



THE PHILIPS COLLEGE

**RESEARCH POLICY,
REGULATIONS AND PROCEDURES**

1.0 INTRODUCTION

- 1.1** The Research Policy of Philips College provides a code of conduct for research and is intended for all faculty members, special teaching personnel, scientific collaborators, research associates, and students carrying out research at or on behalf of the College. The College focuses on both fundamental and applied research and wherever possible the commercial application or exploitation of the research results.
- 1.2** As stated in the mission, Philips College aspires to excellence of quality in all aspects of its work. Research and scholarship is central to the mission of the College. It is the cornerstone of the continuing creation of the knowledge, which is the foundation of all disciplines.
- 1.3** Research and scholarship can flourish only in an environment of academic freedom, which includes freedom of inquiry and the right to disseminate the results, thereof, freedom to challenge conventional thought, freedom from institutional censorship, and the privilege of conducting research on human and animal subjects.
- 1.4** There is a Research Center, the mission of which is to create and maintain an atmosphere conducive to the pursuit of research by supporting, promoting and enhancing research actions and collaborations both within and outside the College.

2.0 THE SCOPE OF RESEARCH POLICY

- 2.1** All academic activity at Philips College should be conducted according to good ethical practice and with the highest standards of integrity. This policy, however, sets out the principles and procedures for research. Ethical issues arising from learning and teaching should be addressed by the program or module leader seeking advice as appropriate from the Vice-Rector for Research and Innovation of the College.

2.2 The term **research** refers to:

- a. original investigation leading to the creation of knowledge
- b. replication of an investigation for the purposes of developing the researcher – this will include undergraduate independent studies and postgraduate dissertations, but also smaller scale projects that form part of a module’s assessment.
- c. evaluation
- d. audit

2.3 The term **researcher**, refers to:

- a. any member of staff at Philips College
- b. any student at Philips College engaging in research
- c. any individual who is not a member of staff or student at the College, undertaking research using College premises and facilities, and/or in the College’s name (hereafter referred to as an associate researcher).
- d. researchers should be able to demonstrate that the research they undertake is worthwhile and necessary.

3.0 ETHICAL PRINCIPLES

The College’s stance on ethical issues is underpinned by the following key principles:

3.1 Research must be:

- justified
- informed consent must be given by participants
- participation in research must be voluntary
- confidentiality must be ensured
- any risk of harm to participants, animal subjects or the researcher(s) should be appropriately mitigated.

3.2 All research undertaken under the auspices of PHILIPS COLLEGE must meet statutory requirements. Of particular relevance is the Bioethics Law (N.150 (I)/2001 and 53 (I)/2010), the Data Protection Law (2001), the Patients Protection Law (2005), and all those laws that create the legal framework for the Cyprus National Bioethics Committee.

3.3 Researchers in particular disciplines should comply with any research ethics guidelines set out by their professional associations.

3.4 Research Councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the College Research Ethics Committee or another appropriate body. Some also require audited compliance with their guidelines.

4.0 FUNDAMENTAL PRINCIPLES OF THE RESEARCH POLICY

4.1 The College wishes to remain as a Center of excellence and to keep upgrading its research capabilities. In this regard, the Vice-Rector for Research and Innovation of the College is vested with the responsibility of facilitating the research effort of the College. However, each department will be responsible for its own research just as each academic will be responsible for his own research.

4.2 All academics carry the responsibility of enhancing the College's research capabilities.

4.3 The research activities of each department should respect the research standards of the College as communicated from time to time.

4.4 The College will support the research capabilities and research potential of staff and students.

4.5 The College's research policy will be reviewed periodically with a view to bringing it in line with accepted research practices as other learned academic institutions.

4.6 Research work should be reviewed methodically before being published as to ensure consistency with the standards set by the College.

4.7 The College encourages academics to be in constant touch with new developments in the research field and to evaluate the relevance of such developments to Philips College activities.

4.8 The College will provide staff with advice on research.

4.9 Departments and academics are expected to work in unison with each other to further the research activities of the College.

