



RESEARCH POLICY

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1. Introduction

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

2. Purpose

Neapolis University Pafos invests in excellence, supported by three main characteristics: quality education, production of primary research, and practical contribution to society. Its educational activities aim to provide students with knowledge that makes them competitive in the world market. At the same time, the University seeks to form an international student body, support research and education on global issues, and 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
To be recognized as a leading University in educational methods and research, not only in Cyprus but also in Europe.	Organization of academic activities such as international scientific conferences, seminars, and workshops on various research topics. Creating a research partnership through developing solid research projects with higher education institutions and public and private companies.
To provide full support to academic community members to invest in high-quality research.	Develop funding for research and collaborations with potential local and international organizations and governmental and industrial partners and disseminate knowledge to the Academic community and society. Assist and encourage the Academic Community to apply for internal and external research funding. Promote research partnerships between the

To encourage research publication with high impact in top scientific Journals and improve its position in world rankings.	Increase the number of articles published in leading scientific journals and reward research excellence.
To offer research advice to students 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>

This Policy aims to inform and guide the academic and research staff of the Neapolis University Pafos in applying the Regulations, Rules, Policies, and other activities related to Research and Innovation. The ultimate goal is to ensure the legal and smooth handling of all procedures and activities related to research and innovation at the NUP.

The Neapolis University Pafos is aligned with both national and European research policies. In particular, the research activities of the University are based to a significant extent on the following policies concerning research and innovation, always respecting the research autonomy of its academic staff members.

[-EU Research and Innovation Policy](#)

[- EU policy for the creation of a European Research Area](#)

[- National Strategy for Research and Innovation, 2019-2023](#)

[- National Roadmap 2016-2020 to promote the priorities of the Roadmap for the completion of the European Research Area](#)

[- National Open Access Policy](#)

[- Smart Specialisation Strategy for Cyprus](#)

3. Research and Innovation Committee (RIC)

The University's Research and Innovation Committee (RIC) is responsible for developing research policy and strategies. It is the University's highest research coordinating body which supports the University in achieving its research objectives.

Structure

Chairperson:

Vice-Rector of Research and Innovation

Members:

- Deans of Schools. In the case of a single-departmental School or where there is no Dean, the Head of the Department shall participate.
- Dean of the Schools of Doctoral Studies.
- A representative of the Research Office of the University.
- Invited (non-voting) experts as and when deemed necessary.
- Representative of the Doctoral Candidates.
- Director of Administration and Finance of the University.

Responsibilities of the Research and Innovation Committee

- To formulate strategies to enable the University to achieve its research objectives.
- To update the University's strategic planning on research-related issues.
- To update the University's Research Policy.
- The mapping of research opportunities. The Committee brings together research funding opportunities that fit the University's profile and informs scientific community members.
- In collaboration with Neapolis Research Office, the Committee presents a list of journals and conferences to which academic community members can submit their papers for each Department.
- Review and approve each Department of the University's research budget and make a recommendation to the Senate.
- Approve the University's participation in research proposals and the relevant recommendation to the Senate.
- Formulate the incentives to support the research activities of the University's academic community members.
- Approve new research laboratories.
- Monitors doctoral candidates' progress and evaluates their results' research impact.
- Monitors the internal funding procedures.

4. Neapolis University Research Office (NRO)

The mission of the Neapolis University Research Office (NRO) is to contribute to the promotion and visibility of research and innovation at the Neapolis University Pafos through the attraction of external funding, the management of research projects, and the exploitation of research results. The NRO supports 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 developing strategic cooperation with Universities and Institutions abroad.

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

1. The Neapolis University Research Office oversees and manages internal and external funding services and advisory services conducted by academic community 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 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 for academic community members as and when necessary.
 - Locating partners for joint participation in research proposals
4. The NRO encourages all research activities, including publications, conferences participation, research seminars, workshops, and other professional development activities
5. The University financially supports the participation of the faculty members in international scientific conferences. The support is not only provided for conferences where a staff member presents an article. The University also supports and funds the faculty members' attendance at prestigious international conferences for networking purposes.

5. Code of Ethics for Research

The Code of Conduct for Research applies to all research activities conducted under the responsibility or with the participation of serving members of the faculty and other members of the teaching staff (e.g., Visiting Academics, Visiting Specialists), members of the Administrative Staff, undergraduate and postgraduate students as members of the Academic Community, on or off University premises, with or without funding. The Code's provisions shall also apply to the provision of expertise, specialized services, training programs, or other scientific applications. The Code of Conduct ensures the unchecked production of basic or applied research at the University that benefits people and society.

