will be compiled and tabled at the University Senate Level.

Document Control

Version:	Date:	Approved By:	Next Review Date:	Remark:
01	19/05/2010	University Council	2011	
02	16/11/2011	University Council	6 months	
03	12/07/2012	Senate RSA	6 months	
04	17/10/2012	University Senate	6 months	
05	24/10/2012	Senate RSA	6 months	
06	16/01/2013	University Senate	6 months	
07	27/3/2013	University Senate	6 months	
08	19/11/2014	University Senate	1 year	Main revise and revamp at Section 5.0 and 6.0
09	02/09/2015	University Senate	1 year	Main revise and revamp at Section 4.0 and 6.0, Add in Section 7.0
10	22/02/2017	TMM	2 years	Main revise and additional of Consultancy Policy
11	23/05/2018	University Senate		Main revise and revamp at section 4.3
12	21/11/2018	University Senate		Main revision at Section 5.0
13	06/01/2020	TMM	2 years	Main revision at Section 5.0
14	04/10/2023	TMM		Main revision at Section 5.0, 6.0 and 7.0.

Responsibility

Policy Owner:	**CERTRE OF EXCELLENCE FOR RESEARCH, VALUE INNOVATION AND ENTREPRENEURSHIP (CERVIE)**
Managed by:	**QUALITY ASSURANCE AND ENHANCEMENT**

INTRODUCTION

Academics in institutions of higher learning are expected to contribute actively to knowledge advancement in their respective disciplines. UCSI University (hereinafter referred to as the University) acknowledges the critical importance of research and knowledge dissemination as a key component in developing and maintaining the high standard in an educational institution.

The University prioritises the development and sharing of new ideas, for the benefit of mankind. It is our hope that the conducive environment established at the University will stimulate great interests among researchers and industrial players to invest time and capital in our research and development activities.

The Research and Development Policy & Guidelines depicted here is part of an ongoing effort to systematise and structure the achievements, both past and future, of University academics and researchers engaged in Research, Value Innovation and Entrepreneurship activities.

This policy & guidelines is applicable to all researchers in UCSI University.

Any requirements governing the preservation of the data as approved by the granting

2.0 INTELLECTUAL PROPERTY RIGHTS AND COMMERCIALISATION

Ownership of internal and/or externally funded projects shall belong to the University unless agreed to otherwise.

Ownership of all works (copyright, patents, trademarks, industrial designs, geographical indications) produced by the University staff during the execution of their duties shall belong to the University unless agreed to otherwise.

2.1 Copyright

Ownership and copyright of all works produced by University students for their degree/diploma shall belong to the University unless agreed to otherwise.

The authorship of all works will remain with the researcher/author/inventor. The University shall give due credit to this effect.

Copyright may be transferred to a journal/conference/book publisher if it is the publication policy of that particular publisher. This must be approved by the DVC of Research and Postgraduate Studies. However, the University strongly encourages researchers to request for certain rights to be retained including, but not limited to, the right to self-archive their publications with the University, the right to provide open access to other University faculties and students via the internal archive and the right to republish after a certain period, in University publications.

If the publication generates an income in the form of a royalty to the author, the researcher will be required to share the royalty with the University. The percentage of sharing will be decided prior to the publication.

It is the University policy that all rights on copyright shall remain with the creator unless; the work is a work-for-hire (and the copyright rests with the University under the copyright laws), is supported by the direct allocation of funds through the University for the pursuit of a specific project, is commissioned by the University, makes significant use of University resources or personnel, or, is otherwise subject to contractual obligations.

2.2 Patent Policy

All potentially patentable inventions conceived or first reduced to practice in whole or in part by members of the faculty or staff (including student employees) of the University in the course of their University responsibilities, or with more than incidental use of University resources, shall be disclosed on a timely basis to the University. The right to such inventions shall be assigned to the University, unless otherwise agreed to by the university with source of funding.

