



# **NUML RESEARCH POLICY 2017**

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**KEY TO ABBREVIATIONS**

<b>S.No.</b>	<b>Abbreviations</b>	<b>Explanation</b>
1.	ACM	Association of Computing Machinery
2.	APA	American Psychological Association
3.	BASR	Board of Advance Studies and Research
4.	CHs	Credit Hours
5.	Co-PI	Co - Principal Investigator
6.	DG	Director General
7.	FBS	Faculty Board of Studies
8.	FCE	Final Comprehensive Examination
9.	GAC	Graduate Advisory Committee
10.	GAT	Graduate Assessment Test
11.	HEC	Higher Education Commission
12.	HoDs	Head of Departments
13.	IEEE	Institute of Electrical & Electronics Engineers
14.	Max	Maximum
15.	MLA	Modern Language Association
16.	MoU	Memorandum of Understanding
17.	NRP	NUML Research Policy
18.	NUML	National University of Modern Languages
19.	ORIC	Office of Research Innovation & Commercialization
20.	PI	Principal Investigator
21.	PKR	Pak Rupees
22.	Prof.	Professors
23.	PSC	Plagiarism Standing Committee
24.	QEC	Quality Enhancement Cell
25.	R & D	Research and Development
26.	SOPs	Standard Operating Procedures
27.	TTS	Tenure Track System

# NUML RESEARCH POLICY

## 2017

### Introduction

1. Universities have become more important players than ever before in the processes of research, innovation, and commercialization. Bringing innovations to market has not been the main historical role of university-based researchers. The university researchers quite appropriately concentrate on basic science. Hence ultimate aim of scientific research is being shifted (by HEC) to improve the human/community and economic conditions of our country. Additionally, Higher Education Commission (HEC) is mainly rating all public and private sector universities upon their research contributions. NUML being in general category is facing competition in research points with universities having comparatively more departments of natural sciences and engineering and hence high probability of getting more scores as compared to NUML. Coming events cast their shadow before and this cutthroat competition in research among universities will be getting more vigorous in coming years. These challenges have led university key stakeholders to discuss and develop comprehensive research policy keeping present and future indigenous research needs and constraints into consideration. In order to develop NUML into a true center of excellence, it is imperative that apart from maintaining high standards in teaching, research should be rigorously pursued and suitably rewarded. The R&D output of NUML must be in line with national needs and contributes towards socio-economic growth of the country. ORIC NUML is acting as a focal point for providing guidance and support to the constituent faculties, departments, institutions and centers in all activities related to research & development. As such, ORIC has a significant role to play towards achieving NUML vision. Therefore, the mission of ORIC is to facilitate and coordinate research activities of NUML constituent departments and to liaise with other national as well as international academics, research and industrial organizations to facilitate research at NUML.

### Principles of Research Policy

2. NUML Research Policy (NRP) is admissible from March 16, 2017 and is based on five fundamental principles. They are as follows:-

- 2.1 NRP be mainly based on HEC University ranking criteria.
- 2.2 NRP is well integrated with the existing systems for more adaptation and sustainable solutions.
- 2.3 NUML would maintain and further exceed the guidelines of HEC in establishing research related rules, regulations, policies and standards. However, in case where NUML Research Policy is silent, HEC research policy, rules and SOPs will override any other national / international university / agency policies and procedures.
- 2.4 While enhancing the quantity, focus on quality should not be compromised.

### Objectives

3. NUML Research Policy is developed with special focus on the following objectives:-

- 3.1 To help establish a research culture so that quality research remains an integral component of academic activities at NUML.
- 3.2 To encourage and ensure that high quality research of direct relevance to Pakistan's needs, pertaining to both industry and society, is pursued in NUML constituent departments.

- 3.3 To encourage and assist NUML researchers in obtaining research grants from the Public/Private Sector and Foreign Agencies.
- 3.4 To facilitate and support NUML researchers for publication and presentation of their research work through participation in such activities.

