

THE UNIVERSITY OF PARDUBICE	
Directive No. 3/2019	
Subject:	Recording of Results of Creative Activities of Employees and Students of the University of Pardubice in the PBD Internal Information System
Applicable to:	all university departments and students
Effective from:	April 1, 2019
Reference Number:	RPO/0011/19
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Approved by:	prof. PhDr. Petr Vorel, CSc. Vice-Rector for Research

Article 1

Introductory Provisions

1. The purpose of this Directive is to ensure the saving of the results of scientific, research and other creative activities of employees and students of the University of Pardubice (the "University") in the PBD Internal Information System - Personal Bibliographic Database (the "PBD").
2. The saved results are used:
 - a) to fulfil the obligation to transmit information on the results of research, experimental development and innovation supported from public funds arising from Act No. 130/2002 Sb. on the Support of Research and Development from Public Funds and on Amendments to Certain Related Acts (Act on Support of Research, Experimental Development and Innovation), as amended (the "Act") and from Government Regulation No. 397/2009 Sb., on the Information System of Research, Experimental Development and Innovation (the "IS"). Data on all results of research, experimental development and innovations resulting from research activities are transferred to the Register of Results Information (the "RRI"), which is a part of the IS. The definitions of the types of results for a specified period of time are set by the Research, Development and Innovation Board (the "Board") and published on its website. Updating the types of results in the PBD system is provided by the University PBD administrator without undue delay;
 - b) as a basis for internal evaluation of academic staff;
 - c) to comply with the obligation to deposit a published result in accordance with Horizon 2020 rules.

Article 2

Rules for Entering Data Into PBD

1. All types of results defined by the Board are obligatorily saved in the PBD. Saving other types of results is optional; any obligation is set by a faculty's internal standard. The results must be saved in the PBD continuously and without undue delay. For results generated under Horizon 2020 projects, the publication record must be filed no later than the day of publication. With the results of "J - Article in a Professional Periodical" and "D - Article in Proceedings", a file containing the full text of the paper in pdf format must be enclosed in the final version of the reviewed manuscript accepted for publication (accepted version - postprint)¹. For example, if images or tables are not part of the final version of the text sent to the publisher for publication, they can be attached in a separate file. Articles published in open sources or articles published openly in the so-called hybrid journals can also be accompanied by the official published version.
2. The result is only saved once to the PBD. The author is responsible for saving the result; in the case of a team of authors, it is the correspondent author. If the correspondent author does not publish on

¹ This is the definitive version in terms of content, but not yet formatted by the publisher, i.e. without bibliographic information about the journal title, dating and pagination.

behalf of the University, the author from the University (internal author²) listed first is responsible for the saving. The procedure for saving the results in the PBD is specified in Annex 1. To unambiguously assign the publication under the affiliation “*University of Pardubice*” in the Web of Science and Scopus citation databases, it is necessary to follow the principles given in Annex 2.

3. A unique ORCID identifier must be assigned to the author for correct reporting to the RRI³. The record of the result entered into the PBD by authors with current affiliation to the University is linked to this identifier automatically. Newly admitted academic or scientific staff and postgraduate students (or other students reporting results to the PBD) are required to set up⁴ an individual ORCID with affiliation to the University by the time the first result is entered into the PBD.
4. Records of results "J - Article in a Professional Periodical" and "D - Article in Proceedings" including full texts are automatically imported into the Digital Library of the University of Pardubice (DL)⁵. The full text of the "J - Article in a Professional Periodical" (“J”) is made openly available⁶ in DL in accordance with the publisher's license rules published in the Sherpa/Romeo database⁷. The University Library is responsible for setting access rights to the J results in the DL. For the full text of the “D - Article in Proceedings”, the author is obliged to set the right of access when entering into the PBD in accordance with the license agreement signed when sending the contribution to the proceedings. If the publisher of the proceedings did not require any license agreement, the author sets the access right to "public".
5. **For results generated under Horizon 2020 projects, open access to the published article must be ensured no later than six months after publication, except for the humanities and social sciences, where the embargo may be twelve months.** In the case of publishing with a publisher that requires a longer embargo in its licensing rules, the author is obliged to negotiate an exception for opening as soon as the article is published for publishing and set the article opening date for the record of this result in the PBD. There is also the option to open the article for a fee⁸, provided by most publishers of classic journals on a subscription basis.