3.0

4.0 CONFERENCE FUNDING POLICY AND GUIDELINES

4.1 Purpose

This policy serves as a guide to determine the requirements of academic staff applications for funding of research-related conferences and the standard operating procedures which facilitate it. Specifically, it aims to provide a working framework that addresses the general needs of faculty members, as well as a transparent process to accommodate other individual needs.

4.2 Eligibility

Confirmed full time and permanent or contract academic staff with ongoing and/or completed research projects and papers affiliated with any Faculty at UCSI University, whose works/abstracts have been accepted for conference presentations, may apply for the

list of audience, and a copy of the power point presentation. For confere[redacted]road, it is required to organize a knowledge sharing session / research seminar at the

b. The research must be original and must not contain any contribution(s) from any person(s) who is/are not properly acknowledged, listed or cited in the report(s). The Research team also agrees that should it choose to include any significant contribution(s) from any person(s) and/or organisation(s) that has/have not been disclosed previously on the public domain, it will first obtain written permission from the said person(s) and/or organisation(s).
c. The PI and co-researchers should indemnify UCSI University from any losses as a result of his/her actions, failure, and negligence or otherwise, in whatsoever manner that will result in any losses to the University.
d. A co-PI must be appointed for the research project.
e. The research project must be completed within **24 months**. Application for extension for up to but not more than 6 months may be considered after careful evaluation by the appointed panel of the project progress report. However, project extensions can only be granted ONCE.
f. The PI can only hold one project under the REIG at any one time. Existing REIG PIs can apply for a new REIG project provided that 75% of the progress of the existing project has been completed (with the progress report evaluated by the appointed REIG panel and endorsed by the Director of CERVIE).
g. The management of research project and funding utilisation of the REIG is subject to the Malaysian Code of Responsible Conduct in Research (MCRCR), and UCSI's finance policy.
h. For collaborative projects, should the research team be unable to complete the research due to any of its members' resignation, it is the PI's responsibility to ensure the continuity of the research project either by including a new research member from the University or another external collaborator. If the original PI resigned, the "Co-PI" of the research project will take over the role as PI. Any unjustifiable reasons for project termination by the PI will affect future REIG applications. The final decision is made at the discretion of the DVC of Research and Postgraduate Studies, upon recommendation by the Director of CERVIE.
i. At least one SCOPUS/ISI/WOS/ERA/MyCite indexed journal (either under review, accepted or published), or at least one product of creative output (in the form of IP including patent filing, copyright, trademark, etc), book or book chapter, product, performance, project) for arts and/or applied arts projects is required to be produced by the end of each REIG project.
j. Researchers should be responsible for the care of any laboratory equipment used in the said project. In the event of negligence or misuse, the university reserves the right to request for compensation from the researcher.

k. To encourage the transfer of knowledge between institutions, participation by external associates as co-researchers is possible.

The process of the REIG application is provided in Appendix B.

5.5 Eligibility

This grant is open to all full time permanent or contract academic staff of UCSI University. In the event that the PI is not a confirmed staff, at least one co-researcher must be a confirmed full-time staff of UCSI University. If the PI is a contract staff with a contract expiry date of less than one year from the date of application, the co-PI must be a confirmed permanent staff or a contract staff with a contract expiry date of more than one year.

5.6 Disbursement

a. CERVIE has the right to withhold the payment/disbursement of the grant whether in part

the respective PI and co-researchers would be barred for 24 months from making any REIG applications.

5.9 Completion of Project

a. Upon completion of the project, the PI is required to submit the final report to CERVIE for