### **Policy Guidelines**

- 4. The policy is governed by the following guidelines:-
  - 4.1 Establishment of research culture to promote quality research and its integration with other academic activities at NUML.
    - 4.1.1 Periodic/ Regular induction of PhD (only) faculty members be preferred for improving and sustaining the research output, research relevance and research profile of the departments, disciplines and the University.
  - 4.2 NRP intends to create balance between teaching and R&D activities on one side and alignment of these R&D activities with society & industry's needs on the other.
  - 4.3 NUML highly promotes interdisciplinary research and encourages faculties to get benefit from each other's expertise. Faculty members need to identify major areas of their research interests. This may range from related areas to encourage interdisciplinary, multidisciplinary and trans-disciplinary research.
  - 4.4 Significant financial as well as career growth incentives be provided to the faculty to pursue innovation centric research and development.
    - 4.4.1 Appointments at senior faculty positions be preferred on the basis of annual research output in HEC recognized local journals and HEC recognized international journals included in Thomson Reuters ISI Web of Knowledge.
    - 4.4.2 Any research that does not contribute towards research profile/repute (also ranking) of the University at national and international level, preferably not be accepted or acknowledged for any credit (monetary or academic) at any level. Publications in HEC recognized journals and NUML journals are fully acknowledged and acceptable for any credit (monetary or academic) at any level.
    - 4.4.3 NUML highly encourages faculty members / supervisors to publish papers through student contribution, other (funded) project and collaborative effort with university affiliation by taking into account due credit to all contributors.
  - 4.5 Promoting faculty engagement in consulting services proactively through experienced professionals among faculty members who are capable of handling complex, multidisciplinary and meticulous work associated with University-Industry collaborations.

### **5. Tools for Implementing Policy Guidelines**

#### **5.1 Establishment of Research Culture**

- 5.1.1 Graduate Advisory Committee consisting of Dean, HoD, supervisor (concerned) and coordinator be formed at department level to cope with research related issues faced by students through student counseling.
- 5.1.2 Team of faculty members should be engaged for editing, proof reading, reviewing and data analysis of the research papers / theses. It could also be supported either by NUML Writing Resource Centre or by NUML Consulting.
- 5.1.3 Leverage web technologies, industry links, Corporate Advisory Council, NUML alumni club, funding agencies' websites, focused conferences and workshops and

other resources to facilitate collection and dissemination of information related to key national scale problems, local industry's needs and sources of funding for R&D. Basic research environment including proper sitting position and uninterrupted internet facility should be provided to faculty and scholars for producing quality research.

- 5.1.4 Each faculty member should have separate User ID and password on turnitin for checking similarity index.
- 5.1.5 Each faculty member should have access to digital library and other relevant publishing authorities like IEEE, Elsevier, ACM, Wiley etc. as per area of specialization. It can be acquired from HEC and Director Library should pursue such cases upon the request by departments.
- 5.1.6 Creating balance between teaching and R&D activities
  - 5.1.6.1 Relaxation (up to 100% in full morning and evening timing) may be given only to faculty member as per the number and amount of funded projects and commitment (% of time) of PI required. Faculty members with impact factor publication(s) in last semester may be given partial relaxation (one to two subjects relaxation) in evening shift (fully paid) only. Final recommendation of relaxation of faculty member workload should be requested through Dean(s) as per defined policy for the approval from Rector through DG.
  - 5.1.6.2 Rector NUML may appoint any senior faculty member as full time research faculty member with zero teaching load for a year to produce a number of articles and / or a book in that year.

**5.2 Promote Faculty engagement in specialized areas of their research interests/ interdisciplinary research.**

- 5.2.1 There should be fully functional research wing in all the faculties if not in all departments. The researcher at NUML may focus on the areas identified by the NUML THINK TANK for their terminal and/or final research projects/theses.
- 5.2.2 Faculty discourse should be designed at departments as faculty dialogue which should serve as channel for generating more research ideas. Discussion groups on current issues should be arranged in each department by encouraging participation of research scholars from and outside university once a month. Events like talks, seminars, colloquiums and conferences should be conducted on regular basis by academic departments.
- 5.2.3 In academic collaboration research component should be accorded due priority. Research based collaborations/ programs with other national and international universities and institutions should be established, strengthened and practiced. Develop joint research initiatives with foreign universities especially with whom NUML already has entered into MoUs.
- 5.2.4 In each collaboration with institutions in academically advanced countries; provision of experts as thesis and journal reviewers be incorporated with emphasis.
- 5.2.5 Each faculty/center if not each department should publish at least one journal and should promote its own faculty and other scholars to present their work. All journals and editors should be fully authorized but responsible for the timely

publishing, quality publications and category ranking. ORIC will stay associated with all editors to facilitate in quality publication. All editors should also maintain liaison with ORIC.