The Code of Conduct for Research follows the Constitution of the Republic of Cyprus, the European Convention on Human Rights, the law of the European Union, and generally applicable national and international legislation. It also complies with the codes of practice, ethical principles, and procedures required by the National Bioethics Committee, which are a necessary complement to it.

The Code should be further combined with the following:

- The Intellectual Property Policy.
- European Code of Conduct for Research Integrity

6. Obligations and responsibilities of the Faculty Members

The workload of academic staff is described as follows:

Academic staff with administrative duties during the teaching period (26 weeks)	Academic staff without administrative duties during the teaching period (26 weeks)
<ol style="list-style-type: none"> 1. Teaching Load - Feedback to students: 1 day 2. Formulations and corrections of students' assignments - Feedback to students: 1 day 3. Administrative duties: 1.5 days 4. Research Activities: 0.5 day 5. Course preparation: 1 day 	<ol style="list-style-type: none"> 1. Teaching Load - Feedback to students: 2 days 2. Formulations and corrections of students' assignments - Feedback to students: 0.5 day 3. Administrative duties: 0.5 day 4. Research Activities: 1 day 5. Course preparation: 1 day
Academic staff with administrative duties during the non-teaching period (20 weeks)	Academic staff without administrative duties during the non-teaching period (20 weeks)
<ol style="list-style-type: none"> 1. Research Activities: 2 days 2. Administrative work/contribution to the University-Society: 2 days 3. Course preparation: 1 day 	<ol style="list-style-type: none"> 1. Research Activities: 3 days 2. Administrative work/contribution to the University Community and the local society: 1 day 3. Course preparation: 1 day
Number of days dedicated to research activities: 53	Number of days dedicated to research activities: 86

During the days **dedicated to research activities**, the faculty members have the right to academic freedom and the duty to carry out and support research. Nevertheless, every member of the academic community is expected to carry out primary research and publish their findings, thus promoting both the interests of his scientific discipline and his University.

- Members of the academic community have the right and the duty to publish their research findings in:
 1. Scopus-indexed international scientific journals (both open and closed access).
 2. International conferences and workshops with proceedings
 3. International research repositories
- Academic community members **are expected to publish at least one research article in Scopus-indexed journals or conferences every academic year**. In addition, the research office of the University (NRO) distributes every year a list of the most prestigious journals and conferences for each School.

- The University undertakes to cover the cost of publishing an article as long as the following criteria are met:
 - The article correctly uses the Neapolis University Pafos affiliation, as defined by the relevant Policy
 - The article has been published in a Scopus-indexed journal or conference
 - The paper was presented in a research seminar at the School with which the author affiliates
 - The budget of the Department to which the author affiliates can cover the amount
- Academic community members must submit their research publications to the NUP repository (HEPHAESTOS).
- 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 their use of analysis of others, society, or the ecosystem. They are also responsible for abstaining from research that could offend or put other peoples' dignity at risk or trespass on citizens' rights.
- 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 complete record of the development and findings of their research to enable independent verification of such conclusions subject to the rules and regulations on the protection of intellectual property and personal data.
- Academic community members have the right to use available lab equipment to conduct the necessary research and experiments.

At the end of each year, each faculty member submits a 3-year research plan in which the scheduled research activities are listed.

At the end of every academic year, the University Research Office prepares a report on the research activities of all Departments. This report is communicated to all members of the academic staff. Based on this report, each Department head is responsible for reprimanding the members with limited or no research activity.

7. Research Incentives

The university offers a set of incentives to encourage research activities.

- Faculty members who publish more than 3 articles in international journals or conferences that are included in Scopus database (at least 1 article needs to be published in an ISI journal with IF>2) receive a reduction of up to 3 hours from their weekly teaching obligations.
- Faculty members who publish more than 5 articles in international journals or conferences that are included in Scopus database (two articles need to be published in ISI journals with IF>2) can use private/individual offices.
- The Faculty member with the highest SNIP value, receives a 2000 Euros bonus at the end of each academic year.

8. Open Access Publications

The term "open-access" denotes the principle of making academic research results available online, free of charge.

NUP encourages its researchers to publish their work on open-access platforms and supports a variety of open-access publishing strategies. This Open Access Policy is implemented by considering any legal provisions and other NUP researchers' publication traditions. It shall be noted that NUP researchers' free choice of publishing media remains unaffected by this Policy.

