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MODIFICATIONS			
VERSION	**DATE**	**REASON FOR MODIFICATION**	**PAGES**
01	26/06/2014	INITIAL VERSION	
02	31/05/2019	Unification of SGIC I and II	All
08	26/04/2021	Change in the name of the procedure and in quality management	All
Approved by: Olga Castelao Director of Academic Quality and Compliance Date: 26/04/2021	Approved by: Eva Icarán Vice-Rector for Teaching Staff and Research Date: 26/04/2021		Approved by: Elena Gazapo Rector Date: 26/04/2021

PURPOSE

This procedure describes how the research at Universidad Europea is planned, conducted and managed, and how it links to the University's doctoral programmes.

SCOPE

It covers the identification of the strategic lines of research that the University focuses on, the recruitment of research staff and the review and improvement of the projects implemented, the regulation and organisation of doctoral programmes through the School of Doctoral Studies and Research, as well as the organisation of research activity via the Research Centre and the Office for the Transfer of Research Results.

RELATED DOCUMENTATION

- Strategic Research Plan
- University Science Policy
- Universidad Europea Code of Good Practice.
- Regulations of Universidad Europea's Research Ethics Committee.
- Royal Decree 99/2011, which regulates official PhD studies.
- PGC8.1 Recruitment and Selection.

PROCESS DEVELOPMENT

Organisation of Research and PhD Programmes

The Vice-Rector's Office for Teaching Staff and Research organises and manages the University's research activities and develops doctoral programmes, linking them to the University's lines of research in accordance with the basic principles set out in the University's science policy and the approved strategic research plan.

In order to carry out research activity and manage doctoral courses, the activity of the research and doctoral department of the Office of the Vice-Rector is organised as follows:

- The School of Doctoral Studies and Research (EDI) coordinates the Doctoral Programmes, which are linked to specific groups and lines of research within the defined fields of research into which doctoral students are incorporated as research members of existing teams.

- The Office for the Transfer of Research Results (OTRI) is responsible for providing support to all researchers at the UEM, helping them in the process of seeking and requesting funding for projects, and with the subsequent publication of their work.

- Research Management and Promotion is responsible for the transfer of knowledge to researchers in the faculties, and for liaising with external research bodies.

- The Centre for Audiovisual Resources and Research (CRAI), located in another Vice-Rectorate, manages the **ABACUS Scientific Production Repository**, which contains and provides access to the scientific production of Universidad Europea de Madrid, and provides practical information on the evaluation of research activity, the publication process, etc., through the **Research Support Portal**.

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

- Health and Life Sciences

- Physical Activity and Sports

- Values and Global Society

- Architecture, Engineering and Design.

Support and Funding for Research

A number of research support procedures and tools are currently available at Universidad Europea, including, but not limited to:

Call for Research Groups

Each year, Universidad Europea de Madrid puts out a call for research groups open to all University staff, for the formation of research teams that come together to pursue specific lines of research. The aim is to:

o To bring UE professors/researchers together in research groups linked to the priority lines of research established by the University, ensuring continuity over time as well as the quality of the results obtained.
o To foster interdisciplinarity in the lines of research developed at the UE, thanks to the creation of groups comprising researchers from different disciplines, as well as from each of the universities that make up Universidad Europea (UEM, UEV and UEC).
o To encourage an increase in quality scientific production in indexed journals with high impact factor.
o To promote the social commitment of the University through research groups working on high-quality research projects that have a clear social impact.

Groups can be classified as consolidated, emergent or in the process of formation, and will be assigned to a Research Centre on the basis of their area of specialisation.

Calls for Research Projects

Universidad Europea de Madrid supports all researchers, encouraging them to apply to all national and international organisations –both public and private– for research projects, putting themselves in a strong position with a view to obtaining the economic resources and funding needed for their research.
Furthermore, the University facilitates project management once they have been awarded, thanks to the support of the Office for the Transfer of Research Results (OTRI).
Depending on the internal budget availability, Universidad Europea de Madrid may announce an annual call for internal projects, funding and supporting the highest quality research projects proposed by Universidad Europea de Madrid research groups. These projects are evaluated externally, on a competitive basis.

Aside from these grants, the University may launch other calls for applications to access internal and external research funding, through departments within the University or through businesses.

Reductions in Teaching Load and On-Site Attendance

Universidad Europea de Madrid may launch an annual call for applications for reductions in

teaching load and time needed to be spent on-site from teaching staff. The aim of this call is to make more time available to those members of the teaching staff who are interested in research and in furthering their scientific careers, enabling them to devote the necessary time to their research and to have the flexibility to collaborate with other research centres. The reduction in hours in terms of percentages are assigned on the basis of an objective and transparent assessment, where data such as scientific publications, participation in research projects and support for doctoral students or those who are working on their graduation or final master's projects are taken into account.