- 4.10** Academics are expected to work closely with outside research bodies that impact on the College and its research activities and to ensure that the College benefits for such contacts.
- 4.11** Staff are encouraged to exchange information with respected research bodies and to make sure that ideas flow without hindrance in all directions and that such exchanges are meaningful to the College and its staff and students.
- 4.12** The College expects academics to set up research timetables and abide by these.
- 4.13** Academics are encouraged to find self-financing research projects.
- 4.14** Academics are encouraged to attend presentations, seminars and other learning activities covering research methodology and related issues.
- 4.15** Staff are encouraged to attend academic conferences and to read papers.

5.0 BASIC OBLIGATIONS

- 5.1** The primary responsibility for the selection and conduct of Research shall rest with the Researcher and to this end he or she shall:
- (i) maintain the highest standards of honesty, integrity and ethical behavior in all Research;
 - (ii) familiarize himself or herself with and abide by the Regulatory Framework and the regulations, policies and guidelines of any Agency relevant to his or her Research;
 - (iii) not misrepresent his or her academic, professional or employment credentials or experience;
 - (iv) obtain necessary approvals including, but not limited to, ethics, protocol and standard operating procedure approvals, before engaging in a Research activity for which prior approval is necessary; and (v) use scholarly and scientific rigor and integrity in obtaining, recording and analyzing Data, and in reporting and publishing results.

5.1 The College shall take reasonable measures to ensure that Researchers are made aware of, and kept informed of changes to the Regulatory Framework relevant to Research.

5.2 In the case of collaborative or team Research, the Principal Investigator shall take reasonable measures to ensure that the members of the Research group or team are aware of and comply with the Regulatory Framework relevant to the Research being undertaken.

5.3 The Office of the Deans of Schools shall put in place reasonable measures to ensure that students who may engage in Research are aware of: (i) their obligations in respect of academic integrity and the ethical conduct of Research; (ii) the Regulatory Framework relevant to their Research.

5.3.4 A supervisor of Students engaged in Research shall take reasonable measures to:

- (a) ensure that the Students have been advised of their obligations in respect of academic integrity and the ethical conduct of Research;
- (b) ensure that the Students have received a copy of the Regulatory Framework relevant to their particular Research;
- (c) provide the Students with a copy of any Research related documents which the Students have been asked to sign; and
- (d) disclose to the Students any special conditions concerning such matters as constraints on publication, limitations on future use of Data, and ownership of intellectual property that may influence a Student's decision to participate in the Research. Regulation on the Conduct of Research

6.0 OTHER OBLIGATIONS

6.1 A Researcher engaged in Research external to the College which is not part of her or his academic duties shall act with integrity and adhere to the highest ethical standards.

6.2 A Researcher who engages in Research which is not part of his or her academic duties for Persons external to the College shall:

- (a) comply with the disclosure requirements of the Regulatory Framework governing conflicts of interest, and conflicts of commitment and consulting activities; and
- (b) advise in writing the Person on behalf of whom such activities are undertaken that the Researcher is acting in his or her private capacity, and not as an employee or representative of the College unless the Researcher has been expressly authorized in writing so to act by his or her Chair;
- (c) not make use of College personnel or Students, or more than minimal use of services, facilities, equipment or supplies in such Research without, in advance of such use:
 - i. obtaining written approval for such use from the Chairperson of Department and the Dean; and
 - ii. making appropriate written financial arrangements to reimburse the College in advance of such use.

6.3 Where appropriate, prior to granting approval pursuant to section 3.5, the Chair shall consult with the Dean of the School.

6.4 A Researcher shall ensure that publications do not misrepresent data or images and that the nature and purpose of any image manipulation is explained.

6.5 A Researcher shall comply with the accepted practice of his or her discipline relating to the publication of Research including those constraining:

- (a) the submission of manuscripts to two or more journals; and
- (b) the duplicate publication of Data or a manuscript.

6.6 A Researcher shall not enter into or participate in any arrangement whereby an Agency or Person with a vested interest in the findings of Research may:

- (a) suppress any findings of the Research; or

(b) withhold information that may have a bearing on the interpretation of the findings.

6.7 A Researcher normally shall not enter into an arrangement with a Person to write or contribute to a publication without the Researcher's contribution being publicly acknowledged. Such an arrangement is only acceptable if the Researcher, if so requested, is prepared to be publicly associated with the publication.

6.8 A Researcher shall acknowledge his or her affiliation with the College in all publications resulting from Research undertaken while a member of the College community.

6.9 A Researcher who is no longer a member of the College community shall cease to indicate in publications, other than those resulting from Research performed while a member of the College community, his or her affiliation with the College in the absence of prior written approval of the Chairperson of Department.

