



University of Maribor

Faculty of Mechanical Engineering

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On the basis of the Open Access Policy for the UM Research Infrastructure, approved during the 14th regular session of the Senate of the University of Maribor on 24. November 2020 with the Decision no. 030/2020/78/515-MP, the Senate of the Faculty of Mechanical Engineering of the University of Maribor has adopted, during its 30th regular session on 4 May 2022, the following

## Open Access Policy for Research Infrastructure of the Faculty of Mechanical Engineering

### 1.1 Definition

Pursuant to the Open Access Policy for the UM Research Infrastructure, the research infrastructure of the Faculty of Mechanical Engineering (RI FME) encompasses the premises, research equipment, complex digital research systems, databases, and research teams operating in the framework of the Faculty of Mechanical Engineering.

### 1.2 RESEARCH ENTITY AT THE FACULTY OF MECHANICAL ENGINEERING

Research entities at the Faculty of Mechanical Engineering are **laboratories**.

Heads of laboratories or administrators of individual pieces of research equipment are the heads and contact persons of individual entities.

### 1.3 INTERNAL POLICIES OF INDIVIDUAL ENTITIES

The internal policies of individual laboratories at the Faculty of Mechanical Engineering are in accordance with all provisions of the umbrella document (the Open Access Policy for the UM Research Infrastructure) and define the following items:

- **users,**

which may be **employees and researchers of the University of Maribor, researchers of other institutions or other users** (companies, citizens). For each individual RI FME, a proof of possession of the knowledge and skills necessary for its use may be required. If the external user does not possess the required knowledge and skills, the laboratories shall ensure that the service is fully performed by a professionally qualified employee.



- **methods and possibilities of access,**

The RI may be available **on the premises of the laboratories**; in the case of **mobile** or **conditionally mobile equipment**, laboratories shall define the necessary security measures.

- **forms of access,**

i.e. **research activity, market orientation** or **both**. In the case of access permitted in the framework of a research activity, this depends on the scientific excellence, originality, quality, technical feasibility, and compliance with ethical considerations. Market-oriented access which provides for the payment of the performance or the payment of an access fee is possible on the basis of an agreement concluded by the external user and the head of the laboratory or the administrator of the RI FME.

In the framework of individual laboratories, the rationale for decisions on access requirements must be clearly defined and presented for all users.

- **access unit for individual research equipment (hours worked, sample, etc.)**

For each RI FME, an access unit is clearly defined in the framework of individual laboratories.

- **costs and fees,**

Access to RI FME may be provided free of charge or as a paid service. All conditions related to the use of the RI FME are transparently and publicly available to all users on the websites of the University of Maribor and the Faculty of Mechanical Engineering, within the University of Maribor Research Infrastructure Database ([BRIUM](#)). In the case of access provided as a paid service, a fee is charged to the user according to their actual use of research infrastructure. In this regard, the laboratories of the Faculty of Mechanical Engineering provide for:

- the traceability of the work carried out using each individual RI FME (information on the use), including the keeping of appropriate records of (both successful and unsuccessful) access requests which also include the reasons for refusal of access;
- the prohibition of duplicate funding;
- verifiability;
- compliance with all relevant national and EU funding terms and conditions, as well as competition legislation.

The fees for market-oriented access shall be equal to full commercial prices.

- **captive volume,**

Specific research infrastructure can also be used exclusively by the Faculty of Mechanical Engineering, which is clearly communicated to all potential users.

- **educational and training opportunities,**

Pursuant to the Open Access Policy to RI FME and in line with their own resources, the laboratories and researchers of the Faculty of Mechanical Engineering may educate and train users from other institutions, organisations or companies, as well as citizens.

- **potential limitations,**

related to natural security and defence, privacy and confidentiality, commercial sensitivity, intellectual property rights, ethical aspects, etc.

- ***management of research data,***

in line with the FAIR (findability, accessibility, interoperability and reusability) principles. For each individual RI FME, the laboratories of the Faculty of Mechanical Engineering shall set up data management systems and instructions, containing clear instructions on how and where to store the resulting data for a reasonable time period, and how this data may be provided for re-use.

Within the framework of their policies, the laboratories of the Faculty of Mechanical Engineering shall provide for:

- ***the quality of open access,***

which is evaluated using appropriate mechanisms for assessing the quality of access to research infrastructure within individual entities of the University of Maribor. These mechanisms take into account the general indicators defined by the European Commission which must be RACER (relevant, accepted, credible, easy, robust),

- ***ethical conduct, research integrity and non-discrimination, as well as transparency.***

The open access policy to RI FME is fully aligned with the Code of Ethics for Research and Publication at the Faculty of Mechanical Engineering and the Code of Ethical Conduct of the University of Maribor. The operation of the laboratories of the Faculty of Mechanical Engineering strictly adheres to the eight overarching principles that researchers need to abide by, i.e. honesty in communication, reliability in performing research, objectivity, impartiality and independence, openness and accessibility, duty of care, fairness in providing references and giving credit, and responsibility towards the scientists and researchers of the future.