

Symplectic Elements Usage Policy			
<b>VERSION:</b>	2	<b>AUTHOR/ OWNER:</b>	Research Policy Unit
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Symplectic Elements is a Research Information Management System, that allows researchers and doctoral students to capture, analyse and showcase their research activity within the community.

This policy sets out the expectations and guidelines that users are expected to follow when interacting with Elements.

## 1. Elements User Definitions

At Wolverhampton, Elements Users are defined using four categories:

- (1) Staff with a significant responsibility for research
- (2) Research managers
- (3) Research administrators
- (4) Doctoral Students (PhD/Professional Doctorate)

1.1 Staff with a significant responsibility for research includes academic staff with the following role profiles: Teaching, Research and Enterprise, and Research only.

1.2 Research managers include the Dean of Research, the Vice Chancellor, the Director of the Doctoral College, Associate Deans of Research, Directors of Research Institutes, Heads of Research Centres and UoA Co-ordinators. This category of user may also belong to category 1.

1.3 Research administrators include the Head of Research Services, the Research Information Systems Officer, the Wolverhampton Intellectual Repository and E-Thesis (WIRE) Team and the Research Administrators in each Faculty and Research Institute.

1.4 Doctoral Students includes current enrolled PhD and Professional Doctorate students.

If you fall into one of the above categories but do not have access to Elements, please log a call with the IT Service Desk on 01902322000 or [itsupport@wlv.ac.uk](mailto:itsupport@wlv.ac.uk).

## 2. Use of Data

2.1 The User shall use the data held in Symplectic Elements in accordance with the role assigned to them by the System Administrator of Elements.

2.2 The Research Policy Unit retains the right to reuse the information within the system for training, documentation and reporting purposes, without explicit consent from Elements Users.

## 3. Personal Data

3.1 The User shall process any personal data held in Symplectic Elements in accordance with the requirements of the General Data Protection Regulation (GDPR) and the University's data protection policy and guidelines that are in force.

## 4. Disclosure of Data

4.1 The User shall not disclose (verbally or in writing) any data held in Symplectic Elements to any unauthorised person. Unauthorised persons may include colleagues and other staff of the University, including other Symplectic Elements users who may not have authority to access particular types of data. Data shall be disclosed only to those with a legitimate need to use it.

4.2 Authorised (by Symplectic Elements at Wolverhampton) Users of the Symplectic Application Programming Interface (API) are permitted to publish the profiles of University researchers on a public-facing website where they have been authorised to do so.

## **5. Security**

5.1 In handling the data held in Symplectic Elements, the User shall comply with the University's Information Security policy.

5.2 The User shall not release their log-in details to any other person and must take all reasonable steps to ensure that these details remain confidential and secure at all times.

5.3 Any data saved from the system (whether in electronic or printed form) shall be held in a secure and confidential manner and shall be held only for as long as it is needed for Symplectic Elements/ research administration purposes.

5.4 If the User downloads data to a laptop or other portable device, they must ensure that the device is encrypted.

5.5 If leaving their desk, the User shall log out of Symplectic Elements or lock their computer.

5.6 If accessing Symplectic Elements remotely (i.e. away from the work place), the User shall ensure that data displayed on the screen is not visible to unauthorised persons.

## **6. Incident Reporting**

6.1 The User shall immediately notify the Research Information Systems Officer if they become aware of any unauthorised use of Symplectic Elements or its data or if any of the data are lost, destroyed or become damaged, corrupted or unusable (whether due to the User's use of the system or otherwise).

## Operational Use

### 1. Staff Data

Staff data (i.e. name, title) are populated from Agresso and cannot be edited within the Elements user interface. Issues with data quality will need to be raised with the HR Department through a documented process.

### 2. Staff Profiles

Staff with a significant responsibility for research are required to:

- have a publicly viewable researcher profile (via the Discovery Module) integrated with the University website
- fully complete their researcher profile by populating the following: Research overview, Research Interests, Teaching Summary, Degrees, Institutional Appointments, Building Address, Office Extension and Publications. The following sections are optional, if not applicable to the user; Professional Activities, Impact (including corroborating evidence) and Teaching Activities (doctoral supervision and doctoral examinations)
- input their Author IDs (e.g. Scopus, ORCID) to enable the automatic claiming function of the software
- deposit publications to WIRE by using Elements, ensuring they remain compliant with Open Access guidelines.
- maintain and regularly update their profile information

As part of the implementation of Elements, a one off bulk upload of Staff photos (from the ID card system) has been fed into Elements. Any new members of staff, appointed after this upload, will not have a photo displayed. Staff members will have the opportunity to upload another photo if they wish, providing it aligns with the following guidance;

- In the first instance, a professional photo taken by the University should be used if available. External Relations has provided RPU with the link to the latest photos taken in June 2018. Please contact [melissa@wlv.ac.uk](mailto:melissa@wlv.ac.uk) to request the link.
- If your picture is not available on the link, you are able to take one yourself providing the picture is consistent to the Staff photos available on the above link/University website i.e. white background, and head and shoulder shot. Please note this picture should not be a selfie.