7.0 RESEARCH-RELATED OBLIGATIONS OF ACADEMIC DEPARTMENTS

7.1 Actions

- (a) Determine the workload of a staff member and whether or not they can become involved in research supervision.
- (b) Arrange appropriate staff development for all academic staff in the Department to promote best practice in research supervision in the disciplines of the Department.
- (c) Set up arrangements of the supervision of postgraduate students within College norms.
- (d) Satisfy itself as to the appropriateness of the proposal before submission to Academic Council for approval.
- (e) Ensure that proposed research topics are within the supervisor's field of competence.
- (f) Appoint second supervisors as appropriate, particularly in the cases of novice supervisors, external research partnerships and where the subject area is of a highly complex nature or falls between disciplines.
- (g) Select and approve postgraduate students and contract staff for research.
- (h) Set up technician and administrative support for researchers.
- (i) Provide each research student with adequate facilities to enable them to carry out their tasks.
- (j) Report on any breach of agreed procedures.
- (k) Monitor the progress of postgraduate students and take remedial action when problems arise.

7.2 Oversee the preparation of the final thesis and its submission and evaluation according to the College's Examinations and Awards procedures

The College rewards members of staff who excel in research by awarding them Teaching Hours Reduction (THR). A THR may be awarded if the member of staff fulfils the conditions in one or more of the three schemes outlined below.

7.2.1 A member of staff may be awarded a THR under more than one of the schemes described below if he/she is eligible. The minimum teaching per semester can be reduced down to 3 hours per week based on the accumulated research load reduction hours.

7.2.2 All allocations of THR under the three schemes outlined below will be

made after a recommendation of an ad-hoc committee chaired by the Vice Rector for Research and External Affairs. The committee will meet at an appropriate time in each semester in order to make the THR allocations in time for the preparation of the schedule of classes for the next semester.

7.3 Award of a THR for participation in research projects

- 7.3.1** Members of staff are eligible to apply for a Teaching Hours Reduction (THR) when conducting funded research for the full duration and until the completion of relevant funded projects. Should their application meets with success, funded project coordinators are entitled to a three-hour teaching reduction per semester for the whole duration of the project, whereas research partners are eligible for a THR equivalent to at least one third of the duration of the project.

- 7.3.2** Based on the policy of the College with regard to THR requests, Faculty, research and Other Teaching Personnel (OTP) members are expected to submit a written request to the Chairperson of his/her Department before the beginning of the academic year/semester. The Chairperson will process the THR request by way of making a relevant recommendation to the Dean of School. The Dean will then forward his/her recommendation to the Vice Rector for final approval. After the deadline expires, applications for teaching hours reduction will not be accepted.

8.0 QUALITY OF RESEARCH

The College is committed to achieving the highest quality in its research processes. The College values research as one of its core priorities. To ensure quality in research the College shall ensure that:

- (a) The Research Policy encompasses a Research Quality Framework
- (b) The Research Quality Framework enables the Senate Research Committee to ensure that:
- (c) All research undertaken in the College is properly approved, conducted, managed and evaluated;
- (d) All research takes into account ethical and environmental considerations;
- (e) Research results are integrated into teaching and learning and evaluated for their commercial value;
- (f) There are clear mechanisms for dissemination of research results for the benefit of society and industry.
- (g) At all times the Research Policy is adequately and successfully implemented;
- (h) Researchers collaborate with internal and external partners; and
- (i) Research papers are published in reputable journals that guarantee a high citation impact.

9.0 REQUIREMENTS IN UNDERTAKING RESEARCH

- (a) Each scholar will carry out independent Research, scholarship and/or creative activities that are appropriate to their discipline. In doing so they will, individually or in collaboration with colleagues:
- i. supervise Research students;
 - ii. broadly disseminate Research results (i.e. through more than one medium or one audience) including through their teaching practices and, where appropriate, protect the results of their Research;
 - iii. be active within appropriate professional and discipline communities and external stakeholders;
 - iv. contribute to the Research environment and culture of Cyprus through activities such as mentoring, engagement in new Research initiatives and strengthening the Research infrastructure; and
 - v. participate in initiatives designed to secure financial support for Research activities from external sources (including for example, government funding, industry partnerships and contracts, philanthropic gifts, Research translation and commercialization opportunities).
- (b) The requirement to undertake Research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.
- (c) Nothing in this policy is to be construed so as to prevent Heads of School from allocating teaching and other responsibilities in the light of the Research record of academic staff.
- (d) Rewards to encourage such as teaching load reduction, conference participation expenses etc, payment of extra money for research projects externally funded (EUC, ΙΠΕ, etc.)

