UIT
UNIVERSITY

This manual contains the UIT University research policies for full-time employees.

Research Policy Manual

UIT University

Document Version: 1.0
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Reviewed by:
Board of Advanced Studies and Research (BASR)
Deans and Chairpersons Committee

Research Policy Manual

Contents of the Manual

Policies & Procedures Manual
UIT University

Title of Policy: UIT University Research Policy *Manual*		
Revision Date (if any): NIL		
Policy Area: Academics	**Policy Number:** UITU/P/ACAD/022-V1	
Approved by (Statutory Body/ Competent Authority):		
Approval Date:	**Effective Date:**	
Date of Issue:	**Supersedes:** N/A	
Total Pages:		

	Name	Designation	Signature	Date
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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Preamble

This manual outlines the comprehensive research policies for full-time employees at UIT University. In an era characterized by rapid technological advancements and increasingly complex global challenges, UIT University is steadfast in its commitment to fostering a vibrant and ethical research culture. This commitment aligns directly with the directives of the Higher Education Commission (HEC) of Pakistan, particularly its ORIC Policy 2021. By establishing clear guidelines for research ethics, intellectual property, data management, and the responsible conduct of research, UIT University aims to enhance the integrity and credibility of its scholarly endeavors on both national and international stages. These policies are designed to cultivate an environment that encourages innovative, interdisciplinary, and impactful research, ultimately contributing to the educational, economic, and social development of Pakistan.

Objectives

The overarching objectives of the UIT University Research Policies are to:

i **Promote Ethical Research:** Ensure that all research conducted at UIT University adheres to the highest ethical standards, safeguarding the rights and welfare of human participants and ensuring the responsible treatment of animals. This includes establishing a robust Ethical Institutional Review Board (EIRB) to oversee ethical review processes.

ii **Foster a Culture of Innovation and Entrepreneurship:** Encourage the generation, protection, and commercialization of research and innovations by providing support mechanisms and incentives for faculty, staff, and students. This involves implementing a comprehensive Intellectual Property Rights (IPR) Policy.

iii **Enhance Research Quality and Output:** Support and monitor the quality of research, aligning UIT's Faculty Research Policy with international standards. Set clear goals for research output, such as producing a targeted number of research papers annually.

iv **Strengthen Industry and Community Linkages:** Develop robust connections with potential users of university research, including industry, NGOs, and government organizations, to facilitate the commercialization of research outcomes and ensure research relevance to societal needs.

v **Ensure Responsible Data Management:** Establish guidelines for the responsible and ethical management of research data, emphasizing data integrity, security, accessibility, and preservation across all research disciplines.

vi **Uphold Research Integrity and Address Misconduct:** Outline clear processes for addressing allegations of research misconduct, including fabrication, falsification, and plagiarism, to maintain the highest standards of integrity in all scholarly activities.

vii **Facilitate Research Funding:** Assist researchers in obtaining resources from national and international funding bodies, and provide internal funding mechanisms to support innovative and impactful projects.

viii **Support Faculty Entrepreneurship:** Provide a framework and support for full-time faculty members to engage in entrepreneurship and establish technical start-ups based on university research.

ix **Promote Collaboration and Knowledge Transfer:** Encourage interdisciplinary research and foster national and international collaborations to align with Pakistan's innovation priorities and global technological trends.

1. Ethical Institutional Review Board (EIRB)

1.1. Introduction
This document presents the establishment of an Ethical Institutional Review Board (EIRB) at UIT University. The increasing complexity of research, particularly involving human subjects, necessitates a robust framework to ensure adherence to ethical guidelines. An IRB will not only protect participants but also enhance the integrity of our research and its credibility in national and international arenas.

1.2. Terms of Reference (TORs) for the EIRB:
- **1.2.1.** **Purpose:** To oversee the ethical review process for all research involving human subjects at UIT University, ensuring compliance with the HEC's ORIC Policy 2021.
- **1.2.2.** **Scope:** To review and approve research proposals, focusing on ethical considerations and participant welfare, while providing guidance on best practices.
- **1.2.3.** **Structure:** The IRB will consist of diverse members to represent various perspectives and expertise, fostering a comprehensive review process.
- **1.2.4.** **Responsibilities:** The board will evaluate research proposals, monitor ongoing studies, and ensure adherence to ethical standards and regulations.
- **1.2.5.** **Methodology:** The IRB will develop clear protocols for reviewing submissions, providing feedback, and issuing approvals or rejections based on established criteria.

