LINC Internal Regulations

Code of Practice

Version 1.13 - 04 November 2016

Introduction

This guide is a form of orientation for LINC members and offers an overview of the work environment envisioned. It has been prepared to inform members of LINC of the policies and procedures of the Lab and to establish the Lab's expectations.

When becoming a member of LINC, the following applies:

LINC INTERNAL REGULATIONS - CODE OF PRACTICE

Section 1.   Goals of the Laboratory

1.1 Conduct high-quality research, and promote the scientific and technological knowledge in Internet Computing, and in particular:
- Internet Computing (Cloud, Grid)
- Online Social Networking and Social Media
- Web Technologies and 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 Organise University Seminars, Training Events, Scientific Workshops, Demos, Summer Schools, Online Courses and Conferences in Cyprus.

Section 2.   Guidelines on Laboratory Activities

2.1 Members of the Laboratory are employees (Post-Docs, Research Associates, Special Scientists) 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 sys-

tems. If these rules create problems in experimental settings and research work, the issue must be brought to the Laboratory Head and the Technical Support Team of the Computer Science Department.

2.7 The installation of unauthorised 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 unauthorised use could result to disciplinary action.

2.9 LINC members are responsible for the promotion of the research activities in which they take part, primarily, scientific conferences, seminars, workshops, training events, presentations, etc. and ought to ensure these are reflected on LINC's website.

Section 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.).

3.2 Besides the Lab's contact 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 General attendance for employees, the Lab maintains normal working hours of 09:00-17:30, (30 minutes allocated for lunch-break). 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 08:30-09:30 am and stay until 17:00-18:00, respectively. A longer lunch-break can also be taken, hence, the contact hours should be adjusted accordingly.

3.4 Employees are expected to arrive on time and ready for work by 09:30. It is realistic and understandable that occasional unavoidable problems with getting to work may occur. Arriving persistently after 09:35 is considered lateness. Lateness, is monitored and taken seriously. Employees with special needs for flexible working hours should inform the Lab Management.

3.5 LINC employees are required to submit to Lab Head/Associate Head and cc: Lab Manager a short weekly progress report summarising 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. (Appendix I.1)

3.6 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.

3.7 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.

3.8 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.

Section 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 III.).

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

4.3 Under national law the minimum holiday entitlement per year is 20 working days for employees working a five-day week, provided that the employee has worked for 48 weeks within the year. The holiday entitlements are reduced proportionately for part-years. An employee is not entitled to paid annual leave if he has worked for less than 13 weeks in the year. Annual holiday cannot be carried to the following year.

4.4 Annual holiday will count on the dates the University is closed for the Administration personnel (week of 15 of August (4 days) and Christmas period (to be announced 2-3 days)).

4.5 Participation to events outside UCY should be reported via LINC-Admin email to the Head, Associate Head, and Lab Manager giving the corresponding information (Appendix II b.1).

Section 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 Head and/ or Associate Head 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 highest international standards regarding the quality of papers written and distributed under the University of Cyprus affiliation.

Section 6.   Traveling

6.1 Participation to events abroad requires approval by the Lab Head/or Associate Head.

6.2 Specific costs and itineraries should be decided in consultation with the Lab Manager and approved by the Lab Head/or Associate Head. Agenda of the event needs to be provided.

6.3 For traveling cost reimbursement, before making the claim, it is required that the corresponding presentations, papers details, talks etc. are uploaded to the document repository and the website of the Laboratory before the submission of the reimbursement claims.

6.4 To claim travelling cost, the following documents required by the University and/or funding agency need to be presented: event registration, agenda of the event, ticket purchase, hotel payment, proof for hotel stay, boarding cards, transport from/to airport, other receipts if apply. These documents should be photocopied and taken for signature to the Lab Manager, before giving them to the department's responsible person for the processing of traveling claims.

Section 7.   Software

7.1 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.

7.2 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,

7.3 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.

7.4 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 or other licence scheme decided.

