



## **Open Access Policy for Research Infrastructure at the Faculty of Economics and Business at the University of Maribor**

### **1. Preamble**

The Open Access Policy for the research infrastructure of the Faculty of Economics and Business at the University of Maribor (hereinafter RiUM FEB) is implemented in accordance with the Open Access Policy for research infrastructure of the University of Maribor (RiUM). This document defines research infrastructure, potential users of the infrastructure, access to the research infrastructure, costs and fees, education and training methods, access restrictions, ethical conduct, research integrity, non-discrimination in access, quality assurance of access, research data management, and transparency applicable to the Faculty of Economics and Business at the University of Maribor (UM FEB).

UM FEB is the research entity of RiUM.

The Open Access Policy for the research infrastructure of the Faculty of Economics and Business at the University of Maribor 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 FEB (hereinafter referred to as RiUM FEB) comprises the whole of multi-functional and multi-dimensional facilities, laboratory environments, research equipment, digital research systems, databases and research groups or research organizations, that are used for research purposes. RiUM FEB enables research work in the field of economic and business sciences and in the wider interdisciplinary field, with the objective being to achieve excellence in research and wider social development.

RiUM FEB is organised as one entity (unit). The contact person for UM FEB is Polonca Mlakar, and the head of the entity is the Vice-Dean for Research.

RiUM FEB consists of:

- basic research infrastructure (A):
  - lecture rooms (A.1)
  - institute premises (A.2)
  - research equipment (A.3)
- research infrastructure for knowledge transfer (B)
  - institute research groups (Institute of Accounting, Auditing and Business Taxation, Institute of Business Law, Institute of Economic Analysis and Forecasting, Institute for Entrepreneurship and Small Business Management, Institute of Finance and Artificial Intelligence, Institute of International Economic and Business Studies, Institute of Languages and Foreign Business Languages, Institute of Marketing, Institute of



Operational Research, Institute of Management and Organisation, Institute of Project Management, Institute of Technology and Entrepreneurial Environment Protection, Institute of Tourism and Business Logistics, Institute of Corporate Governance and Strategic Management, Institute of e-business and Information Technology Management)

- research, education and consultancy services offered by institutes to internal and external researchers and organisations (B.1) – the services are defined in detail in Appendix 1.
- UM FEB library database (B.2)
- UM - DKUM repository (B.3)

The list of research infrastructure is available in Appendix 1.

### **3. Users**

RiUM FEB is publicly accessible to internal users, researchers, research groups and research organisations within the UM FEB and UM (employees, including researchers of different stages, postdoctoral researchers, technicians and Doctors of Philosophy).

RiUM FEB is also publicly accessible to external users for research activities outside the UM, particularly researchers from other research organisations, researchers from business/commercial organisations etc.

Within the framework of research, users participate in designing or creating new knowledge, services, products, procedures, methods, and systems.

In cases where special knowledge or skills are required to use the basic research infrastructure and skills when using the basic infrastructure for knowledge transfer, UM FEB may require from external users to demonstrate special knowledge. This also applies to using individual services offered by UM FEB institutes. In this case, the responsible person (the head of the institute, of the project, or of the laboratory) informs the potential user of the service, before the use starts,

If external users do not have the required knowledge and skills for the professional use of the research infrastructure, UM FEB may offer a comprehensive education and training service.

### **4. Access**

Access means legitimate and authorized admission to interaction and use of RiUM FEB and the services provided to users. Access can be physical, remote or virtual (allowing access to the research infrastructure through communication channels using online network facilities). Access to RiUM FEB can be excellence-driven and market driven.

Excellence-driven access depends on the scientific excellence, originality, quality and technical and ethical feasibility of the work.



Market-driven access is possible based on an agreement between the user and RiUM FEB and requires 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 RiUM FEB.

Access to the basic research infrastructure and to the knowledge transfer infrastructure of UM FEB is provided to internal and external users. When the full capacity necessary for the research, teaching and professional work of employees at UM FEB is reached, access may be limited solely to internal users or users at the UM FEB.

Access to RiUM FEB can be physical, remote, or virtual. Depending on the methods of access, the following access types are possible for individual kinds of research infrastructure:

- A.1 (lecture rooms) and A.2 (institute premises) – access can be physical, while remote and virtual access is only possible if the appropriate equipment is available in the lecture room or in the institute room.
- A.3 (research equipment) – access is physical, remote or virtual,
- B.1 (services provided by the research groups - institutes) access to services is physical, remote or virtual
- B.2 (Materials and databases of the UM FEB library) – access to the materials is physical, remote or virtual, whereby access to certain materials can only be physical, remote or virtual, depending on the availability and nature of the material
- B.3 UM Repository (DKUM) – access is remote or virtual

The access units to RiUM FEB are as follows:

- A.1 lecture rooms - hour
- A.2 institute premises - hour
- A.3 research equipment - hour
- B.1 Services provided by research groups (institutes) – consulting, educational or research - hour
- B.2 Materials and databases of the UM FEB library - hour and day
- B.3 UM Repository (DKUM) - day

Access to the A.1, A.2 and A.3 research infrastructure is granted based on an application or request, which users can address to the RiUM FEB contact person (Appendix 3) or to the head of the institute. The RiUM FEB contact person checks the available capacity with the persons responsible for the type of infrastructure and forwards the application to the Centre for legal and personnel affairs and management, where the contract is provided.

Access to the services of research groups - institutes (B.1) is approved by the head of the institute based on demand, considering the available capacity and type of service. During the assessment phase, negotiations with users may take place. The head of the institute communicates the decision on the provision of the service to the RiUM FEB contact person, who in turn forwards the information to the Centre for legal and personnel affairs and management, where the relevant contract is provided, considering the instructions for applying and the signing of the project documentation. Decisions on access requests must be clear and well justified.