Article 3

Results Reported to RRI

1. The department/institute administrator reports all results that meet the relevant definition of the type of result set by the Board and the reporting principles set by the relevant faculty for the calendar year preceding the reporting year. If the author wishes to show an older result, he/she must immediately inform the department/institute administrator.
2. In accordance with Article 4 (2b) of the Rules of the Quality Assurance and Assessment System of the Educational, Creative and Related Activities of the University of Pardubice of June 16, 2017, the record of the results of science and research reported to the RRI includes the so-called qualitative flag presented in the field “Result Evaluation”. The method of defining the qualitative flag and its form is set out in Annex 3.
3. The deadline for entering the results for the past evaluation period is set by the faculty administrator in agreement with the faculty management. Results entered after this deadline are not reported to the RRI until the following year unless otherwise agreed with the faculty administrator.
4. With respect to the date of reporting to the RRI, the deadline for submission of results on behalf of

² An internal author or a home creator is a creator who achieved the result in a labour-law relationship and a student in a doctoral or master's degree programme accredited at the University. For the creator of the result to be included as a domestic creator, it is decisive whether this labour-law or study relationship remain in existence at the time the result was created and not in the year of application.

³ <https://orcid.org/>

⁴ The procedure is described at <https://knihovna.upce.cz/uk/orcid>

⁵ <http://dspace.upce.cz/>

⁶ The Green Way of Open Access - Green OA

⁷ <http://www.sherpa.ac.uk/romeo/>

⁸ The Golden Way of Open Access - Gold OA

the Faculty is determined by the university administrator in agreement with the management of the University.

5. Consultation on reporting results is provided by the relevant faculty administrator, university administrator and university library.

Article 4

Final Provisions

1. These Annexes shall form an integral part of the Directive:
Annex 1 Procedure for Saving Results in PBD and Procedure for Correction of Reported Results
Annex 2 Indication of Affiliation (Affiliation to the Institution) and Author in the Publication
Annex 3 How to Define a Qualitative Flag and Its Form
2. University of Pardubice Directive No. 2/2015 "Recording of Results of Creative Activities of Employees and Students of the University of Pardubice in the PBD Internal Information System" is hereby repealed.
3. This Directive shall enter into force on 1 April 2019.

Pardubice, March 25, 2019

prof. Ing. Jiří Málek, DrSc.
Rector

Annex 1

Procedure for Saving Results in PBD

Order	Name of the Action	Description	Performed by	Reviewed by and Responsible for Accuracy
1.	Record the result	The records are inserted into the PBD by the author. For J _{imp} type results, he/she can import from the Web of Science citation database. The University Library regularly imports records into the “ <i>pre-imported stack</i> ”. The imported record must be linked to the PBD code lists (authors, workplaces and resources) and supplemented with missing data according to the rules of the Board and this Directive.	Author or person authorized by the author, UL	Author for the record, UL for the source code list, Department of Science and Academic Activities for other code lists
2.	Append the full text of the result to the 'J' and 'D' results referred to in Article 2 (1) of the Directive	Upload file(s) in pdf format.	Author or person authorized by the author	Author
3.	Submit the record for review	Change the recording status from “ <i>in progress</i> ” to “ <i>saved</i> ”.	Author or person authorized by the author	Author
4.	Review the records	Review the records and approve by changing the record status to “ <i>approved by the Department</i> ”	Department/Institute administrator	Department/Institute administrator
5.	Selection of records to be reported to RRI	Include the record in the “ <i>to be reported</i> ” folder by the deadline set by the faculty administrator for the given year.	Department/Institute administrator	Department/Institute administrator
6.	Review the records	Review the records approved by the department, after approval change the record status to “ <i>accepted</i> ”.	Faculty administrator	Faculty administrator
7.	Reporting to RRI for the faculty	Include the accepted records to be reported to the RRI in the “ <i>to be reported</i> ” faculty folder by the deadline set by the University Administrator for the given year.	Faculty administrator	Faculty administrator
8.	Reporting to RRI for the University	Generate data batches for individual faculties and deliver them to the respective provider within the set deadline.	University administrator	University administrator

Procedure for Correction of Results Already Reported in PBD

Order	Name of the Action	Description	Performed by	Checked by and Responsible for Accuracy
1.	Correct the record	As soon as the data in the result changes, for example in connection with its inclusion in the Web of Science and/or Scopus databases, the Author is obliged to make this correction without delay in the PBD system.	Author or person authorized by the author	Author
2.	Report the record correction	The author is obliged to report correction of the record without delay to the relevant departmental administrator.	Author or person authorized by the author	Author
3.	Report the record correction to the faculty administrator	The department administrator informs the faculty administrator about the correction performed within the deadlines set by the faculty.	Department/Institute administrator	Department/Institute administrator
4.	The record corrected by the University Library	If the record is corrected by the University Library, it will immediately save the record in a folder "UL_corrected_report_year_faculty name" that is accessible to the respective faculty administrator.	University Library	University Library
5.	Preparation of reporting the corrected records	The University administrator will prepare files for individual faculties for reporting corrected records. The Faculty administrator will enter the corrected record into the appropriate folder within the deadline set by the University Administrator.	University administrator Faculty administrator	University administrator Faculty administrator
6.	Deadline for reporting corrections for the university	Specified by the University administrator and published on the employee intranet.	University administrator	University administrator
7.	Report the corrective batches to the RRI for the University	Generate corrective data batches for individual faculties and deliver them to the respective provider within the set deadline.	University administrator	University administrator