1.3. Structure:
Following are the key roles for the IRB:
- i **Vice Chancellor** – Chair
- ii **Director of the Office of Research and Innovation (ORIC)**
- iii **Manager of Research and Development, ORIC**
- iv **Faculty members from diverse disciplines** (to be nominated by honorable VC)
- v **A legal advisor** (to ensure compliance with laws, to be nominated by honorable VC)
- vi **Community representatives (to voice public concerns, to be nominated by honorable VC)**

2. Intellectual Property Rights (IPR)

2.1. Purpose

This document presents the comprehensive Intellectual Property Rights (IPR) Policy at UIT University. In alignment with the Higher Education Commission (HEC) ORIC Policy 2021, this policy will ensure that the interests of our researchers and faculty members are fully protected while fostering a culture of innovation and collaboration.
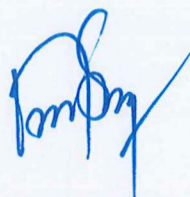
2.2. Terms of Reference (TORs) for the IPR Policy:

    2.2.1. **Purpose:** To establish a clear framework for the management, protection, and commercialization of intellectual property created by faculty, staff, and students at UIT University.

    2.2.2. **Scope:** The policy will cover all forms of intellectual property, including patents, copyrights, trademarks, and trade secrets, ensuring comprehensive protection for research outputs.

    2.2.3. **Rights and Responsibilities:** The policy will define the rights of researchers and faculty members regarding their inventions and creations, including ownership, revenue-sharing, and the process for disclosure.

    2.2.4. **Commercialization Support:** The policy will outline mechanisms for supporting the commercialization of intellectual property, including partnerships with industry and guidance on licensing agreements.

    2.2.5. **Dispute Resolution:** A framework for addressing disputes related to intellectual property rights will be established, ensuring fair and timely resolution processes.

2.3. Structure:

Following are the key components for the IPR Policy:

    2.3.1. **University IPR Committee:** A dedicated committee to oversee IPR matters, consisting of representatives from legal, research, and academic departments.

    2.3.2. **Researcher Support Services:** Resources and services to assist researchers in navigating the IPR process, including training sessions and advisory support.

    2.3.3. **Regular Review:** Periodic assessment of the IPR policy to ensure it remains relevant and effective in addressing the evolving landscape of intellectual property.

3. Office of Research, Innovation and Commercialization (ORIC) Goal

3.1. Introduction

UIT University ORIC goal is to enhance research and sustainable economic development efforts to improve industry competitiveness in Pakistan by leveraging university innovations and becoming a key player in research and economic advancement.

3.2. Short-term goals (1-2 years):

3.2.1. **One-stop Information Hub**: Establish a centralized service at UITU for guidance and information on research opportunities and industry requirements.

3.2.2. **Research Support & Quality Monitoring**: Provide advisory support and oversee the quality of research, updating UIT's Faculty Research Policy to align with international standards.

3.2.3. **Build Partnerships**: Develop connections with potential users of our research, including industry, NGOs, and government organizations.

3.2.4. **Research Output Goals**: Set a target of producing 30 research papers in 2024, with an incremental increase of 10 papers each subsequent year.

3.2.5. **Collaboration with Incubation Centers**: Foster a strong partnership with the National Incubation Centre Karachi.

3.2.6. **Conferences**: Host a national or international conference at UIT annually or every other year, inviting faculty from various national and international universities.

3.2.7. **Industry Engagement**: Conduct meetings with industrialists to strengthen the connection between UIT and the industry, ensuring our Final Year Projects (FYPs) align with industry needs. Involve Heads of Departments (HoDs) in this initiative.

3.3. Medium-term goals (3-4 years):

3.3.1. **Online Faculty Database**: Create an online database to maintain records of faculty research and industry linkages.

3.3.2. **Research Funding Facilitation**: Assist in obtaining resources for research from national and international funding bodies.

3.3.3. **Revenue Generation**: Generate revenue through research commercialization and technology transfer initiatives.

3.3.4. **Intellectual Property Policy**: Implement an Intellectual Property Policy and revise it annually to meet evolving requirements.

3.4. Long-term Objective (5 years):

3.4.1. **Strengthening Linkages**: Continuously assess and enhance collaborations between UIT and industry for mutual benefits.

3.4.2. **Patent Applications**: Prepare and file provisional patent applications for university innovations.

3.4.3. **Market Analysis**: Conduct market analyses of UIT's intellectual property to understand its potential.

3.4.4. **Chamber of Commerce Relations**: Establish strong and sustainable ties with national and provincial Chambers of Commerce and Industries.