### 5.3 Research Based Financial & Career Incentives

5.3.1 Terms and Incentives for Obtaining Sponsored R&D Projects / Consultancy Services: For academic growth and national development, the faculty members, are to be encouraged to undertake research projects/studies/consultancy services. All consultancy projects earned and executed by NUML faculty members / staff are considered as NUML projects.

5.3.1.1 Terms for Income & Honorarium Sharing for PI are as follows:

5.3.1.1.1 For any individual independent (private) project, PI is not availing university resources, 20% of the earning will be transferred to 'R&D Fund'.

5.3.1.1.2 For any individual independent (private) project, PI is availing university resources; cost of resource utilized (as per terms decided in MoU) and 20% of the earning will be transferred to 'R&D Fund'.

5.3.1.1.3 For any project earned on behalf of the university from HEC or other donor/ funding agencies, PI and Co-PI will get full honorarium as per the approved project budget. All overhead cost of the project will be transferred to 'R&D Fund'.

#### 5.3.1.2 General Terms for Sponsored/ Funded Projects

5.3.1.2.1 From share contributed in 'R&D Fund' by PI, 20 % of the respective deposited amount will be for further research & development of PI (including research, training, conference presentation, organizing seminar, workshop) and PI may avail it any time. 20 % of the respective deposited amount will be for further research & development of PI's respective department and Dean/HoD may avail it any time for relevant purpose. Same percentage may be availed by ORIC for research and development purposes. Remaining 40% of the amount will remain in R&D Fund Account.

5.3.1.2.2 As a general guideline researchers are encouraged to add a percentage of University Overheads from 15-20% of the project cost in the total cost of the project proposals.

5.3.1.2.3 Each faculty member has provision to utilize up to 50 paid full working days for consulting services / funded projects per annum. Funds transferred to R&D fund account again utility of paid full working days must exceed amount earned by faculty member from NUML against these days.

5.3.2 Conference publications are encouraged but not counted as publications until they are not published in HEC recognized journals. Whereas, upon approval of travel grant by HEC for paper presentation, 80% of the approved funds should be released in advance by university, at least for permanent faculty members.

5.3.3 Faculty members can propose any research society (such as IEEE, or other professional societies) that they desire to be a part of. The university will financially support the provision of these memberships.

5.3.4 For contract or visiting, Only PhD faculty be considered for posts of Lecturer and above. Profs. Meritorious - Grade 22, foreign faculty hiring, TTS and interim placement should be encouraged.

5.3.5 **Journal Fee / Publication Charges & Honorarium**

5.3.5.1 Faculty members publishing quality papers in HEC recognized journals are encouraged to do more research by providing them either full publication charges including open access / open choice (for impact factor journals only) with no honorarium or by providing paper publication charges and honorarium as per criteria given in **Annex-I**. Journal publication fee and/or honorarium against each paper is subject to Full proof of publication in respective category.

5.3.5.2 Paper publication charges and honorarium is subject to author's full affiliation and acknowledgement to NUML. Author with multiple publications in same month/semester may avail all benefits against each publication. Any NUML faculty member, staff and/or scholar can avail above mentioned incentives based on following criteria (once case is recommended by Director ORIC and approved by Rector NUML). Incentives (total amount) received is subject to level of author(s) contribution and percentage and terms mentioned in **Annex-II**.

5.4 **Faculty Engagement in Consulting Services/ Funded Projects**

5.4.1 State of the art integrated information flow and knowledge management system for R&D will be made available to faculty, industry and funding agencies. Resources will be made available to keep data and information consistent and up to-date. Automatic matching of faculty profiles, industry's problems and funding opportunities will be performed. Results of this matching process will be proactively sent to relevant stakeholders. Efforts to arrange workshops, conferences and seminars to collect information regarding national scale problems will be coordinated and supported by ORIC.