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

7.6 The use of unlicensed software is prohibited.

Section 8.   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 strong pro-active spirit.

Section 9.   Labs Premises

9.1 All 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 at all times.

9.2 Mobile phones ought to be answered outside the Lab/offices when sharing with colleagues.

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

9.4 Laboratory spaces should be kept orderly. Food must not be left around and visible to the visitor. There are no tables in the Labs with the sole purpose of the consumption of foods, tables are ought to be used as workspaces or let free for meetings to take place. If/when

using the Labs tables during lunch times, these should be cleared and cleaned afterwards. Rest of foods should be discarded in the trash and plates and cutlery put in a tidy way.

9.5 Explicitly for main Lab (217), no other items, apart from Lab's brochures, should be left on the common-central tables. These tables should be kept clean and tidy at all times

Section 10.   Workplace Security

10.1 Members must be alert and aware of any potential dangers to themselves or their colleagues. Take every precaution to ensure that surroundings are safe and secure. Take care of personal belongings and Lab's/University property.

10.2 Visitors should be escorted at all times. Report any suspicious activity to a guard/depart ments secretary immediately.

Section 11.   Termination

11.1 The Lab recognises that personal circumstances may arise which require a voluntary termination of employment. Should this situation occurs, the Lab request that the employee provide at least 5 weeks advance notice in writing, in case the contract specified a longer period.

11.2 The Lab may ask for an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect Labs/University property (i.e.: laptops, keys, etc) and discuss employment experiences with the Lab.

Disclaimer:

Although, the intention of this document is to present a set of guidelines for the well running of the Lab, the Laboratory for Internet Computing follows, before all else, a policy of equal opportunities, fairness and flexibility and takes into account personal circumstances of its members.

APPENDIX

I.   Lab core activities

i   **Weekly Reports:** to be sent by the end of the working week or latest, before the weekly meeting (all members).

ii   **Weekly Meetings:** taking place every monday (or following working day if holiday), Lab 217 at 9:30. (Lab's employees).

II.   Dissemination - Website activities

a. Participation to events

All members participating to external events (except project's meetings, projects reviews), should take responsibility to promote the UCY/LINC Lab and the project funding their research by:

- Using the proper presentations templates and logos UCY's/ LINC's/ Projects'
- Taking to the participating event the respective brochures: LINC's and Project's

b. Activities:

After participation to an event, all LINC members are required to send the webmaster and cc: Lab Manager the corresponding details in the standard formatting.

Information to be recorded:

b.1   Events participation: Type and name of the event, dates, location and funded project (if applies), together with presentation and/or details of scientific pu-   blications and any other information of relevance.

b.2   Events hosting: Type and name of the event, dates, location.

b.3   Scientific Publications: Authors, Title, details of publication, conference/journal,   document in pdf or link

b.4   Talks: Title, presenter details, date, location, ppt

LINC Dissemination, ensure presentations contain the LINC/UCY logos. Templates for presentations are to be found in Owncloud.

III. Admin emails:

Absence/participating to an event:
LINC-Admin(Absence / Conference / Meeting / Workshop)   YEAR.MM.DD-DD-SURNAME.Initial

i.e.:

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

When participating to an event, the following format should be used and sent before departure:

LINC-Admin (CELAR Meeting) 2013.02.13-15-DIKIAKOS.M
LINC-Admin (iSocial Meeting) 2012.10.02-03-DIKIAKOS.M
LINC-Admin (Conference - CCGRID) 2014.05.29-05.06—PALLIS.G
(details on body: as specified in II b.1)

IV. Standard Naming Convention / Templates

Weekly reports: LINC-WR- 2013.02.04-SURNAME.Inititial

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

Weekly Report Template

- email including the following details:

Subject: LINC-WR-YEAR.MM.DD-DD-SURNAME.Initial
Body:

Description of work for the specific week.