3.5. Organogram:
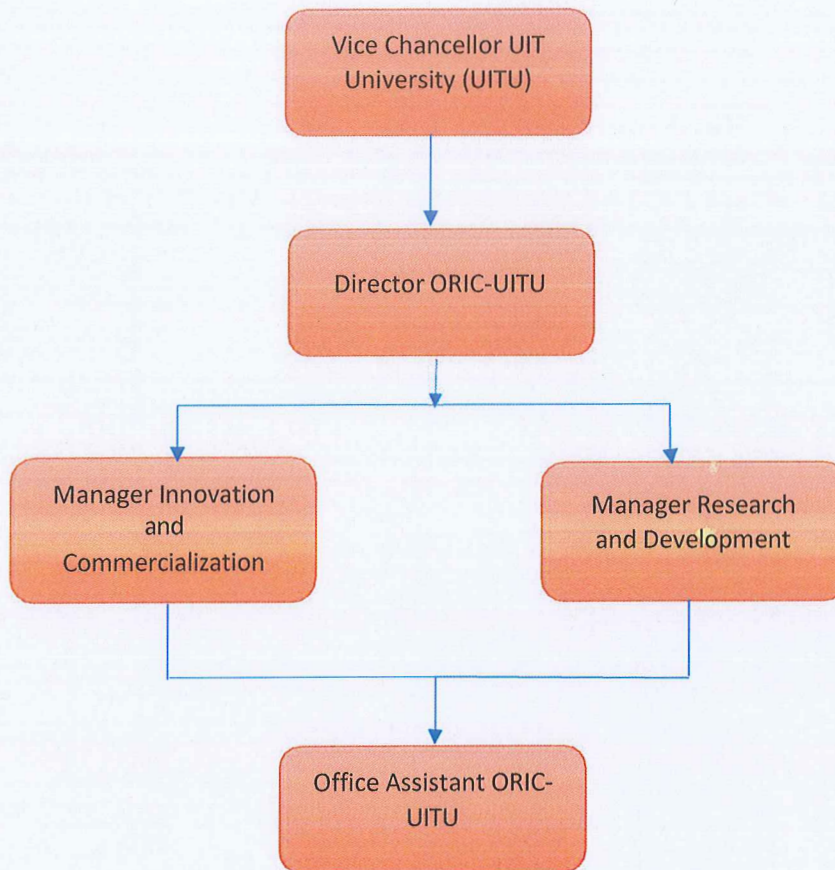
Illustrated in figure 1.

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Figure 1: ORIC Organogram

4. Internal Research Funding

4.1. Introduction

The UIT University is committed to promoting a vibrant research culture by providing internal funding to support innovative, interdisciplinary, and impactful research. The Internal Research Funding Program (IRFP) is designed to encourage faculty members, researchers, and postgraduate students to pursue original research aligned with the University's strategic priorities and national development goals.
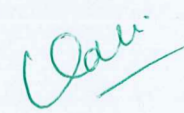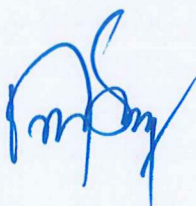
This competitive funding mechanism supports a wide range of activities, including pilot studies, data collection, proof-of-concept projects, and capacity-building initiatives. Proposals are evaluated based on scientific merit, feasibility, potential for publication or commercialization, and societal relevance. Applicants must adhere to the University's research ethics guidelines and submit a detailed proposal through the Office of Research, Innovation, and Commercialization (ORIC). Funding recipients are required to provide periodic progress reports and a final project completion report, ensuring transparency and accountability.

The program aims to foster a culture of inquiry, build research capacity, and lay the foundation for securing external grants.

4.2. Mandatory Annual Publication Requirement

All faculty members are required to publish at least one (01) research paper per academic year in a minimum HEC recognized 'Y' category journal, listed as one of the first three authors.

All joint publications must be registered and coordinated with the ORIC to ensure transparency, accurate attribution, and to avoid duplication.

5. Ethical Review

5.1. Introduction

5.1.1 Purpose of Ethical Review

The purpose of ethical review policy is to ensure that all research conducted at UIT University adheres to the highest ethical standards, protecting the rights and welfare of human participants, and ensuring the responsible treatment of animals involved in research.

5.1.2 Scope of Ethical Review

All research proposals involving human participants, animals, or sensitive data must undergo ethical review before the commencement of the research.

5.1.3. Responsibilities of the EIRB

The **EIRB** is responsible for:

- 5.1.3.1. Reviewing research proposals to ensure ethical compliance.
- 5.1.3.2. Protecting the rights, safety, and well-being of research participants.
- 5.1.3.3. Ensuring that research is conducted in accordance with relevant ethical guidelines and regulations.
- 5.1.3.4. Providing guidance and advice to researchers on ethical issues.
- 5.1.3.5. Monitoring approved research to ensure ongoing ethical compliance.

5.1.4. Scope of Authority

- 5.1.4.1. Review and approve, require modifications in, or reject research proposals involving human or animal subjects before research commences.
- 5.1.4.2. Monitor ongoing research for continued compliance with ethical standards.
- 5.1.4.3. Investigate and take appropriate action on complaints or violations related to ethical research conduct.
- 5.1.4.4. Provide ethical guidance and support to faculty, students, and staff.

