

### 1.□□□□□ □ **Goals of the Laboratory**

1.1 Conduct high-quality research, and promote the scientific and technological knowledge in Internet Computing, and in particular:

- Cloud and Grid Computing
- Infrastructures for Online Social Networking and Social Media
- Web Data Management
- Vehicular Computing

1.2 Support undergraduate (**B.Sc.**) and graduate theses (**M.Sc., Ph.D.**) conducted under the faculty members of the Laboratory.

1.3 Promote applications of LINC in Cyprus through support and know-how/transfer of knowledge/technology to local users of LINC technologies.

1.4 Achieve research funding from national and international funding agencies.

1.5 Organize University Seminars, Training Events, Scientific Workshops, Demos, Summer Schools, Online Courses and Conferences in Cyprus.

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### 2.□□□□□ □ **Guidelines on Laboratory Activities**

2.1 Members of the Laboratory are employees (Post-Docs, Research Associates, Special Scientists, System Administrator) and/or students (postgraduate and undergraduate) working in projects managed by the Lab and/or conducting research or theses under the supervision of the Laboratory's faculty members.

2.2 LINC members are required to contribute actively to the promotion of scientific research in general, and the Laboratory's goals in particular.

2.3 LINC members are expected to abide to the rules and regulations of the University of Cyprus and the Computer Science Department.

2.4 LINC members are required to respect and comply with academic ethics and standards of conduct towards faculty, colleagues, students, and University of Cyprus employees.

2.5 LINC members are obliged to respect and protect the property of the University of Cyprus, according to University rules and regulations. Laboratory spaces must be kept orderly. Special caution must be taken for the protection of rooms, equipment and furniture.

2.6 Laboratory members should take special care when using, installing, maintaining or configuring computer and network systems. Such activities should comply to the rules of the Computer Science Laboratories and safeguard the security of Computer Science systems. If these rules create problems in experimental settings and research work, the issue must be brought to the Laboratory Heads and the Technical Support Team of the Computer Science Department.

2.7 The installation of unauthorized software in Laboratory machines is prohibited.

2.8 The use of Laboratory machines and networks should be done only in the context of ongoing project and research work. Any other unauthorized use could result to disciplinary action.

2.9 LINC website ought to reflect all research activities in which its members take part, primarily, scientific conferences, seminars, workshops, training events, presentations, etc. For this, and before an event, all members are required to send the webmaster the corresponding details in the standard formatting. (Appendix -I)

### 3. Formal Responsibilities

3.1 Full-time employment with the Laboratory entails **eight contact hours** on a daily basis (9am-5pm). Contact hours correspond to the time an employee is required to spend in the context of contractual responsibilities (project work, deliverables preparation, etc.). Nevertheless, because of its research-oriented and results-driven philosophy, the Laboratory applies a flexible policy in terms of arrival and departure times. In general, employees are expected to arrive at their offices between 8:30-9:30am and stay until 17:00-18:00, respectively. A 60 minutes lunch-break can also be taken, hence, the contact hours should be adjusted accordingly.

3.2 Besides the Lab's contacts hours, research employees are expected and encouraged to advance their research potential by taking courses, doing coursework, studying and writing papers, etc. Therefore, a typical working schedule of a research student typically extends the nominal eight contact hours.

3.3 LINC employees are required to submit to Lab Heads and cc: Lab Manager a short weekly progress reports summarizing their activities during each week of work. Progress reports are used to evaluate the performance of LINC employees and to decide upon the continuation of contracts, the distribution of bonuses, and salary changes.

3.4 Full-time employees are expected to work exclusively for the laboratory in the University, according to existing University and State regulations. Any exceptions must receive the written consent of the Laboratory Heads.

3.5 Typical work duties include participation to funded projects and provision of teaching assistantships. Employees are expected to work conscientiously to carry out the assigned projects in compliance with assigned tasks and responsibilities towards funding agencies and collaborators.

3.6 Formal contractual responsibilities of Laboratory employees include the prompt preparation of laboratory or project deliverables, attendance of scheduled meetings, proper communication with Laboratory Heads and faculty.

### 4. Absence & Leave

4.1 Absence from the laboratory during contact hours is allowed in the case of attendance of University courses or seminars and other Departmental or Laboratory activities. In case of absence for any other reason (doctor's visit, illness, etc.) the employee is expected to notify the Lab Manager at the earliest via a LINC-Admin email (Appendix -II).