Annex 2

Indication of Affiliation (Affiliation to the Institution) and Author in the Publication

1. When publishing in journals (as well as in journals published in Czech) indexed by the Web of Science and Scopus citation databases, **the official name of the University and faculty must be given in English** in the manuscript submitted to the publisher. The address of the faculty is stated as the correspondence address. Giving the name of a lower organizational unit (department/institute) is optional⁹.

The official name of the University in English:

University of Pardubice

The official names of the faculties in English:

Faculty of Chemical Technology

Faculty of Economics and Administration

Faculty of Transport Engineering,

Faculty of Arts and Philosophy

Faculty of Restoration

Faculty of Health Studies

Faculty of Electrical Engineering and Informatics

2. In the event that the author publishes under two affiliations, it is always necessary to list them separately in the manuscript and ask the publisher to comply with these formal requirements.
3. The name and surname of the author must be listed in the manuscript in a natural order. With the inverted order “surname, first name”, a profile is created for the author in the citation databases under the first name, not under the surname. For unambiguous identification of the author, it is also recommended to include the ORCID.

⁹ For correct translation of the names of the organizational units, see the glossary at <https://zamestnanci.upce.cz/vnitr-dok/documents/names/nazvy.html>

Annex 3

How to Define a Qualitative Flag and Its Form

Qualitative Flag

1. The qualitative flag is a tool of internal quality assessment at the faculty level. It is not intended for interdisciplinary (or inter-faculty) quality comparison.
2. The qualitative flag is inserted in the PBD record in the field "Result Evaluation" for each R&D result recorded in the RRI.
3. The qualitative flag has three characters according to the attached table. Each part of the University decides whether to use a two-tier system (three sub-levels in each quality category) or a one-tier system (without sub-levels). If a one-tier system is chosen, only one of the three possible flags shall be used for each qualitative category.
4. The procedure for generating a qualitative flag for each result is specified by each part of the University.

Scale		Characteristics of the Result
ST	ST-	Basic classification of the R&D publication result recorded in the RRI and meeting the definition of the relevant type of result. Standard quality publication R&D output, presenting new scientific results of basic research. In the case of journal results, inclusion of the journal in international databases (Web of Science, Scopus and, in the case of SHV, also ERIH; exceptions may be accepted if duly justified by sector specificities).
	ST0	
	ST+	
NS	NS-	High-quality R&D result. A field-relevant output that significantly contributes to the knowledge of the topic and is also beneficial in the international context. Conditions at least as above; in addition, for biblio-metrizable results, the journal's inclusion in the first five deciles of the industry scale. Classification in this category requires factual justification. Results with a flag of this category may be reported for the University as selected high-quality results in a nationwide peer review comparison.
	NS0	
	NS+	
EX	EX-	Excellent R&D result. A departmentally exceptionally significant output, which contributes substantially to knowledge within the given field of science and is comparable in quality to the best results in an international context. Conditions at least as above; in addition, for biblio-metrizable results, the journal's inclusion in the first quartile of the industry scale. For the type B results, the publisher's reputation and the context of the publication must also be taken into account; for the type C results, also the nature of the whole publication. This category requires detailed justification. Results with a flag of this category will generally be reported for the University as selected high-quality results in a nationwide peer review comparison.
	EX0	
	EX+	
PP	PP-	The result, whose main focus is to popularize the results of basic research or provides information about its course, but the scientific contribution itself is only partial. This group includes, for example, shorter informative conference papers linked to thematically similarly focused articles partially extended by them; possibly small case studies published in journals (not registered in the international databases mentioned above for the "ST" category) or as chapters in books.
	PP0	
	PP+	
AP	AP-	Result with a prevailing or exclusive application quality. Its importance for basic research (new knowledge) is not essential; more important is the practical application and the social relevance of the result derived therefrom. The identification of the results with prevailing or exclusive application quality is ensured by each faculty with regard to the field specificities of individual scientific areas. Results with a flag of this category (in the AP+ group) may be reported for the University as selected high-quality results in a nationwide peer review comparison.
	AP0	
	AP+	
NZ	NZ	Result which, due to its nature, cannot be attributed to any of the qualitative symptoms listed above. The results with the NZ+ flag can be reported for the University as selected high-quality results in a nationwide peer review comparison.
	NZ+	