5.3. Ethical Review Process

5.3.1. Submission of Research Proposals

- 5.3.1.1. Researchers are required to submit their research proposals to the EIRB for review.
- 5.3.1.2. The proposals should include detailed information about the research design, data collection methods, participant recruitment, informed consent procedures, and measures to protect privacy and confidentiality.

5.3.2. Review Process

- 5.3.2.1. The REC will review the proposals in a timely and efficient manner.
- 5.3.2.2. The review may involve:
- 5.3.2.3. Initial screening to ensure completeness of the submission.
- 5.3.2.4. Full committee review for proposals involving significant ethical considerations.
- 5.3.2.5. Expedited review for minimal-risk research.
- 5.3.2.6. Requests for revisions or clarifications from the researchers.

5.3.3. Approval

5.3.3.1. The EIRB will issue a decision regarding the ethical acceptability of the research proposal.

5.3.3.2. Approval may be granted, granted with conditions, or denied.

5.3.3.3. Researchers must receive ethical approval before commencing their research.

5.3.4. Post-Approval Monitoring

5.3.4.1. The EIRB may monitor approved research to ensure ongoing compliance with ethical guidelines.

5.3.4.2. Researchers are required to report any amendments to the research protocol or any adverse events to the EIRB.

5.4. Ethical Principles

5.4.1. Informed Consent

5.4.1.1. Researchers must obtain voluntary, informed consent from all research participants.

5.4.1.2. Participants must be provided with clear and complete information about the purpose of the research, procedures, potential risks and benefits, and their right to withdraw from the study at any time.

5.4.2. Confidentiality and Privacy

5.4.2.1. Researchers must protect the confidentiality and privacy of research participants.

5.4.2.2. Data should be collected and stored securely, and participants' identities should be anonymized whenever possible.

5.4.3. Beneficence and Non-Maleficence

5.4.3.1. Research should maximize potential benefits to participants and society while minimizing potential risks.

5.4.3.2. Researchers have a responsibility to avoid causing harm to participants.

5.4.4. Justice

5.4.4.1. Research should be conducted in a fair and equitable manner.

5.4.4.2. Participants should be selected fairly, and the benefits and risks of research should be distributed equitably.
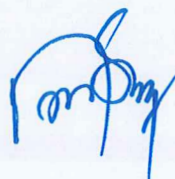
5.4.5. Integrity

5.4.5.1. Researchers must conduct research with honesty, integrity, and transparency.

5.4.5.1. Data should be collected and analyzed rigorously, and results should be reported accurately.

5.5. Specific Considerations

5.5.1. Research with Vulnerable Populations

Research involving vulnerable populations (e.g., children, patients, individuals with cognitive impairments) requires additional safeguards to protect their rights and welfare.

5.5.2. Animal Research

5.5.2.1. Research involving animals must be conducted in accordance with ethical guidelines for animal care and use.

5.5.2.2. Researchers must minimize pain and distress to animals and use alternative methods whenever possible.

5.6. Appeals Process

Researchers have the right to appeal the decision of the EIRB. The appeals process will be defined in a separate document.

6. Data Management

6.1. Introduction

The purpose of this Data Management Policy is to establish guidelines for the responsible and ethical management of research data at UIT University. This policy aims to ensure the integrity, security, accessibility, and preservation of research data.

This policy applies to all research data created, collected, stored, used, or shared by UIT University researchers, staff, and students, regardless of the research discipline or funding source.

6.2. Principles of Data Management

6.2.1. Data Integrity

Research data must be accurate, reliable, and complete. Researchers are responsible for implementing quality control measures to ensure data integrity throughout the research lifecycle.

6.2.2. Data Security

Research data must be stored and protected securely to prevent unauthorized access, use, or disclosure. Researchers must implement appropriate security measures, including data encryption, access controls, and secure storage facilities.

6.2.3. Data Accessibility

Research data should be findable, Accessible, Interoperable, and Reusable (FAIR), where appropriate. Researchers should facilitate access to their data for verification, reuse, and collaboration, while respecting ethical, legal, and contractual obligations.

6.2.4. Data Preservation

Research data should be preserved for an appropriate period to enable verification of research findings, future research, and educational purposes. Researchers must develop data retention plans and use appropriate data storage and archiving solutions.

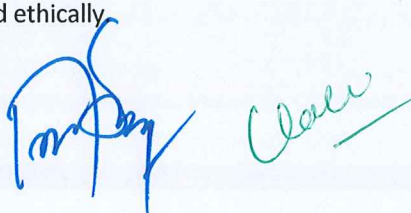### 6.2.5. Ethical Compliance

Data management practices must comply with all relevant ethical principles, legal requirements, and institutional policies. Researchers must ensure that data is collected, stored, and used in accordance with informed consent, privacy regulations, and data protection laws.