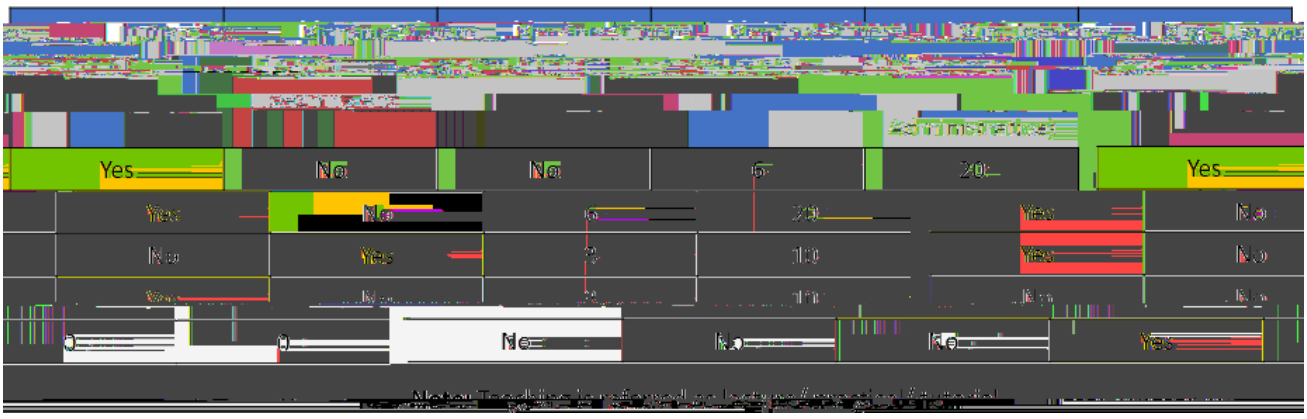
5.11 Commercialisation Interest

a. Any decisions on research output commercialisation must be made with the express consent of UCSI University.
b. The main criterion for the commercialisation of Intellectual Property developed by UCSI University staff is to provide the highest benefit to the public.
c. All matters concerning commercialisation of research outputs funded by the REIG are subject to the UCSI University Policies and Guidelines on Intellectual Property Rights and Commercialisation.

