools, seminars, workshops and conferences

The University is legally qualified to set up laboratories (following the guidelines outlined in the "Policy of Implementation Guide") in cooperation with other recognized Universities from Cyprus and abroad.

The funding of laboratories by private or public institutions is governed by the external activities regulations of the Department members described in this document.

Each laboratory is staffed by Educational and Research Staff, whose scientific involvement is fully within the lecturing, research and scientific interests of the relevant Laboratory.

The Director of the Laboratory exercises his competencies in accordance with the provisions in force, such as coordinating the 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.

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### **Research Ethics**

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Neapolis University is committed to maintain 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.

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### **Purposes and Principals**

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- The purpose of this Policy is to ensure the production and development of research within the University
- Reassessment, 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.

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### **Relevant Documents**

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- Research Procedure (NUP Procedure 04.100)
- 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)