4.2 For required leave of more than two days, the employee needs to request permission from the Laboratory Heads with at least one-week notice. Subsequently, a LINC-Admin email (Appendix -II) should be sent to the Heads and Lab Manager with the details.

4.3 Contractual work under European Union projects do not allow for paid leave or vacation time. However, LINC makes every effort to accommodate time-off for full-time research assistants that have been with the lab for at least 12 months.

4.4 Participation to events outside UCY should be reported via LINC-Admin email to the Heads and Lab Manager giving the corresponding information.

### 5. Publications Policy

5.1 Papers (technical reports, project deliverables, papers to workshops, conferences and journals) by Laboratory members must receive the approval of the Laboratory's Heads before submission for publication, and eventual publication.

5.2 Papers written by Laboratory members have to comply to and respect academic standards regarding respect of intellectual property, and avoidance of plagiarism.

5.3 Laboratory members should strive to maintain high standards regarding the quality of papers written and distributed under the University of Cyprus affiliation.

### 6. Software

6.1 Software produced by members of the Laboratory in the context of funded projects, research or thesis work must receive the approval of the Laboratory's Heads before release outside the Laboratory.

6.2 Laboratory members must respect the agreements under which software released by third parties is being used in the context of software developed in the Laboratory,

6.3 The intellectual property rights of Software developed within the Laboratory remain with the University of Cyprus, according to its rules and regulations of relevance, and unless approved otherwise by the Laboratory's Head and the University of Cyprus.

6.4 Intellectual property rights of software developed in the context of Theses conducted within the Laboratory may remain with the student submitting the Thesis to the University of Cyprus, in accordance to University regulations. Such code must be freely available, however, for research purposes and should be distributed internally according to General Public Licence agreement.

6.5 Software produced by members of the Laboratory should be uploaded to SVN (software versioning and revision control system) repository, including the appropriate documentation.

6.6 The use of unlicensed software is prohibited.

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## 7.□□□□□ Informal Responsibilities

The profile of a typical Laboratory researcher represents a person interested in conducting research on interesting research topics and building significant experience in advanced topics of Computer Science. In this context, Laboratory researchers:

- Receive support (advise, guidance, know-how, infrastructure) to conduct their thesis work.
- Become exposed to international collaborative work.
- Build experience in project management, technical writing, technical work.
- Fund their graduate studies.

In such an environment, researchers of the Laboratory should strive to maintain a creative atmosphere, to show strong professionalism and have a pro-active spirit.

## 8.□□□□□ Labs Premises

8.1 All the Laboratory members are obliged to show respect to other colleagues and their working environment. Noises should be kept at a minimum in order to preserve a quiet, undisturbed environment.

8.2 Mobile phones ought to be answered outside the Labs/offices if sharing with colleagues.

8.3 Members must ensure small meetings do not disturb other colleagues working within the Lab. When a group meeting –not involving all members- is scheduled, a room for this purpose should be booked in advance.

## APPENDIX

### I. Website activities:

Information to be recorded:

**Events participation:** Type and name of the event, dates, location and funded project (if applies), together with presentation and/or details of scientific publications and any other information of relevance.

**Events hosting:** Type and name of the event, dates, location.

**Scientific Publications:** Authors, Title, details of publication, conference/journal, document in pdf or link

**Talks:** Title, presenter details, date, location, ppt

## II. Admin emails:

**Absence/participating to an event:**

LINC-Admin(Absence/Conference/Meeting/Workshop)YEAR.MM.DD-DD-SURNAME.Initial

le:

LINC-Admin(CELAR Meeting - participation) 2013.02.13-15-DIKIAKOS.M

LINC-Admin(iSocial Meeting - hosting) 2012.10.02-03-DIKIAKOS.M



LINC-Admin(iSocial Workshop - hosting) 2013.05.13-PALLIS.G

LINC-Admin(Absence) 2013.02.04-POVEDA.M (details on body: sickness, annual leave, military service, etc).

In the case of (Leave), please, include in the body the following information:

**Type of Leave:** Annual

**Dates:** 2014.03.07-10

**No of Days away:** 2

**Total No of Days taken to date (if Annual Leave):** 4

### III. Standard Naming Convention

**Weekly reports:** LINC-WR- 2013.02.04-SURNAME.Initial

**Shared Repository:**

**Knowledge Based**

Technical Nature articles/notes:        LINC-TEC-

LINC Software Library (code, scripts, libraries, executables.):

LINC Presentations:

**Management**

LINC management (weekly reports, presentations, minutes) : LINC-MNG

Project meetings:                    LINC-ProjectName-

File naming notation:

Other administrative