6.3. Responsibilities

6.3.1. Researchers

Researchers are responsible for:

6.3.1.1. Planning and implementing appropriate data management practices.
6.3.1.2. Ensuring the accuracy, security, and integrity of their research data.
6.3.1.3. Complying with ethical, legal, and institutional requirements for data management.
6.3.1.4. Documenting data collection, processing, and analysis methods.
6.3.1.5. Storing and preserving data securely.
6.3.1.6. Sharing data responsibly and ethically

6.3.2. Supervisors

Supervisors are responsible for:

6.3.2.1. Guiding and overseeing students' data management practices.
6.3.2.2. Ensuring that students are aware of and comply with this policy.
6.3.2.3. Providing support and resources for data management.

6.3.3. UIT University

UIT University is responsible for:

6.3.3.1. Providing infrastructure and support for data management.
6.3.3.2. Developing and maintaining data management policies and guidelines.
6.3.3.3. Offering training and education on data management best practices.
6.3.3.4. Ensuring compliance with legal and ethical requirements.

6.3.4. ORIC

The Office of Research, Innovation, and Commercialization (ORIC) is responsible for:
6.3.4.1. Providing guidance and support for research data management.
6.3.4.2. Facilitating access to data storage and archiving solutions.
6.3.4.3. Promoting data sharing and collaboration.
6.3.4.4. Monitoring compliance with this policy.

6.4. Data Management Plan

6.4.1. Requirement

Researchers are encouraged to develop a Data Management Plan (DMP) for their research projects. A DMP outlines how data will be collected, documented, stored, shared, and preserved.
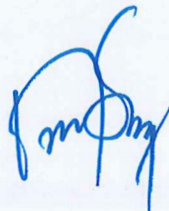
6.4.2. Content

A DMP should include:
6.4.2.1. Types and formats of data to be collected or created.
6.4.2.2. Data documentation and metadata standards.
6.4.2.3. Data storage and backup procedures.
6.4.2.4. Data access and sharing policies.
6.4.2.5. Data retention and preservation strategies.
6.4.2.6. Ethical and legal considerations.
6.4.2.7. Responsibilities for data management.

6.5. Data Storage and Preservation

6.5.1. Storage Solutions

UIT University will provide or recommend appropriate data storage solutions, including:
6.5.1.1. Secure servers and cloud storage.
6.5.1.2. Institutional repositories.
6.5.1.3. External data archives.

6.5.2. Data Retention

Research data should be retained for a minimum period as specified by funding agencies, legal requirements, or institutional policies.

6.5.3. Data Backup

Researchers must implement regular data backup procedures to prevent data loss.

6.6. Data Sharing and Access

6.6.1. Data Sharing

Researchers are encouraged to share their data responsibly to promote research transparency and collaboration. Data sharing should be consistent with ethical principles, legal requirements, and funding agency policies.

6.6.2. Data Access

Access to research data should be managed to protect confidentiality and privacy. Researchers should establish clear data access policies and procedures.

6.7. Compliance and Enforcement

6.7.1. Compliance

All researchers, staff, and students are expected to comply with this Data Management Policy.

6.7.2. Enforcement

Failure to comply with this policy may result in disciplinary action or other consequences, as determined by UIT University.

This Data Management Policy provides a framework for managing research data at UIT University, emphasizing the principles of data integrity, security, accessibility, preservation, and ethical compliance.

7. Research Misconduct

7.1. Introduction

7.1.1. Purpose

The purpose of policy is to outline the process for addressing allegations of research misconduct and its resolution at UIT University. UIT University is committed to upholding the highest standards of integrity in all research and scholarly activities.

7.1.2. Scope

These procedures apply to all individuals involved in research at UIT University, including faculty members, staff, students, and visiting researchers.

7.2. Definition of Research Misconduct

7.2.1. Research Misconduct

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

> 7.2.1.1. Fabrication: Making up data or results and recording or reporting them.
> 7.2.1.2. Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
> 7.2.1.3. Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

7.3. Reporting Research Misconduct

7.3.1. Reporting Allegations

Any individual who suspects research misconduct is obligated to report their concerns to the Office of Research, Innovation, and Commercialization (ORIC). The report should be made in writing and should include specific details of the alleged misconduct.

7.3.2. Confidentiality

All reports of research misconduct will be treated with confidentiality to the extent possible, consistent with the need to conduct a thorough and fair investigation.

7.4. Inquiry Process

7.4.1. Initial Assessment

The ORIC will conduct an initial assessment of the allegation to determine whether it falls within the definition of research misconduct and warrants a formal investigation.

