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PGC 6.1 RESEARCH

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	09/09/2021	Initial version
02	20/09/2023	Renumbering of the procedure (until now PGC04) and adaptation of the code of the rest of the affected procedures mentioned. Complete revision of the procedure taking into account the requirements of the AUDIT International Model, as well as the modification of the indicators.
<div> <div> Elaborated:  Director of Quality Date: 20/09/2023 </div> <div> Reviewed:  Vice-Rector, Faculty and Research Date: 20/09/2023 </div> <div> Approved:  Rector Date: 20/09/2023 </div> </div>		

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1. OBJECT

The purpose of this procedure is to describe how the research activity carried out at the University is planned, implemented and managed.

2. SCOPE

The scope of this procedure covers the identification of the strategic lines of research on which the University focuses, the selection of research staff and the review and improvement of the projects carried out, as well as the organisation of research activity through the Research Unit and the Office for the Transfer of Research Results.

3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

- ✓ Internal Quality Assurance System Documents
- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Organic Law 2/2023 of 22 March on the University System.
- ✓ Strategic Research Plan.
- ✓ University Science Policy.
- ✓ Code of Good Practice from the Universidad Europea de Canarias.
- ✓ Regulations of the Research Ethics Committee of the University.

4. DEFINITIONS

- ✓ **UCCA:** Quality Assurance and Academic Compliance Team.
- ✓ **CGC:** Quality Assurance Committee.
- ✓ **HR:** Human Resources.
- ✓ **RRMM:** Material Resources.
- ✓ **SAIC:** Internal Quality Assurance System.
- ✓ **UEC:** Universidad Europea de Canarias.


5. DEVELOPMENT OF THE PROCESS

5.1 ORGANISATION OF RESEARCH AND PHD PROGRAMMES

The Vice-Rectorate for Faculty and Research organises and manages the University's research and develops the PhD programmes, linking it to the University's lines of research in accordance with the basic principles set out in the University's scientific policy and the approved strategic research plan.

To carry out the research activity, the activity of the Field of research and PhD of the Vice-Rectorate is organised through the following units:

- The Office for the Transfer of Research Findings (OTRI) is responsible for providing support to all researchers at the Universidad Europea de Canarias, both to help them in the process of finding and requesting funding for projects and subsequent publication.
- The Field of Research management and promotion is responsible for transferring knowledge to researchers in the faculties and for being the contact with external research organisations.

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- The Learning, Research and Innovation Resource Centre, located in another Vice-Rectorate, manages the ABACUS scientific production repository, which compiles and provides access to the scientific production of the Universidad Europea de Canarias and, through the Research Support Portal, provides practical information on the Assessment of research activity, the publication process, etc.

There are currently four main research fields that bring together the various research groups and their lines of research:

- Health and Life Sciences
- Physical Activity and Sport
- Values and Global Society
- Architecture, Engineering and Design

5.2 RESEARCH SUPPORT AND FUNDING

The University currently has a series of procedures and tools to support research, by way of example:

5.3 CALL FOR ENTRIES FOR RESEARCH GROUPS

The UEC annually launches a call for entries for research groups, open to all university staff, for the constitution of research teams that come together to carry out specific lines of research. In this way, the aim is to:

- o To group UE lecturers/researchers into research groups, ensuring their continuity over time, as well as the quality of the results obtained, all linked to the priority lines of research established by the University.
- o To favour the interdisciplinary nature of the research lines developed in the UE, thanks to the creation of groups with researchers from different disciplines, as well as from each of the universities of the University.
- o Encourage the increase of quality scientific production in indexed journals with a high impact factor.
- o To favour the social commitment of the University through research groups with relevant, high quality research lines with a clear application in society.


The groups can be categorised as Consolidated, Emerging or Training and will be assigned to each Research Centre according to their area of specialisation.

5.4 CALLS FOR ENTRIES FOR RESEARCH PROJECTS

The UEC encourages and supports all researchers to apply for research projects to all public and private bodies, both national and international, and thus compete with their lines of research for financial resources and funding for their lines of research.

In addition, the University facilitates the management of the projects once awarded thanks to the support of the Office for the Transfer of Research Findings (OTRI).

Annually the UEC may launch a call for entries for internal projects according to annual internal budgets to finance and support those research projects that have the highest quality and have been proposed by UEC research groups. Assessment of these projects is external and competitive.

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Independently of these grants, the University may launch other calls for entries for internal and external grants, with budgets associated with Chairs or companies that so wish.

5.5 REDUCTIONS IN TEACHING AND PRESENCE

Each year the UEC may launch a call for entries to request reductions in teaching and flexibility in On-campus attendance by the teaching staff of the University. The aim of this call for entries is to give more time to those teaching staff who are interested in researching and growing in their scientific career so that they can dedicate the necessary time to research and have the flexibility to collaborate with other research centres. The percentages of reduction are assigned according to an objective and transparent evaluation, where data such as scientific publications, participation in research projects and collaboration in doctoral candidates or Master's degree/final year dissertations are taken into account.