10.0 STATUTORY AND ETHICS OBLIGATIONS

- (a) Academic staff and students are required to carry out their Research in compliance with all the College's obligations under legislation and any ethical and contractual obligations;
- (b) Research projects that involve human or animal subjects, including those undertaken as part of a program of study, must be approved in advance;
- (c) All Academic staff, students, and visitors of the College are required to make themselves aware and follow the contents of the College Health and Safety Policy and the Health and Safety section of the College's website;
- (d) Academic staff and students are required to comply with the College's approach to Risk and Risk Management as detailed in the College Risk Management Policy.

11.0 COLLABORATIVE DATA

- 11.1** Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to reach agreement, preferably in writing, that is consistent with the law and the Regulatory Framework relating to intellectual property, on their rights to, and future use of, Data.
- 11.2** In the absence of an agreement between Research collaborators, their rights to and future use of the Data shall be governed by the law and the Regulatory Framework relating to intellectual property.
- 11.3** In the event that a dispute should arise between Research Collaborators concerning rights to and future use of the Data, the College shall assist in facilitating the resolution of dispute in accordance with section

12.0 USE OF OTHERS' WORK

- 12.1** A Researcher shall not knowingly engage in Plagiarism.
- 12.2** Upon the demonstration that a Researcher has engaged in Plagiarism it shall be presumed that the Researcher did so knowingly and he or she shall bear

the burden of rebutting the presumption by evidence satisfying the Person or body investigating the matter that no such knowledge existed.

- 12.3** A Researcher shall obtain the prior permission of another Person before using, even with proper attribution, the unpublished work or Data of the other Person.
- 12.4** Where a Researcher has obtained access to unpublished information, concepts or Data through access to confidential information or documents, including material obtained by the Researcher as part of processes such as peer review, the Researcher shall not use such information, concepts or Data without the prior written permission of the author.
- 12.5** A Researcher shall not enter into, or participate in, any arrangement whereby an Agency or other Person may have exclusive use of, or access to, the Data of a Research collaborator, whether with or without proper attribution, without the Research collaborator's prior written informed consent.
- 12.6** A Researcher shall use archival material in accordance with the rules of the archival source.

13.0 COLLABORATIVE RESEARCH

13.1 A Researcher shall recognize in an appropriate form or manner in his or her publications the substantive contributions of all Research collaborators including Students.

14.0 AUTHORSHIP

14.1 A Researcher shall ensure that authorship of published work includes all those and only those who have made significant scholarly contributions to the work and who share responsibility and accountability for the results.

14.2 A Researcher shall ensure that where a co-authored publication is based primarily on the work of a Student, including a dissertation or thesis the Student is granted due prominence in the list of co-authors in accordance with the established practices of the discipline.

14.3 In the absence of an agreement between Research collaborators, the following rules shall govern the order of attribution of authorship:

- (a) authorship shall be attributed to all those Researchers who have made significant scholarly contributions to the work and who share responsibility and accountability for the results;
- (b) attribution of authorship shall be determined according to:
 - i. the quality and quantity of a Researcher's contribution;
 - ii. the extent of a Researcher's responsibility and accountability for the results; and
 - iii. the best practices of the discipline;
 - iv. the order of attribution of authorship shall not be affected by whether a Researcher was paid for his or her contribution or by his or her employment status.

15.0 RESPONSIBILITIES OF CORRESPONDING AUTHOR

15.1 Prior to the submission of a manuscript for publication, the Corresponding Author shall:

- (a) Ensure all persons who are entitled to co-authorship are included as co-authors;
- (b) make a reasonable attempt to obtain the consent of the co-authors to the order of attribution of authorship;
- (c) ensure that persons who have made useful contributions to the Research which do not qualify them for co-authorship, are appropriately acknowledged in accordance with the standards of the discipline and the publisher;
- (d) provide each co-author an opportunity to comment on the manuscript prior to its submission for publication; and
- (e) provide each co-author with a copy of the manuscript submitted for publication.