By completing their profile, staff will create a comprehensive and integrated record of their research activity and expertise and, from this, create an automated CV.

Elements will hold Research grant data from 31<sup>st</sup> July 2017 which has been populated from Agresso. Each grant will be linked to the principle investigator, and will have the option to link other Elements users to the grant. Users have the ability to manually add

pre-2017 grants or grants that are awarded outside of this institution into the Elements user interface.

If a member of staff is also a doctoral student, the staff account will override the student account, leaving just the staff profile.

When a staff member leaves the institution or no longer has significant responsibility for research (through a change in the role profile) access to Elements will be withdrawn, the profile in Elements will become inactive and will not be publicly available. If the staff member is still employed by the University and requires a staff profile, they will need to speak to External Relations to create a profile.

### **3. Linking Objects**

An object within Elements refers to a publication, grant, impact, professional activity and teaching activities. Elements users are expected to create links between objects to bring their research information together, for example, creating a link between a publication and a grant.

### **4. Impersonate function**

Some users will have the ability to impersonate other users based on permissions granted in Elements.

If you have been given the right to impersonate users, you will be able to do everything that the end user can: modify search settings; approve or reject publications; merge or split records; create links between publications and other data types.

Before impersonating a user, you should seek permission from the user you are impersonating. All actions taken when impersonating another user will be recorded within the history of the object being viewed or changed. Misusing the impersonate function may result in disciplinary action.

Please note; Administrators are not permitted to deposit into WIRE on behalf of other users. If this action occurs, this will result in publications not being assigned to the correct collection in WIRE.

There are some significant benefits of using the impersonate function such as; helping to support users by doing actions on their behalf and using the function to help troubleshoot issues that the user may be having. Although this function is available to use and is a benefit of using Elements, there is no expectation set from the Research Policy Unit that users have to use it.

### **5. User Groups**

User groups in Elements have been formed for each Faculty and Research Institute and are then further broken down into Research Centres.

Any changes to the membership of Research Institutes or Centres should be communicated to the Research Information System Officer, so updates can be made within Elements.

Any change to Research Institute or Research Centre name, when agreed at the University Research Committee will then need to be sent to the Research Information Systems Officer for Elements to be updated.

Research Administrators and Research Managers will only have access to the Faculty/Research Institute and Research Centres that they support.

## **6. Doctoral Students**

Doctoral Students have the ability to:

- Create their profiles by populating the following: Biography, Publications, and Professional Activities.
- Export a CV
- Search for other users
- Claim their publications held in WIRE
- Deposit publications to WIRE through the Elements user interface with the exception of theses and dissertations as these will be submitted through the normal procedure using WIRE.

As part of the implementation of Elements, a one off bulk upload of Student photos (from E:Vision) has been fed into Elements. New students following this bulk upload, will not have a photo displayed. Students will have the opportunity to upload another photo if they wish, providing it aligns with the following guidance;

- The photo should be professional, head and shoulder shot displayed on a white background.
- Please note no selfies are permitted.

It is expected that Doctoral Students will maintain and regularly update their profiles. Doctoral Students will have the option to have their profile publicly displayed on an external website and on the University website.

Access to Elements for Doctoral Students is determined by the student's enrolment status being "current". Therefore, failing to enrol will result in the Doctoral Student's access to Elements being temporarily withdrawn until enrolment has been completed.

When a Doctoral Student completes their programme of study, access to Elements will be withdrawn, but the profile will remain in Elements.

If a student becomes a member of staff with a significant responsibility for Research, the student account will become deactivated and a staff account will be created. The information on the student profile would need to be manually copied over to the Staff profile by the user before deactivation occurs.

## **7. Research Assessment and Review Exercises**

The data in Elements will be used to manage and co-ordinate research assessments such as; the Research Excellence Framework (REF), internal reviews and annual reports. The assessments may include the aggregation of data into report format or the selection of data for a particular submission.

All staff members with a significant responsibility for research are required to select their research outputs and provide additional information for each output via Elements, as agreed in the Code of Practice. These outputs will then go through a peer review process, where they will be graded using the REF assessment criteria and users will be provided feedback via Elements.

Elements will be used to submit REF1a +REF 1b staff data direct from Agresso (HR) system as well as REF2 data (outputs), which will produce an XML file to import in the REF Submission System.

Outside of the REF, Elements may be used for other reporting activities, which will require all staff members with a significant responsibility for research to fully ensure their profile is kept up-to-date at all times.

## **8. Engagement**

Research manager users are expected to encourage the completion and updating of staff profiles.

Staff users are expected to encourage the use of Elements amongst their Doctoral Students.

**Any breach of the terms and conditions listed within this policy will be regarded as a serious disciplinary matter. In addition, any failure to comply with the provisions of the Data Protection Act may render the University, or in certain circumstances the user, liable to prosecution, as well as giving rise to civil liabilities.**

**The University is entitled to suspend or remove your access to Symplectic Elements (“Elements”) for any breach of this agreement.**