Service access of the FEB Library (B.2) is defined in the Rules on the general operating conditions of the FEB UM Library.

Access to the UM Repository (DKUM) (B.3) is based on policies published on the website: <https://dk.um.si/info/index.php/eng/policies>.

Types of users with access to the RiUM FEB, access types, methods and units are defined in Annex 2.

## 5. Costs and fees

Access to RiUM FEB may be provided free of charge or may require payment. 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 to the RiUM FEB may be chargeable for the following users:

- A.1 lecture rooms - for external users, when internal users and external users do not participate in scientific research work (Sample of the agreement on the use of premises; Price list for the use of premises at UM FEB);
- A.2 institute premises - for external users (Sample of the agreement on the use of premises);
- A.3 research equipment - for external users (Sample of the agreement on UM research equipment)
- B.1 Services provided by research groups - institutes - for internal users at the discretion of the head of the institute or project heads and for external users (Sample agreement on consulting services, Sample agreement on research services)
- B.2 Materials and databases of the FEB library: for external and internal users, as defined in the Instructions on the general operating conditions of the FEB UM library and in the price list of UM library services (General business conditions of the FEB UM library, Price list of UM library services)

Costs and fees for A.1, A.2, A.3 and B.2 are defined in Annex 2. Costs and fees for using the services provided by research groups (institutes) B.1 may be defined independently by heads of institutes or heads of projects for each service separately, according to the characteristics and the complexity of the research or services, while following the below principles:

- auditability,
- traceability to the work done on the research infrastructure item, including maintaining appropriate records outlining access requests (successful and unsuccessful), reasons for declining access (if relevant), usage data, etc.,
- prohibition of duplicate funding,
- compliance with all relevant national and EU funding terms and conditions and with competition legislation.

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

## 6. Training and Education



The RI UM open access policy encourages collaboration with other institutions and organizations that benefit from RI UM and RiUM FEB for their research, education and training. This corresponds mainly to t organizations active in the field of economic and business science and profit and non-profit organizations on the market.

## 7. Restrictions

Access to RiUM FEB can be limited by the national security and defence, privacy and confidentiality, commercial sensitivity, intellectual property rights, and ethical consideration following applicable laws and regulations.

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

The RiUM FEB Open Access Policy adheres to the following documents:

- The Code of Ethical Conduct of the University of Maribor (<https://www.um.si/kakovost/Mednarodne%20lestvice%20razvr%C5%A1%C4%8Danja%20univerz/Documents/Kodeks%20eti%C4%8Dnega%20ravnanja%20UM.pdf>)
- The European Code of Conduct for Research Integrity ([https://www.sazu.si/uploads/files/57fb8d9c9de14adc9ded154d/ALLEA%20-%20European%20Code%20of%20Conduct%20for%20Research%20Integrity%202018%20-%20Slovenian\\_dig.pdf](https://www.sazu.si/uploads/files/57fb8d9c9de14adc9ded154d/ALLEA%20-%20European%20Code%20of%20Conduct%20for%20Research%20Integrity%202018%20-%20Slovenian_dig.pdf))

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 using the RiUM FEB, researchers and users may also take into account other codes of ethical conduct of various organisations that relate to professional principles and research in the field of economic and business sciences and social sciences; for example:

- AOM Code of Ethics (<https://aom.org/about-aom/governance/ethics/code-of-ethics#general>)
- BAM Ethics Guide (<https://charteredabs.org/wp-content/uploads/2015/06/Ethics-Guide-2015-Advice-and-Guidance.pdf>)
- MRS Code of Conduct (<https://www.mrs.org.uk/pdf/MRS-Code-of-Conduct-2019.pdf>)
- The APA Ethics Code (<https://www.apa.org/ethics>)
- SRA Research Ethics Guidance (<https://the-sra.org.uk/common/Uploaded%20files/Resources/SRA%20Research%20Ethics%20guidance%202021.pdf>)

Researchers (users and providers of research services) must be especially careful when the use of RiUM FEB facilities creates potential risk for participants. This is research that goes beyond normal everyday



(professional, educational, leisure, etc.) activities, and requires the active participation of participants in the research. They must also be careful when identifiable personal data is collected as part of the research, and when there is a potential risk of causing psychological or physical harm to research participants or researchers.

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

## 9. Quality assurance

Quality of the RiUM FEB open access will be ensured by establishing quality assessing mechanisms for RI access within individual entities on the level of RIUM. If necessary, UM FEB may establish its own mechanisms for assessing the quality of access. 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 for the 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 set mechanisms should include following metrics:

- user metrics (e.g., user access, user base and relevance to users),
- RI operational metrics (e.g., access provision, service, central management, reliability, visibility, user community size and evolution),
- strategic indicators (e.g., publications and other products, cross-disciplinarity, economic impact) and
- financial metrics (e. g. service, resources, cost, returns).

## 10. Research data management

The data management policy provides clear guidance on how and where to store the generated data for a reasonable period and on how the user should provide this data for reuse. Instructions may vary depending on the type of RI within each individual entity. The data should follow the FAIR principles (findability, accessibility, interoperability, and reusability). Research data management is laid out in a separate regulatory document.



## 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 RiUM FEB is provided by the Office for research activity and cooperation with the economy at UM FEB.

Contact person for RiUM FEB is Polonca Mlakar: [polonca.mlakar@um.si](mailto:polonca.mlakar@um.si).