5.4.2 A project can be initiated by any faculty member(s) / staff of NUML. The person initiating the project will be called Principal Investigator (PI). It is preferable to have a Co-PI in each project who will assist the PI. The project proposal will be analyzed/scrutinized at ORIC NUML in the light of its requirement/usefulness towards the academic achievements, human resource development, permanent equipment to be inducted, marketing/commercialization aspects and mainly the extent of contribution of the project towards socio-economic growth of the country. The thoroughness with which the proposal is prepared in terms of expenditure, cash plan and timelines with deliverables will also be taken into account. The project proposal, after necessary vetting at ORIC will be forwarded to the funding agencies/contracting agencies for provision of necessary funds. Upon approval, ORIC in coordination with Project Team would help in finalizing the

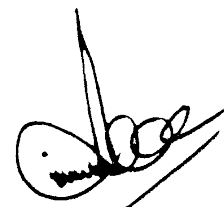


contract/agreement with the funding agency. Such Contracts/Agreements are to be processed by ORIC and signed by the Director ORIC on behalf of NUML.

- 5.4.3 NUML will create R&D Fund. All R&D project proposals for funding through 'R&D Fund' Account will be considered by the Project Review Committee, consisting of Director General, Director Research, 2 ORIC staff members, Director Academics and Dean of the concern faculty. If the project is found viable, it will be recommended for approval by the Rector NUML. The R&D fund may be utilized upon approval for Project Review Committee for
- 5.4.3.1 Funding the R&D projects / innovative ideas which require relatively small amounts but have significant application.
- 5.4.3.2 Providing remuneration/honorarium on the achievements/promotion of R&D activities.
- 5.4.3.3 Any other aspect which can contribute towards enhancement of scope and pace of R&D at NUML.
- 5.4.4 The industrial liaison can be developed on conditions that their business related problems can be researched by NUML. Such issues can be handed over to research degree students as part of their thesis.
- 5.4.5 Teaching and non-teaching staff with strong industrial liaison should visit industry and find projects especially research project (e.g. surveys, proposal writing, and instrument development). Those who avail research grants should keep ORIC in picture by sharing all necessary documents.

*Note: NUML Research Policy has been prepared by ORIC-NUML under supervision of Prof. Dr. Karamat Ali, Director ORIC.*

**(This policy is issued with the approval of the competent authority)**



Brig (R) Amin Ullah Khan  
Registrar

Date: 16 March 2017

**PUBLICATION CHARGES AND HONORARIUM**

<b>S.#</b>	<b>Journal Publication</b>	<b>Publication Charges (Rs)</b>	<b>Honorarium (Rs.)</b>
1.	Impact Factor ( $\geq 4$ )	Max. up to 150,000/-	Max Limit – Actual Paid
2.	Impact Factor ( $\geq 3.5$ and $\leq 4.0$ )	Max. up to 135,000/-	Max Limit – Actual Paid
3.	Impact Factor ( $\geq 3.0$ and $\leq 3.5$ )	Max. up to 120,000/-	Max Limit – Actual Paid
4.	Impact Factor ( $\geq 2.5$ and $< 3.0$ )	Max. up to 105,000/-	Max Limit – Actual Paid
5.	Impact Factor ( $\geq 2.0$ and $< 2.5$ )	Max. up to 90,000/-	Max Limit – Actual Paid
6.	Impact Factor ( $\geq 1.5$ and $< 2.0$ )	Max. up to 75,000/-	Max Limit – Actual Paid
7.	Impact Factor ( $\geq 1.0$ and $< 1.5$ )	Max. up to 60,000/-	Max Limit – Actual Paid
8.	Impact Factor ( $\geq 0.5$ and $< 1.0$ )	Max. up to 45,000/-	Max Limit – Actual Paid
9.	Impact Factor ( $\geq 0.0$ and $< 0.5$ )	Max. up to 30,000/-	Max Limit – Actual Paid
10.	X Category	On actual Max. up to 20,000/-	20,000/-
11.	Y Category	On actual Max. up to 10,000/-	10,000/-

