



University of Maribor

Faculty of Tourism

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Based on the Open Access Policy for Research Infrastructure of the University of Maribor confirmed on the 14th regular session of the Senate of the University of Maribor on 24th November 2020, with resolution no. 030/2020/78/515-MP, the Senate of the Faculty of Tourism of the University of Maribor on its 7th regular session on 28th August 2022 adopted

Open Access Policy for Research Infrastructure of the Faculty of Tourism of the University of Maribor

1. Definition

The scientific-research activity of the Faculty of Tourism of the University of Maribor (hereafter UM FT) is based on the principles of open science, which primarily includes open access to research results, evaluation of the quality and impact of scientific-research work using responsible metrics, and connecting and involving the interested public in research process.

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

The research infrastructure of the Faculty of Tourism of the University of Maribor includes basic research infrastructure (spaces, research equipment) and research infrastructure for knowledge transfer (digital research systems and databases, UM FT library databases, research groups and research organizations, as well as research, educational and consulting services, which these groups, organizations and institutes offer to internal and external researchers and organizations), which are used and operated for research purposes. RiUM FT is a prerequisite and at the same time enables research work in the field of tourism and in the wider interdisciplinary field, and is key to achieving excellence in research and to achieving wider social development.

RiUM FT is organized at UM FT in the form of one entity (unit), which is headed by the Vice-Dean for Science and Research: Assoc. prof. dr. Maja Turnšek, e-mail address: maja.turnsek@um.si.

RiUM FT comprises basic research infrastructure (lecture rooms, institute premises, research equipment, etc.) and research infrastructure for knowledge transfer (research groups of institutes, research, educational and consulting services of institutes, database, collections, etc.). In certain cases, it can also be defined as a virtual infrastructure or a virtual research environment where the service is provided electronically.

The list of research infrastructure (RI) is given in Appendix 1.

2. Users

RiUM FT is publicly accessible to internal users, i.e. researchers, research groups and research organizations and all employees within the scope of UM research activities (employees, including researchers of various levels, postdoctoral researchers, technicians, PhDs, research groups and institutes).

RiUM FT is also publicly accessible to external users for research activities outside the UM, especially researchers from other research organizations, researchers from business and other organizations and users.

RiUM FT is accessible to users for the creation of new knowledge, products, procedures, methods and systems, whereby users must comply with the relevant principles, strategies, directives and other regulations applicable at UM when participating in and using the research infrastructure.

For individual RiUM FT, UM FT may request proof of possession of the knowledge and skills necessary to use the research infrastructure. In the absence of these knowledge and skills for the professional use of the research infrastructure, UM FT can offer users that the service will be performed by a professionally qualified employee, or UM FT can offer the user a comprehensive education and training service. The costs of this type of training are borne by the external user.

3. Access

Access to the research infrastructure means a legitimate and authorized way of participating in and using the research infrastructure of the Faculty of Tourism and service to users.

Access can be physical, remote or virtual (allowing access to the research infrastructure via communication channels or online network resources), but it depends on the type of research infrastructure and the expressed need of the potential user.

Access to RiUM FT includes two forms of access: based on the excellence of the research work and based on the market orientation of the research. The form of excellence-based access depends on the scientific excellence, originality, quality and technical and ethical feasibility of the work. The form of market-oriented access is possible in the event of an agreement between the user and the RiUM FT manager/administrator and provides for the payment of an access fee. This form of access is also possible when there is a need on the market that requires technical or scientific solutions achieved with access to RiUM FT.

Both methods of access are approved or rejected by the dean of the Faculty of Tourism based on an internal assessment or a preliminary expert review of the application for access by the manager, i.e. the vice-dean for scientific research activity, who, after the request of the potential user, checks the availability of capacity, assessment and type of service. In the event that all capacities required for appropriate research, teaching and professional work of UM FT employees are occupied, access may be limited only to internal users or UM FT users.

UM FT is responsible for determining the scope of its own research infrastructure that is available to external users, under clear, transparent and fair conditions.

UM FT determines the amount of access to users, which is measured by access units, which may vary according to different types of research infrastructure and are generally precisely determinable (such as hours of use/access to RiUM FT, amount of data created or stored RiUM FT users).

Procedures and collaborations related to access to the UM FT research infrastructure differ according to the different types of basic research infrastructure within each entity, but decisions on the request for access to users must be clear and justified.