16.0 OWNERSHIP OF INTELLECTUAL PROPERTY

16.1 Research collaborators shall endeavor to reach an agreement, consistent with the Regulatory Framework concerning the allocation of intellectual property.

16.2 In the absence of agreement between Research collaborators, the allocation of copyright shall be governed by the law and the Regulatory Framework relating to intellectual property.

16.3 In the event that an external Person has an interest in the Research, the Research collaborators, the College and such Person shall, following negotiations with the Office of Technology Transfer, establish by contract:

- (a) ownership of intellectual property arising out of any Research Related Agreement;
- (b) the rights and obligations of the parties to seek patents; and
- (c) the entitlement of the parties to share in any associated royalties.

17.0 MODUS OPERANDI FOR COMMERCIAL EXPLOITATION OF THE IPR

17.1 The Philips College is entitled to commercially exploit any result obtained under its aegis (unless this entitlement is relinquished). The Office of the Vice Rector for Research and Innovation has the responsibility for administration of Disclosures and will work with the TTF of Cyprus, which has responsibility for commercialization of Disclosures.

17.2 The Creator/s shall notify the Office of the Vice Rector for Research and Innovation of all IP which might be commercially exploitable and of any associated materials, including research results, as early as possible in the research project. This notification shall be effected by means of an Invention Disclosure Form (contents as noted in Appendix B). In case of doubt as to whether research is commercially exploitable or otherwise, the Creator/s undertake/s to seek the advice of Cyprus Central TTF.

17.3 The Office of the Vice Rector for Research and Innovation shall immediately acknowledge receipt of the Disclosure Form. In consultation with the TTF and the Creator/s, shall decide whether the Philips College and the TTF has an interest to protect and exploit the relevant IPR.

17.4 The TTF shall communicate the decision in writing to the Office of the Vice Rector

and the Creator/s by not later than three months from the date of receipt of the Invention Disclosure Form. If the Philips College and TTF decide to protect and exploit the IPR, it is understood that:

17.4.1 the Creator/s shall collaborate with the Philips College and the TTF to develop an action plan for the protection and commercial exploitation of the Intellectual Property (IP);

17.4.2 the TTF in collaboration with the Creator/s shall ensure that third party rights are not infringed in any way through the process; and

17.4.3 the Philips College/TTF shall seek to protect the right of the Creator/s to use the said IP for strictly non-commercial purposes.

17.5 Should the Philips College and TTF decide that there is no interest in protecting and exploiting the relevant IPR, or should it fail to inform the Creator/s about its decision within the stipulated time, the Philips College may assign all its rights, title and interest in such IP to the Creator/s concerned, whilst the Philips

College retains the right to use the said IP in whichever manifestation for strictly non-commercial purposes.

- 17.6** The Creator/s shall not enter into any sponsorships or commercial agreements with third parties related to their research at Philips College without prior written authorisation by the Office of the Vice Rector for Research and Innovation. This said, it is understood that consent shall generally be granted to Creator/s for such requests as long as the Intellectual Property Rights (IPRs) of the Philips College are safeguarded; otherwise the claims on IPR expected by the third party must be agreed upon explicitly upfront.

18.0 IPR PROTECTION AND REVENUE SHARING MECHANISM

- 18.1** Some forms of Intellectual Property (IP) require active steps to be taken to obtain protection (e.g.: patents, registered trademarks and registered designs). Other forms of IP rights are protected on creation (e.g. Copyright, EU Database Rights) but still require appropriate management in order to maximise the protection available. Best practices in patent protection require that all materials made publicly available by any employees, members of staff and/or students should include a copyright notice.
- 18.2** Any decisions relating to the registration of any IP rights such as making an application for a patent or a registered trade mark or a registered design (including any decisions to continue or discontinue any such application) should be made in consultation with the Office of the Vice Rector for Research and External Affairs and the TTF. The IP registration process can be very expensive and IP protection costs should not be incurred without appropriate consideration of how such costs will be recovered.
- 18.3** Philips College's employees and students can benefit from the Revenue Sharing Scheme if their work generates income for Philips College. Note that such revenue to be shared is typically calculated after deduction of all costs incurred by the Philips College and TTF in developing, protecting, exploiting, and marketing the Disclosable Work and the Intellectual Property it contains.