**INCENTIVE RECEIVED AND LEVEL OF AUTHORSHIP**

Sr.#	First Author		Second Author		Third Author	
	NUMLian	Non-NUMLian	NUMLian	Non-NUMLian	NUMLian	Non-NUMLian
1.	100%			X		X
2.		X	50%			X
3.		X		X	25%	
1.	66%		34%		X	
2.		X	50%		25%	
3.	50%		25%		25%	

**\*where X represents either no author or author outside NUML**

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION (ORIC)

Ref No. ORIC / 2019 /

Dated: 03-04-2019

**Subject: Amendments Regarding NUML Research Policy**

IHD was held on the above subject on 20<sup>th</sup> March 2019 at 10:30 am in the Conference Room of Jinnah Block. Rector NUML chaired the meeting and following attended:

1. Director General
2. Dean Management Sciences
3. Dean Engineering & Computer Sciences
4. Dean Social Sciences
5. Dean Languages
6. Registrar
7. Director Academics
8. Director Finance
9. Director QEC
10. Director ORIC
11. Coordinator Research & Campuses

Following decisions and amendments were made in NUML Research Policy and after approval of the competent authority will be incorporated and implemented w.e.f. 1<sup>st</sup> April, 2019.

1. Only faculty members / staff will be paid Honorarium. Students and Research Scholars will not be paid Honorarium. Students and Research Scholars will be considered and recommended by respective Dean of the Faculty for certificate of appreciation during Convocation Ceremony.
2. Following will be the composition of the Standing Committee on Award of Research Publication, which will recommend Honorarium for publications of articles in Journals.
  - a. Director General Chairperson
  - b. Two Deans out of Four by rotation for six months
  - c. Registrar
  - d. Director QEC
  - e. One Senior Faculty Member
  - f. Director ORIC

Articles will be submitted to Director ORIC through recommendation of HoD, Dean and will be considered for Award of Honorarium. Committee recommendations will be put up to competent authorities for approval. Committee will meet once in every quarter i.e. 1<sup>st</sup> Monday of January, April, July and October of every year to consider all cases submitted by Faculty/Staff.

3. The amount of Honorarium and publication charges will remain the same as according to category of Journal given in NUML Research Policy but the entitlement for claiming Honorarium will be as following according to faculty.

<b>Faculty</b>	<b>Entitlement for Honorarium according to Category of Journal</b>
Languages	English, Urdu & Arabic "X" Category and above, All other Languages "Y" Category and above.
Social Sciences	"X" Category and above.
Management Sciences	"W" Category with zero impact factor and above.
Engineering and Computer Sciences & Natural Sciences	only Journal with Impact Factor.

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4. It was recommended that Honorarium should be paid to “First and Second Author of the article with Affiliation of National University of Modern Languages”. If Author is only one and he is from the NUML, he will be paid 100% honorarium. The amount of honorarium to be paid to the author if he is first one but there are Second, Third and Fourth authors, is given in the following table. The second author will also be paid Honorarium as mentioned below in the table:

Possibility		1st Author		2nd Author		3rd Author		4th Author	
		NUML	Non NUML	NUML	Non NUML	NUML	Non NUML	NUML	Non NUML
P-1	<b>Only One Author</b>	100%	-	-	-	-	-	-	-
P-2	<b>Two Author (both NUMLIAN)</b>	66%	-	34%	-	-	-	-	-
P-3	<b>Two Author (First NUML Second Non NUML)</b>	66%	-	-	Nil	-	-	-	-
P-4	<b>Two Author (First Non NUML Second NUML)</b>	-	Nil	34%	-	-	-	-	-

❖ Note: In case of more than two authors (NUMLIAN or Non NUMLIAN) no honorarium to any one will be paid.

5. Publishing of article to be encouraged by a certificate of appreciation to Faculty of NUML. Certificates be awarded to top five research Publications on the day of Convocation.
6. PI will be awarded a shield and certificate of appreciation on submission and satisfactory report of the project under NRPU, Thematic Grants and Start-up Grants by HEC during Convocation.
7. Responsibility of compiling / editing and Publication of Journals will rest with concerned department / faculty and in no case Journal Publication responsibility will move out of concerned department / faculty.