In more detail, users who can access RiUM FT, access types, access methods and access units are defined in Appendix 2.

4. Costs and Fees

Access to the research infrastructure can be free or paid, and all conditions related to the use of RI must be transparent and publicly available. In the case of paid access, the user is charged a fee, which must be related to the actual use of RI and is determined by the Price List for the use of the research infrastructure of the Faculty of Tourism of the University of Maribor. Fees for access to different types of RI may vary, but must follow the following principles:

- verifiability;
- traceability of the RI work performed, including keeping adequate records of access requests (successful and unsuccessful), reasons for denying access (in relevant cases), usage data, etc.;
- prohibitions on double financing;
- compliance with all relevant national funding conditions, EU funding conditions and competition legislation.

Fees for market-oriented access are the same as full commercial prices.

5. Training and Education

As part of RiUM's open access policy, UM FT also encourages cooperation with other institutions and organizations that benefit from RiUM and RiUM FT for their research, education and training. This is especially true for research organizations in the field of catering, tourism, hotel management and other interdisciplinary tourism sciences, as well as for-profit and non-profit organizations operating in the market.

6. Restrictions

Access to RiUM FT may be restricted due to the protection of human rights, interests of public and national security, right to privacy, business sensitivity, right to intellectual property and ethics, all restrictions being proportionate and justified in accordance with relevant laws and regulations. Access to the RiUM FT can potentially be limited due to the occupancy of the research infrastructure or the insufficient availability of access units during the desired rental period.

7. Ethical Conduct, Research Integrity and Non-discrimination

The policy of open access to the research infrastructure of the Faculty of Tourism follows:

- Code of ethical conduct of the University of Maribor, and

- The European Code of Conduct for Research Integrity of the European Science Foundation (ESF) and the Association of European Academies (ALLEA), which defines eight principles that researchers must follow, namely honesty in communication, reliability in conducting research, objectivity, impartiality and independence, openness and accessibility, duty of care, conduct, honesty in citing references and credits, and the responsibility of future scientists and researchers.

When deciding on the granting of RiUM FT access, the potential user must not be discriminated against on the basis of personal reasons.

8. Quality Assurance

In the framework of ensuring the quality of RiUM FT open access, mechanisms for assessing the quality of RI access at the RiUM level will be established. If necessary, the UM FT will establish its own mechanisms for assessing the quality of access, which will take into account the instructions of the UM and the general principles defined by the European Commission, designated 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 established mechanisms must include the following parameters:

- user metrics (e.g., user access, user base and suitability for users),
- RI operational metrics (e.g., provision of access, services, central management, reliability, visibility, size and development of the user community),
- strategic indicators (e.g., publications and other products, cross-disciplinarity, economic impact), and
- financial metrics (e.g., service, resources, costs, yield).

9. Control over Research Infrastructure in Open Access

The supervision of RiUM FT foresees the introduction of appropriate mechanisms for monitoring and evaluating the effectiveness and applicability of the open access policy and initiatives within the goals of open science, including the determination of unintended consequences and possible negative effects (especially for researchers at the beginning of their careers). The established mechanisms will include the following parameters:

- collecting and disseminating reports on progress, good practices, innovations and research on open science and its consequences,
- development of strategies for monitoring the effectiveness and long-term usefulness of open science with the aim of strengthening the ties between science, politics and society,
- greater transparency and responsibility for those involved,
- equal and high-quality research that brings an effective response to global challenges.

10. Research Data Management

The data management policy contains clear instructions on how and where to store the resulting data for a reasonable period of time and on how the user must provide this data for reuse. Instructions may vary depending on the type of RI within each entity. Data must follow the principles of FAIR (findability, accessibility, interoperability and reusability). The management of research data is defined in a separate regulatory document at the level of the University of Maribor.

11. Transparency

The Faculty of Tourism of the University of Maribor ensures clear and transparent operations with the research infrastructure, by publishing all information related to the RiUM FT Open Access Policy.

The general contact person for RiUM FT is the vice-dean for science and research, who implements the policy of open access to RI in the operational part together with the Expert Services of FT UM.

12. Appendices:

- Appendix 1: List of research infrastructure (RI);
- Appendix 2: List of users who can access RiUM FT, access types, access methods, and access units.