7.4.2. Appointment of Inquiry Committee

If the allegation warrants further investigation, the ORIC will appoint an Inquiry Committee to conduct a preliminary investigation. The committee will consist of individuals with the expertise and impartiality necessary to evaluate the evidence.

7.4.3. Inquiry Report

The Inquiry Committee will prepare a report summarizing the evidence reviewed and making a determination as to whether there is sufficient evidence to proceed to a formal investigation.

7.5. Investigation Process

7.5.1. Appointment of Investigation Committee

If the Inquiry Committee finds sufficient evidence to proceed, the ORIC will appoint an Investigation Committee. This committee will conduct a thorough and comprehensive investigation of the allegations.

7.5.2. Investigation Procedures

The Investigation Committee will:

>   7.5.2.1. Gather and examine all relevant evidence.
>   7.5.2.2. Interview the respondent and any witnesses.
>   7.5.2.3. Provide the respondent with an opportunity to respond to the allegations.
>   7.5.2.4. Maintain a detailed record of the investigation.

7.5.3. Investigation Report

The Investigation Committee will prepare a report detailing the findings of the investigation and making a determination as to whether research misconduct has occurred. The report will be submitted to the ORIC.

7.6. Adjudication and Sanctions

7.6.1. Adjudication

The ORIC will review the Investigation Report and make a recommendation to the Vice Chancellor regarding the appropriate action.

7.6.2. Sanctions

If research misconduct is confirmed, UIT University may impose appropriate sanctions, including:

>   7.6.2.1. Retraction of publications.
>   7.6.2.2. Loss of research privileges.
>   7.6.2.3. Suspension or termination of employment.
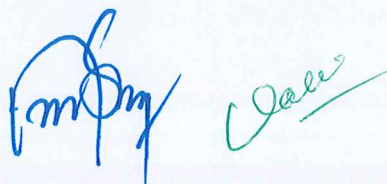>   7.6.2.4. Referral to external funding agencies or regulatory bodies.

7.7. Appeals Process

7.7.1. Right to Appeal

The respondent has the right to appeal the final decision of the University. The appeal must be submitted in writing to the Vice Chancellor within a specified timeframe.

7.7.2. Appeal Review

The Vice Chancellor or a designated appeal committee will review the appeal and make a final determination.

7.8. Confidentiality and Protection of Respondents

7.8.1. Confidentiality

UIT University will protect the confidentiality of the respondent and any individuals who report allegations of research misconduct to the extent possible, consistent with the need to conduct a thorough and fair investigation and as allowed by law.

7.8.2. Protection Against Retaliation

UIT University will take steps to protect individuals who report allegations of research misconduct from retaliation.

7.9. Record Keeping

The ORIC will maintain records of all inquiries and investigations of research misconduct, including the final outcome and any sanctions imposed.

8. Research, Innovation and Commercialization

8.1. Purpose

The purpose of this policy is to promote and facilitate innovation and commercialization activities at UIT University (UITU). It aims to encourage the generation, protection, and commercialization of research and innovations, in alignment with the Higher Education Commission (HEC) Pakistan's Office of Research, Innovation and Commercialization (ORIC) framework. The policy is designed to enhance the university's contributions to the educational, economic, and social development of Pakistan, particularly through the disciplines of Electrical Engineering, Computer Engineering, Computer Science, and Management Sciences.

8.2. Objectives

- **8.2.1.** Foster a culture of innovation and entrepreneurship within the university.
- 8.2.2. Promote research with high commercial potential and societal impact.
- 8.2.3. Create strong linkages between the university, industry, and community to facilitate commercialization.
- 8.2.4. Provide mechanisms for the protection of intellectual property (IP) generated by faculty, staff, and students.
- 8.2.5. Encourage interdisciplinary research and innovation across the offered programs.
- 8.2.6. Ensure alignment of the university's innovation and commercialization activities with Pakistan's national priorities in technology, industry, and socio-economic development.

8.3. Scope

This policy applies to all students, faculty, staff, and researchers affiliated with the departments of Electrical Engineering, Computer Engineering, Computer Science, and Management Sciences. It governs the development, protection, and commercialization of intellectual property, as well as the establishment of collaborations with industry, government, and international partners.
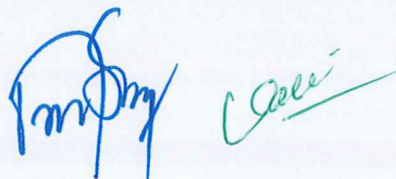
8.4. Governance Structure

8.4.1. Office of Research, Innovation, and Commercialization (ORIC)

- 8.4.1.1. The ORIC at UITU will be responsible for implementing this policy and overseeing all innovation and commercialization activities.
- 8.4.1.2. ORIC will act as a liaison between faculty, students, industry, government, and international partners.
- 8.4.1.3. ORIC will assist researchers in patent applications, intellectual property management, and commercialization strategies.