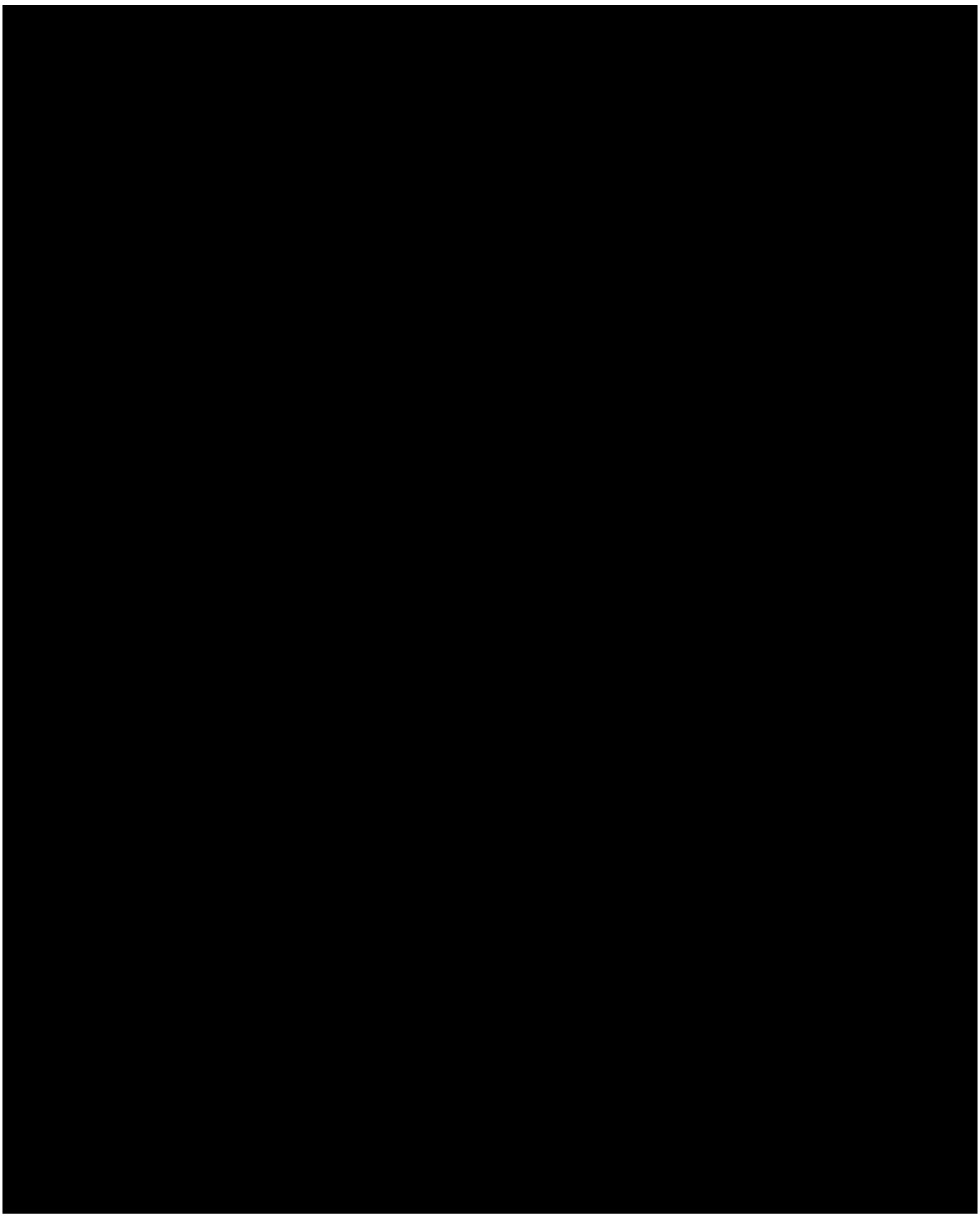
5.12 Intellectual Property

All

Postgraduate students granted with allowance are required to assist in teaching with the following arrangement:



Appendix B: REIG Application Process



6.9 Supporting Documents (can be downloaded from the CERVIE Public Folder)

Appendix C: Protected

For Head of Research Use Only

_____

_____

_____

_____

Protected Time: ☐ **Recommended** ☐ **Not Recommended**

…….. Date: dd / mm /

7.0 CONSULTANCY POLICY

This policy outlines the framework, by which UCSI can provide flexible opportunities for staff to undertake consultancy work, the expectations, when and how such work may be undertaken. This policy does not include any provision for personal consultancy undertaken in the staff capacity.

This policy also sets out UCSI's role in support of staff engaging in consultancy work and is a general guideline of how the consultancy activity will be managed by the University.

TERMS USED IN POLICY

University	UCSI University
Consultancy	Professional Work carried out on behalf of a third party utilizing knowledge expertise of members of staff and may or may not include the use of facilities and University resources. Detailed definitions is contained in section 2.0
Consultant	Members of UCSI staff involved in carrying out Consultancy
Consultancy Fee	Amount received by the Consulting staff for his/her professional services per project and does not include any direct and service costs incurred in carrying out the consultancy projects.

7.1 OBJECTIVES

7.1.1 Encourage academic staff participation in consultancy work which brings opportunitues and benefits to the University, its academic staff and clients.

7.1.2 Encourage cooperation and collaboration between the University, the public sector and private sector/industry to keep abreast of developments and innovations in industry and the profession.

7.1.3 Enhance the stature of the University academic staff to expand and enhance staff professional competency.

7.1.4 Provide a flexible management framework to cover the range of consultancy work opportunities available to the academic staff of the University governing the use of University resources and facilities.

7.2 IMPLEMENTATION

7.2.1 This policy is applicable to all academic staff of the University undertaking the consultancy project.

Note:
The Vice-Chancellor & President is empowered to make exemptions from any section of this Policy as deemed appropriate.

The decision of the Vice-Chancellor & President on all matters regarding the interpretation of this Policy, or any matter or matters wherein this Policy does not cover, is final.

7.3 DEFINITION OF CONSULTANCY

7.3.1 Consultancy work adopts the form of a comprehensive term referring to the entire range of services that may be provided by staff to commercial, government of other clients in broader community.

7.3.2 A single consultancy instance refers to an activity that involves a person or a group of people giving specialized or expert service to another party that requires such service, usually with payment for that service.

7.3.3 For the purpose of this Policy, Consultancy does not include the following activities:

7.3.3.1 Refereeing of journals, books and the like;

7.3.3.2