



Univerza v Mariboru

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At its 25th regular meeting on 27th June 2022 the senate of the Faculty of Criminal Justice and Security, University of Maribor, implemented Decision No. 6, approving the following Policy on Open Access to UM FCJS Research Infrastructure.

Policy on Open Access to Research Infrastructure of the Faculty of Criminal Justice and Security, University of Maribor

1. Definition

The Policy on Open Access to the Research Infrastructure of the Faculty of Criminal Justice and Security, University of Maribor is implemented in accordance with the Policy on Open Access to the Research Infrastructure of the University of Maribor (RiUM) as of 24th November 2020.

The Research Infrastructure of the Faculty of Criminal Justice and Security, University of Maribor (hereafter referred to as RI FCJS) refers to the totality of research equipment, complex digital research systems and databases, and research teams used or operating for research purposes. RI FCJS is a prerequisite for research and educational work in the fields we are bringing together in the life sciences and the broader interdisciplinary field, while also being key to achieving excellence in research and broader societal development.

The RI FCJS at UM FCJS is managed by the Vice Dean responsible for the Research Field.

The RI FCJS comprises a core research infrastructure and a knowledge transfer research infrastructure. In certain cases, it can also be defined as a virtual infrastructure or virtual research environment, where the service is provided electronically.

The RI FCJS that is publicly accessible, is listed in Annex 1, which is regularly updated and approved by the UM FCJS Senate.

2. Users

The RI FCJS is publicly accessible to internal users, i.e. to researchers, research groups or research organisations within the research activities of the FCJS and the UM.

The RI FCJS is also publicly accessible to researchers outside the FCJS and UM, to business and other users. RI FCJS may be used only to create new knowledge, products, processes, methods and systems.

If employees of other UM entities or external users wish to use the RI, UM FCJS may require proof of knowledge and skills required to use the Research Infrastructure (RI). If user from outside UM FCJS does not have required knowledge and skills to use the RI in a professional manner, UM FCJS may offer a comprehensive service, which will be carried out by staff, trained to do the job. The cost of such a service shall be borne by the user outside the FCJS.

Users must comply with the relevant principles, strategies, directives and other UM regulatory documents when participating in and using RI FCJS.

3. Access

Access to the research infrastructure is a legitimate and authorised way of participating in and using the RI of the FCJS and of providing services to users. Access may be physical, remote or virtual (allowing access to RI through communicational channels or online network resources), and depends on the type of research infrastructure for which the potential user expresses the need.

Access to RI FCJS can be based on the excellence of the research or on the market orientation of the research.

The form of access based on excellence depends on the scientific excellence, originality, quality and technical and ethical feasibility of the work. Market-driven access is possible if agreed between the user and the RI FCJS contact person and involves the payment of an access fee. Both modalities will be approved on the basis of an internal assessment or peer review of the application. The assessment is made by the responsible person of the UM FCJS on the basis of the opinion of the RI FCJS contact person.

Access to the RI and KIC of the UM FCJS is granted to internal and external users. Access is restricted to internal users only when all the staff capacities required for the relevant research, teaching and professional work of the UM FCJS are occupied.

The UM FCJS shall define in Annex 1 the scope of the UM RI FCJS available to external users under clear, transparent and fair conditions.

The UM FCJS shall provide users with a certain amount of access, which shall be measured in access units. Access units may vary according to the different types of RI and may be precisely definable, such as hours of use of the RI, amounts of data generated and stored by users during the execution of complex experiments, and so on.

4. Costs and fees

Access to RIs may be free of charge or payable. In the case of paid access, the user will be charged a fee linked to the actual use of the RI. Fees for access to different types of RI may vary, but should follow the following principles:

- verifiability;
- traceability of the work done in the RI, including the maintenance of adequate records of requests for access requests (successful and unsuccessful), reasons for refusal of access (where relevant), details of usage, etc;
- prohibition of double funding;
- compliance with all relevant national, EU and legislative funding conditions competition rules.

Market-oriented access fees are equivalent to full commercial prices.

5. Education and training

As part of its open access policy, the RI FCJS encourages collaboration with other institutions and organisations that benefit from the RI FCJS for their research, education and training.

6. Restrictions

Access to RI FCJS may be restricted to protect human rights, public and national security interests, the right to privacy, commercial sensitivity, intellectual property rights and ethics in accordance with

relevant laws and regulations. Access to RI FCJS may also potentially be restricted due to the occupancy of RI or insufficient availability of access units during the desired rental period.

7. Ethical conduct, research integrity and non-discrimination

Open access policy of the RI FCJS follows the Code of Ethical Conduct of the University of Maribor and the eight principles defined in the European Code of Conduct for Research Integrity of the European Science Foundation (ESF).

Researchers must therefore comply with the following principles:

- honesty in communication,
- reliability in the conduct of research,
- objectivity,
- impartiality and independence,
- openness and accessibility,
- duty of care,
- honesty in the citation of references and merits,
- responsibility towards future scientists and researchers.

When considering whether to grant RI FCJS access, a potential user must not be discriminated against on personal grounds.

8. Quality assurance

As part of the quality assurance of open access to RI FCJS, mechanisms will be put in place to assess the quality of 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):

- Relevance and close link to the objectives set. Mechanisms must not be overly ambitious and must measure the right elements.
- Acceptance by RI and stakeholders. The role and responsibilities for the indicator should be well defined.
- Credibility for non-experts, unambiguity and easy interpretation. Indicators should be as simple and robust as possible.
- Ease of monitoring, low cost and low effort.
- Stability in cases of manipulation attempts.

The mechanisms put in place must include the following parameters:

- 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).

9. Research data management

The data management policy shall provide clear guidance on how and where to store the resulting data for a reasonable period of time and how the user should make the data available for re-use.

The instructions may vary depending on the type of RI within each entity.

Data must follow the FAIR principles (findability, accessibility, interoperability and reusability). The management of research data is defined in a separate regulatory document at the level of the University of Maribor.

10. Transparency

At the level of the UM FCJS, the transparency and accountability of the research infrastructure is ensured by the Member Contact Point together with the Financial and Material Affairs Office.

The contact person for RI FCJS is the Vice Dean responsible for the Research Field.