8.4.2. Innovation and Commercialization Committee (ICC)

- 8.4.2.1. An Innovation and Commercialization Committee (ICC) will be established to oversee and guide the innovation and commercialization process.
- 8.4.2.2. The ICC will consist of representatives from each department, as well as members from industry and government.
- 8.4.2.3. The ICC will review research with commercialization potential, provide mentorship, and guide the patenting and commercialization process.

8.5. Research and Innovation Incentives

8.5.1. Research Grants and Funding

8.5.1.1. ORIC will help secure research funding from national and international bodies such as HEC, Pakistan Science Foundation (PSF), and private sector entities.

8.5.1.2. Special grants and seed funding will be provided for high-potential projects with commercial applications.

8.5.2. Innovation Competitions

8.5.2.1. Annual innovation competitions will be organized to encourage innovative projects in Electrical Engineering, Computer Engineering, Computer Science, and Management Sciences.

8.5.2.2. Winners will receive mentorship, seed funding, and assistance with commercialization. (**For Details See Policy Document:** UITU-ORIC-POL-002-v1.0)

8.6. Intellectual Property (IP)

8.6.1. IP Ownership

8.6.1.1. Intellectual property (IP) generated by students, faculty, and staff will be owned jointly by the inventor(s) and the university, in accordance with HEC guidelines.

8.6.1.2. If external funding is involved, IP ownership agreements will be negotiated based on the terms of the funding agreement.

8.6.2. IP Protection

8.6.2.1. ORIC will assist in filing for patents, trademarks, and copyrights in Pakistan and internationally.

8.6.2.2. IP generated must be disclosed to ORIC, and no public disclosure should be made until protection measures are in place.

8.7. Commercialization Process

8.7.1. Evaluation of Commercial Potential

8.7.1.1. All research projects with potential for commercialization will be evaluated by ORIC in consultation with the Innovation and Commercialization Committee (ICC).

8.7.1.2. Evaluation criteria include technological feasibility, market demand, scalability, and alignment with national priorities.

8.7.2. Commercialization Pathways

8.7.2.1. Commercialization pathways may include licensing to industry, forming university spin-offs, or joint ventures with private sector partners.

8.7.2.2. ORIC will facilitate industry partnerships, technology transfer agreements, and startup incubation.

8.7.3. Revenue Sharing

8.7.3.1. Revenue generated from commercialization activities will be shared between the university, inventor(s), and any third-party collaborators as per the university's revenue-sharing policy, in line with HEC guidelines.

8.7.3.2. The university's share of the revenue will be reinvested into research and development activities.

8.8. Collaboration with Industry and External Partners

8.8.1. University-Industry Linkages

8.8.1.1. ORIC will proactively establish partnerships with local and international industry to bridge the gap between academia and industry.

8.8.1.2. Industry partners will be involved in research development, mentorship, and commercialization efforts.

8.8.2. National and International Collaborations

8.8.2.1. ORIC will pursue collaborations with national research organizations, government agencies, and international institutions to support innovation and commercialization.

8.8.2.2. These collaborations will aim to align with Pakistan's innovation priorities and global technological trends.

8.9. Entrepreneurship and Startup Support

8.9.1. Incubation Support

8.9.1.1. ORIC will provide incubation facilities and mentorship for startups emerging from university research.

8.9.1.2. Startups will receive assistance in business planning, market analysis, funding, and product development.

8.9.2. Entrepreneurial Training

8.9.2.1. Regular workshops and training sessions will be organized to equip students, faculty, and staff with entrepreneurial skills.

8.9.2.2. ORIC will provide guidance on building business models, securing funding, and scaling innovations.

8.10. Monitoring and Evaluation

8.10.1. ORIC will regularly monitor the progress of commercialization activities and report outcomes to the university administration and HEC.
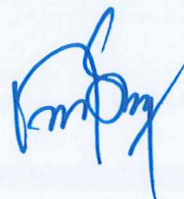
8.10.2. Performance indicators will include the number of patents filed, startups formed, revenue generated, and industry collaborations established.

8.11. Compliance with HEC Guidelines

All activities under this policy will comply with the HEC's ORIC guidelines and national laws regarding intellectual property and commercialization. Any updates to national policies will be reflected in this policy to ensure compliance.

8.12 Policy Review

This policy will be reviewed annually by the Innovation and Commercialization Committee to ensure it remains relevant and effective in promoting innovation and commercialization at UIT University.

9. Faculty Start-ups

9.1. Purpose

This document outlines the policy and procedures for full-time faculty members at the Usman Institute of Technology University (UITU) to engage in entrepreneurship and establish technical start-ups.