Teaching related research

Students enrolled on Doctoral Programmes offered by the UE will in turn join one of the UE Research Groups for the Doctoral Programme they are enrolled on, thus gaining the status of researcher-in-training. This means that they will be accorded all the rights, and be subject to all the obligations, established in Universidad Europea's Code of Good Practice. The EDI will arrange the supervision of doctoral students by means of a commitment document signed by the EDI, the student, their tutor and their supervisor.

Students working on their graduation or final master's degree projects must comply with Universidad Europea's internal regulations, as well as with the regulations of the external centre where they are studying or doing their internships (only when applicable), respecting at all times the scientific policy's general principles and code of good practice.

Infrastructures

Universidad Europea de Madrid provides all the University's professionals and students with the basic facilities and infrastructures they need in order to conduct their research projects. It is the responsibility of all researchers to make good use of the materials and equipment, avoiding any undue damage.
At present, the University has several laboratories specialising in different areas of research spread across the different faculties.
The University will periodically assess the need to update equipment and infrastructures for the benefit of all researchers; this will be assessed together with other capital expenditure by the University's CAPEX committee.

Scientific Degrees

Universidad Europea de Madrid recruits professors and researchers in accordance with the HR recruitment regulations (PGC 8.1 - Recruitment and Selection).

Communication of results

Universidad Europea de Madrid is committed to the communication and dissemination of research results in order to increase knowledge and to circulate it as widely as possible. To achieve this, the University uses a tool managed by the CRAI - ABACUS, a documentation repository where all Universidad Europea's scientific publications, doctoral theses, communications, etc. are stored, and which allows for wider circulation and citation of research work.

Transfer of results

Universidad Europea de Madrid encourages applied and translational research, and to this end also offers its researchers the opportunity to patent and protect their inventions in order to facilitate the exploitation and transfer of results with the support of the Transfer Office (OTRI).

PhD Programmes

Doctoral programmes are aligned with existing research areas. The technical instructions mentioned in the annexes section detail how they work.

MONITORING AND MEASUREMENT

Coordination between the different divisions that make up the Research and Doctoral Department takes place by means of fortnightly meetings. The Director of the EDI, the Head of Doctoral Studies, the Director of Research and Teaching in Hospitals and the Director of the OTRI take part in these Research Committee meetings.

The Research and Doctoral Department keeps a monthly record of active research projects, contracts/research chairs signed, and projects presented that have been awarded. The OTRI registers and manages all these projects and their funds, generating an overall monthly report.

Research results are measured each year by the number of scientific publications across all disciplines and the income obtained through research contracts as well as by the number of research projects won in calls for proposals and the number of PhDs awarded during the year.

COMMUNICATION INITIATIVES

The relevant documentation for all members of the School Board is stored in a shared repository, and the minutes of and invitations to meetings are sent out by e-mail.
In terms of external communication channels, research bulletins are used, as well as the University's Intranet and pre-established e-mail and distribution lists.

SPECIFICS BY CENTRE

School of Architecture, Engineering and Design.

N/A

Faculty of Sports Sciences

N/A

Faculty of Social Sciences and Communication

N/A

Faculty of Biomedical and Health Sciences

N/A

School of Doctoral Studies and Research

N/A

RECORDS (evidence)

The following records, generated by the procedure described above, are managed in accordance with PGC 12.2 System review and documentary control.

RECORDS		
RECORD NAME	**CONTROLLER**	**MEDIUM AND LOCATION**
Strategic Research Plan	Office of the Vice-Rector for Teaching Staff and Research	Shared file VR Research
Call for research groups	OTRI	Shared file OTRI and Research
Call for internal projects	OTRI	Shared file OTRI and Research
Contracts and research projects managed	OTRI	Shared file OTRI and Research
Documentary commitment signed by this School to assign PhD students to the University's various lines of research.	EDI	Shared file Doctoral School

INDICATORS

The results of the Research Unit are measured annually by:

IND01 PGC6.1 Total number of scientific publications by department

IND02 PGC6.1 Number of first quarter (Q1) and international publications

IND03 PGC6.1 Income obtained through research contracts, as well as competitive calls for proposals

IND04 PGC6.1 Number of research projects presented in competitive national and international calls for proposals

IND05 PGC6.1 Number of PhDs and PhD students by programme

IND06 PGC6.1 Number of patents or intellectual property registrations

RESPONSIBILITIES

Head of the Office of the Vice-Rector

Vice-Rector and director of the School of Doctoral Studies and Research

Approve the strategic research plan

Academic PhD Coordinator

Supervise the enrolment of PhD students and their assignment to associated projects

Director of the Research and Doctoral Department:

Organisation and management of research fields, research groups and senior researchers.

OTRI Manager

Publish the call for research groups and projects

Provide support to researchers for the management of the budget allocated to the development of research projects (both internal and external) in which they are involved.

ANNEXES

Call for internal research projects (url)

Call for research groups. (url)

IT1-PGC6.1. Definition and strategy for the School of Doctoral Studies and Research

IT2-PGC6.1. Introduction of the PhD Programme.