The overall target of this Policy is to include a full-text version of all NUP academic publications in NUP's institutional repository HEPHAESTUS, as long as no legal obstacles to this form of publication are given.

- NUP suggests that its researchers preserve any exploitation rights; for example, in the publishing contracts with publishers, NUP staff should retain the right for a secondary publication in an open-access format.
- NUP strongly recommends its faculty members keep open-access principles in mind when they act as editors or reviewers of other researchers' academic publications.
- NUP offers several different means of support for its researchers' open-access activities.
- NUP provides its researchers with the financial support and the infrastructure necessary to publish their work digitally in an open-access format.
- The NUP Library's Open Access Office acts as a university-wide coordination hub and contact for open access-related issues.
- NUP participates actively in open access-related collaborations on a national and international level.
- HEPHAESTOS, the Institutional Repository of Neapolis University Paphos
- The Open Access Institutional Repository accumulates all the digital material of the University's various research activities.

HEPHAESTOS collects and disseminates doctoral dissertations and postgraduate and diploma theses prepared at the University. At the same time, the repository contains other research material, such as technical reports, publications in journals, and conference proceedings published by the faculty members and researchers.

9. Participation in External Research Programs

Essential for the University is the funding secured through competitive research programs initiated by academic staff members and supported by the University.

Faculty members participating in externally funded research projects can receive additional remuneration. The remuneration will be derived from their participation in the research project and will be covered by the funding body. **Faculty members may participate in externally funded projects for the total number of hours corresponding to their research obligations as described in their workload. For example, an academic staff without administrative duties may work on externally funded research projects and receive additional remuneration for 86 working days per year.**

The NRO provides information to relevant staff regarding competitive research grant opportunities. Moreover, it is essential to note that:

- The University's Research Office should review all proposals prepared by faculty members before submitting them.
- Each research proposal 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 developing and implementing 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 supports all faculty members in developing 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 before signing the Contract or the Agreement.
- The University's Research Office is responsible for reviewing and overseeing financial expenses, progress reports, and final reports. In addition, 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 open contact with the program leader and must be included in any communication concerning the program (cc)

Once final approval has been granted for grant-funded research scheme applications, 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 Vice-Rector of Research and Innovation.

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 made, 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 assumes 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 per each specific program's requirements.
- A project commencement email is sent to the Researcher within seven days. The email contains relevant project information, including a project account code, the Researcher's project/Agreement responsibilities, and 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 in complying with the Funding Agreement terms and delivering the project.

The Finance Department:

- Ensures invoices are sent to the funding organization 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 organization to negotiate an appropriate Variation Agreement in consultation with the Research Legal Officer and Researcher.

The table below shows the Management Charge rates by category and project budget:

Category of Research Project	Management Charge
Programs in which the funder sets a maximum percentage of Management Charge, then the maximum percentage and no less is charged.	Maximum percentage of funding (H2020 - 25%, ΙΔΕΚ - 20%, etc.)
Programs in which the funder does not specify budget categories.	20%

10. Business Exploitation

Kindly Refer to NUP Copyright and Intellectual Property Policy.

- Business Exploitation consists of the exploitation of Intellectual rights, which are divided into Copyrights (for example, rights to issue/copy, rights to develop and license one's 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 their employment are considered an asset of the University.
- It is not allowed to sell, lend, or otherwise use or share academic work produced by 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 project produced with external funding. Such an outcome will be done following the intellectual property agreement set forth by each external research contract signed between the University, other project partners, and the funding agency.

11. Internal Research

Neapolis University Pafos supports and promotes research by allocating a significant part of its budget to research activities and 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 expanding and strengthening 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 the dissemination of research results, and promotes research collaborations between universities and research institutes. In addition, the funding for publishing 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 first submits a relevant document describing a provisional list of actions they 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 Vice-Rector of Research and Innovation, determines the evaluation of the conferences or the journals.

B: Internal Research Programs

In order to support research, Neapolis University Pafos 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 Vice-Rector of Research and Innovation. 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 recruiting 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 Vice-Rector of Research and Innovation. 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 three 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 internal programs are distributed per Department, given that proposals 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.

12. Research Laboratories

Members of the academic community of 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 students' horizons, 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 on matters relating to each Laboratory's scientific subjects and capacities.
- 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 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. However, private or public institutions funding laboratories are governed by regulations on external activities as applied to Members of the academic community.

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

The Director of the Laboratory exercises their competencies following 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 addition, in cases where matters of maintenance and calibration are appropriate, the laboratory director is responsible for their timely completion and compliance.

13. Relevant Documents

- 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)