Events participation
Type (project related, conference, talk, other (specify)):
Title:
Dates:
Location:
Funded by project (name):
Attached .ppt : YES/NO   - ensure to delete what doesn't apply-
Attach programme of event / link:

Publications details
Title:
Authors:
Status (submitted, accepted, published, etc):
Date:
Type (Conference/Journal/other Publication):
Document Attached .ppt/.pdf link: YES/NO -ensure to delete what doesn't apply-
Other details (volume, pages, series, etc):

<your Lab signature>

- end of template

Useful docs & sites

owncloud: http://owncloud.cs.ucy.ac.cy/

Researcher's Guide to Cyprus
Department of Labour   EU Citizens

V. Laboratory for Internet Computing (LINC)

History: The Laboratory was established in the year 2002, with the aim to develop and conduct high-quality research and achieve an international research exposure in Computing, to promote its research results through publications in premium conferences and journals of the field, and to enhance the uptake of innovative information technologies by Cypriot organisations and the society.

As of 2002, LInC initiated the CyGrid activity, which operates a Grid computing facility in Cyprus; LInC participated in the European Research Network CoreGRID targeting the identification of future GRID and Peer-to-Peer technologies. LInC has also installed and operated a satellite communication infrastructure in three Cypriot hospitals, including the main referral hospital of Cyprus in Nicosia. Last but not least, LInC led the effort to establish and operate SafeWeb, a hotline dedicated to the fights against illegal content on Internet.

Funding: Since 2002, LInC has acquired external funding of over 5.1M Euros, through participation to highly competitive, open calls for proposals issued by European Union (FP5/IST, FP6/IST, FP7/ICT, Marie Curie) and the Republic of Cyprus. Received grants and supported a variety of research, development, infrastructure, and technology-transfer activities in Grid Computing, World-Wide Web Technologies, Vehicular Computing, Social Networks, and Telematics Applications.

HR: Through its foundation, LInC has brought together more than 50 researchers, 8 Post-docs, 6 PhD students, 10 MSc Students, 5 undergraduate students, 29 researchers. Former members are now established and successful researchers, engineers and academics in leading organisations and institutions.

Aims: Surfing in the 2020 era, LInC aims at becoming a leading research institution in Cyprus and in Europe bringing together the technological advances of high quality research and everyday business, productivity and living. Towards that goal LInC has already established collaborations with high rank research institutions, industry pioneers and entrepreneurship initiatives both in local and pan-European scale.
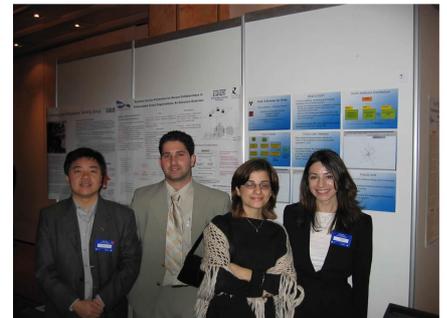
Areas of research:

Grid Computing: LInC put in place the CyGrid initiative, which operates a Grid computing facility in Cyprus, with over 340CPUs and 88TB of storage;

Cloud Computing: Currently LInC participates on FP7 projects on Cloud Computing, such as CELAR and PaaSport. CELAR's vision is to provide automatic, multi-grained resource allocation for cloud applications. Towards this goal, LInC has developed JCatascopia, a multi-layer, interoperable Cloud Monitoring System, and c-Eclipse, a Cloud Application Management framework that enables the portable description of elastic applications by adopting open Cloud standards. Furthermore, within the scope of the PaaSport project, UCY will have significant contribution on developing a persistence and execution layer with regard to the deployment and migration of business applications on top of different Cloud PaaS Offerings.

Internet Technologies: LInC also participates in a Marie Curie Project, iSocial. In the context of the iSocial project, the Marie Curie Fellows are investigating infrastructures and applications for decentralised online social networks. The aim is to conduct research on decentralised architectures that allow users to be in control of their own digital footprint while participating in the social web.

First day of the Lab at UCY new campus