9.2. Objectives

The objectives of this policy include:
- **9.2.1.** Encouraging faculty members to create and develop start-ups.
- **9.2.2.** Supporting the commercialization of research conducted at UITU.
- **9.2.3.** Incorporating state-of-the-art technology into university courses.

9.3. Scope

This policy applies to all full-time faculty members at UITU who wish to establish a start-up. It defines the objectives, eligibility criteria, and requirements for periodic reporting on the progress of the start-up.

9.4. Eligibility Criteria

To be eligible to apply for a start-up, faculty members must meet the following criteria:
- **9.4.1.** Be a full-time faculty member at UITU.
- **9.4.2.** Have been involved as a Principal Investigator in relevant research projects within the last five years.
- **9.4.3.** The start-up must be based on research conducted at UIT or externally funded research.
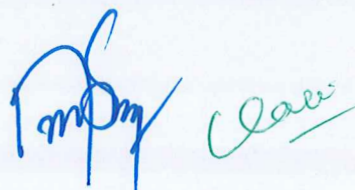
9.5. Evaluation Criteria for Start-ups

Start-ups will be evaluated based on the following criteria:
- **9.5.1.** Faculty member must be a "full-time" faculty member at UITU University.
- **9.5.2.** Faculty member must have been a full-time faculty member for more than 1 year.
- **9.5.3.** The start-up must be based on some research work (as part of internal or externally funded project, student final year project, or student research thesis or any other research/innovation work carried out at UITU). A licensing agreement, granting the start-up the right to use the university IP at no initial cost for 2 years, shall be signed between the university and the start-up.
- **9.5.4.** The financial terms / license fee shall be re-negotiated between the university and the start-up after the expiring of no initial cost license. The university may leverage licensing fees for re-newel of license (in particular for cases where Patents are owned/partially owned by university).

9.6. Submission Procedure

Applications must be submitted to the Office of Research, Innovation, and Commercialization (ORIC). The application should include detailed information about the technical domain of the start-up.

9.7. Decision-Making

The Vice Chancellor (VC) UITU will make the final decision regarding all applications.

9.8. Mandatory Reporting

9.8.1. Start-ups are required to report on business activities and funds generated periodically.
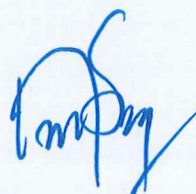**9.8.2.** Activities that may bring disrepute to UITU are strictly prohibited.

9.9. Conflict of Interest

Faculty members must disclose any potential conflicts of interest related to their start-up activities.

9.10. Intellectual Property

UITU retains the right to terminate agreements related to the use of its intellectual property.

Templates

Template I: Start-up Faculty Entrepreneurship Form

Section I: Primary Applicant Information

- Full Name:
- Designation:
- Highest Qualification:
- Department:
- Campus:
- Date of Joining:
- Employee No:
- Email:
- Cell No:

Section II: Start-up Details

- Name of Start-up:
- Aims of the Start-up (1-2 lines):
- Proposed Start-up Activities (bullet points):

Section III: University Intellectual Property

- **Is there a need for intellectual property rights transfer?** (Yes/No)

Declaration

I/We declare that the information provided in this application is accurate.
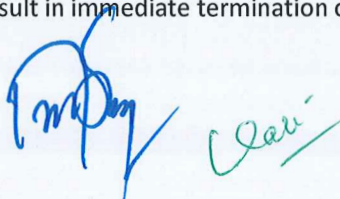
Date:

Note:

i   Attach Business Plan (Template III).
ii   Attach IP licensing agreement (Template II).
iii   Attach a list of impactful publications from the last 2 years.
iv   Attach a list of externally funded projects from the last 5 years (include start and end dates).

Template II: Intellectual Property Agreement

Parties:

This agreement is made on [Effective Date] between UIT (hereinafter referred to as the "University") and [Faculty Member Name] (hereinafter referred to as the "Faculty Member").

Terms:

i   This agreement will commence on [Start Date] and will last for a maximum of 2 years.
ii   Any disputes will be resolved by a committee formed from both parties.
iii   Failure to comply with the terms will result in immediate termination of the agreement.

Signatures:

- **On behalf of UIT:**
    - o   Name: Director ORIC
    - o   Signature:
    - o   Date:

- **On behalf of UIT:**
    - o   Name: VC UITU
    - o   Signature:
    - o   Date:

- **On behalf of Start-up:**
    - o   Name:
    - o   Signature:
    - o   Date:

Template III: Brief Business Plan (Maximum 2 Pages)

1. **Executive Summary:** Highlight the goal of the start-up.

2. **Identified Services Gap:** Describe the market potential and target audience.

3. **Existing Competition:** Analyze competitors in the market.

4. **Revenue Model:** Outline revenue projections.

5. **Timeline and Metrics:** Specify how progress will be monitored.