5.6 TEACHING-RELATED RESEARCH

Students Enrolled in future PhD Programmes from the UE will be attached, in turn, to one of the UE Research Groups and to the PhD Programme in which they are enrolled, acquiring the status of Researcher in Training and therefore being subject to all the rights and duties of the University Code of Good Practice. The EDI will establish the supervision of the PhD candidates by means of a documentary commitment signed by the EDI, the PhD candidate, their tutor and their director.

Students carrying out Bachelor's Degree or Master's degree final projects must comply with the internal regulations of the University, as well as with the regulations of the external centre where they are studying or doing their externships (only when applicable), respecting at all times the general principles and the code of good practice of scientific policy.

5.7 INFRASTRUCTURES

The UEC provides the facilities and basic infrastructures for carrying out research projects to all professionals and students of the University. It is the responsibility of all researchers to make good use of the materials and instruments, avoiding any undue damage.

The University currently has several laboratories spread throughout the different faculties and specialised in different research fields.


Periodically, the University will assess the need to update equipment and infrastructures for the benefit of all researchers, which is assessed together with the rest of the University's CAPEX, in the committee in use.

5.8 SCIENTIFIC CAREER

The UEC recruits professors and researchers in accordance with the regulations for the recruitment of resources.

5.9 DISSEMINATION OF RESULTS

The UEC is committed to the communication and dissemination of research results in order to increase knowledge and promote the scope of dissemination. To this end, it has a tool managed by the Learning, Research and Innovation Resource Centre, a documentation repository, ABACUS, where all the scientific publications, doctoral theses, communications, etc. of the University are stored and which allows greater dissemination and citation of the research work.

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5.10 TRANSFER OF RESULTS

The UEC encourages applied and translational research and also provides the opportunity for its researchers to patent and protect their inventions in order to promote the exploitation and transfer of results with the support of the Office for the Transfer of Research Findings (OTRI).

PhD programmes

The PhD programmes to be developed will be aligned with existing research fields.

SPECIFICITIES PER CENTRE

School of Architecture

NA

School of Social Sciences

NA

School of Health Sciences

NA

6. RESPONSIBILITIES

Process owner: Vice-Rectorate for Faculty and Research


Participants in the process:

- Vice-Rector for Research:
 - ✓ Pass the strategic research plan
- Responsible of Research and PhD:
 - ✓ Organisation and management of research areas, research groups and senior researchers.
- Director OTRI:
 - ✓ Publish call for entries for Research Groups and Projects
 - ✓ To support researchers in the management of the budget applied to the development of the research projects (both internal and external) in which they are involved.

■ MONITORING AND MEASUREMENT

Coordination between the different profiles that make up the Research Field is carried out through fortnightly meetings. These meetings of the Research Committee are attended by the Head of Research, the Vice-Rector for Research and the Director of the Office for the Transfer of Research Findings.

The Research Field keeps a monthly follow-up of active research projects, signed contracts/research Chairs, and projects presented and obtained. In turn, the Office for the Transfer of Research Findings registers and manages all these projects and their funds, generating a monthly global report.

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Research results are measured annually by the number of scientific publications in all Fields, by the income obtained through research contracts, as well as by the number of research projects obtained in calls for entries and by the number of PhDs obtained in the year.

8. COMMUNICATION

Relevant documentation for all members of the School/Faculty Board is stored in a shared repository, in addition to the distribution of minutes and calls for entries for meetings via e-mail. External communication channels will include the research bulletins, as well as the university intranet and pre-established e-mail and distribution lists.

9. INDICATORS

The results of the Research Unit are measured annually:

PGC 6.1-IND01 Total number of scientific publications according to Field

PGC 6.1-IND02 Number of first quartile (Q1) and second quartile (Q2) and international publications.

PGC 6.1-IND03 Number of first quartile (Q2) and international publications/Number of teaching staff with a PhD Degree.

PGC 6.1-IND04 Income from research contracts as well as from competitive calls for entries

PGC 6.1-IND05 Number of research projects applied for in national and international competitive calls for entries

PGC 6.1-IND06 Number of research projects in national and international competitive calls for entries awarded


PGC 6.1-IND07 Number of patents or intellectual property registrations

PGC 6.1-IND08 Number of six-year doctoral degrees out of the total number of teachers with PhD qualification

10. RECORDS

The following records generated by this procedure are evidence of its effective implementation:

RECORDS			
RECORD NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Strategic Plan for Research	Vice-Rectorate for Faculty and Research	Digital	3 years
Application for research groups	OTRI	Digital	3 years
Call for entries for internal projects	OTRI	Digital	3 years
Contracts and research projects managed	OTRI	Digital	3 years

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11. ANNEXES

Call for entries for internal research projects.

Call for entries for research groups.