University of Maribor

Faculty of Organizational Sciences

On the basis of the Open Access Policy for Research Infrastructure at the University of Maribor, approved at the 14th regular session of the Senate of the University of Maribor, on 24 November 2022 with decision no. 030/2020/78/515-MP, the Senate of the Faculty of Organizational Sciences of the University of Maribor adopted decision no. DECISION SE-986, with which he adopted the

Open Access Policy for Research Infrastructure at the University of Maribor, Faculty of Organizational Sciences

1. Preamble

The Open Access Policy to the Research Infrastructure at the University of Maribor, Faculty of Organizational Sciences is implemented in accordance with the Open Access Policy for Research Infrastructure at the University of Maribor (RiUM) of 24. 11. 2020.

This document defines the research infrastructure, users of the infrastructure, access to the research infrastructure, costs and fees, education and training methods, access restrictions, ethical conduct and research integrity, non- discrimination in access, quality assurance of access, research data management and transparency, which apply at the University of Maribor, Faculty of Organizational Sciences (hereinafter: UM FOV).

UM FOV is the research entity of RiUM.

The Open Access Policy for Research Infrastructure at the University of Maribor, Faculty of Organizational Sciences is determined based on the third paragraph of the Open Access Policy for Research Infrastructure of the University of Maribor, which defines that RiUM consists of individual entities that represent university units equipped with research infrastructure.

2. Definition

The research infrastructure of UM FOV (hereinafter referred to as RI UM FOV) denotes the whole of multi-purpose and multi-dimensional facilities, laboratory environments, research equipment, digital research systems and databases as well as dedicated research groups or research organizations, that are used or operate for research purposes. RI UM FOV enables research work in the field of business and administrative sciences and in the wider interdisciplinary field, and is essential for achieving both excellence in research as well as wider social development.

RI UM FOV is organized at UM FOV as one entity (unit), the head of which is the Vice-dean for scientific research activities.

The RI UM FOV comprises core RI (buildings, equipment, etc.) and knowledge transfer RI (researchers, databases, etc.).

3. Users

RI UM FOV is publicly accessible to researchers, research groups, or research organizations within the framework of UM research activities (employees, including researchers of different stages, postdoctoral researchers, technicians and Doctors of Philosophy) and research activities outside UM UM (external users, such as researchers of various research organizations, commercial or other).

Within the framework of research, users are involved in designing or creating new knowledge, products, processes, methods and systems.

The UM FOV may require from external users that they demonstrate they have the knowledge and skills required to use the RI. Where an external user does not have the required knowledge and skills for professional operation of the equipment, UM FOV can provide a comprehensive service by employing its internal staff. The cost of such services are borne by the external user.

Users need to abide by relevant principles, strategies, directives and other regulatory UM FOV documents in their collaboration or when using RI UM FOV.

4. Access

Access means a legitimate and authorized admission to interactions and use of RI UM FOV and the services provided by RI UM FOV to users. Access can be physical, remote or virtual (allowing access through communication channels or online network facilities) and depends on the type of research infrastructure for which the potential user expresses a need.

RI UM FOV access modes comprise the excellence-driven access mode and market-driven access mode. The excellence-driven access mode is dependent on the scientific excellence, originality, quality, technical and ethical feasibility of the work. The market-driven access mode is possible in case of an agreement between the user and the RI which will lead to a fee for access. This mode is also possible when there is a market need demanding technical or scientific solutions that can be achieved through access to RI. Both modes are granted based on application, evaluated internally or through peer review.

The UM FOV is responsible for determining the scope of its own RI which is to be accessible to external users, under clear, transparent and fair terms and conditions.

The UM FOV shall determine the amount of access to users, which shall be measured in units of access (such as hours of use of RI).

Procedures and collaborations related to access to RI UM FOV may vary according to different types of RI (e.g. application, negotiation, evaluation, etc.), but decisions on access requests to users have to be clear and justified.

5. Costs and fees

Access to RI may be provided free of charge or may require payment. All terms and conditions associated with the use of RI have to be transparent and publicly available. In the case of paid access, the user is charged a fee which has to be clearly linked to the actual use of RI itself. Access fees may vary for different types of RI, but all have to abide by the following principles:

- auditability;

- traceability of the work done on the RI item, including the maintenance of adequate records of access requests (successful and unsuccessful), reasons for denial of access (where relevant), usage data, etc.;

- prohibition of double funding;

- compliance with all relevant national and EU funding conditions, and competition law.

Market-driven access costs should be recovered at full commercial rates.

Cost unit depends on the amount of use of a particular access unit.

6. Education and Training

The RiUM encourages collaboration with other institutions and organizations that benefit from RI UM and RI UM FOV for their research, education and training. This corresponds mainly to the organizations active in the field of business and administrative sciences and in the wider interdisciplinary field, and profit and non-profit organizations on the market.

7. Restrictions

Access to RI UM FOV can be limited by the national security and defence, privacy and confidentiality, commercial sensitivity, intellectual property rights, and ethical consideration in accordance with relevant laws and regulations.

8. Ethical conduct, research integrity, and non-discrimination

RI UM FOV open access policy follows the Code of Ethical Conduct of the University of Maribor as well as the eight principles laid down in The European Code of Conduct for Research Integrity drafted by the European Science Foundation (ESF) and the European Federation of National Academies of Sciences and Humanities (ALLEA). The eight principles that researchers need to abide by are honesty in communication, reliability in performing research, objectivity, impartiality and independence, openness and accessibility, duty of care, fairness in providing references and giving credit, and responsibility towards the scientists and researchers of the future.

When considering granting RI UM FOV access to a user, the user should not be discriminated on any personal grounds.

9. Quality Assurance

Quality of the RI UM FOV open access will be ensured by establishing quality assessing mechanisms for RI access within individual entities. The mechanisms will follow the general principles defined by the European Commission. These principles are denoted in English by the acronym "RACER" (Relevant, Accepted, Credible, Easy, Robust):

- Relevant and closely linked to the objectives to be reached. They should not be overambitious and should measure the right thing.

- Accepted by the RI and the stakeholders. The role and responsibilities of an indicator need to be well- defined.

- Credible for non-experts, unambiguous, and easy to interpret. Indicators should be as simple and robust as possible.

- Easy to monitor at low cost and effort.

- Robust against manipulation.

The mechanisms put in place shall include the following metrics:

- user metrics (e.g. user access, user base and relevance to users),

- RI operational metrics (e.g. provision of access, services, central management, reliability, visibility, size and development of the user community),

- strategic indicators (e.g. publications and other products, cross-disciplinarity, economic impact); and

- financial metrics (e.g. service, resources, costs, return).

10. Research data management

The data management policy provides clear guidance on how and where to store the generated data for a reasonable period of time, and how the user should make the data available for re-use. The data shall follow the FAIR principles (findability, accessibility, interoperability, and reusability). Research data management is laid out in a separate regulatory document at the level of the University of Maribor.

11. Transparency

The Department for Research and Art of the University of Maribor (ORUD UM) provides information on the RI UM open access policy, general information on RI UM and RI UM entities' contacts.

General information concerning the Open Access Policy to the Research Infrastructure at the University of Maribor, Faculty of Organizational Sciences is provided by the Reasearch center UM FOV.