

National University of Computer and Emerging Sciences  
**INTER OFFICE MEMO**

11-18/NU-R/12


No.7-ORIC/23  
November 22, 2023

From Director ORIC  
To Directors, All Campuses  
CC Deans, HoDs & Managers All, NU Campuses, Registrar NU, Treasury Office, NU  
**Subject: Impact Factor Publication Reward Policy**

Dear All,

1. The revised 'Impact Factor Publication Reward Policy' is enclosed for implementation with effect from December 1, 2023. This update aims to address reported anomalies by applicants and aligns with the guidelines provided by the HEC regarding Turnitin reports.
2. This supersedes the previous policy issued vide IOM. No. 19-ORIC/22 dated May 31, 2022.
3. All the fresh cases shall be submitted as per the revised policy, please.

Encl: As above.



Dr. Muhammad Asif Naeem

## **Impact Factor Publication Reward Policy**

### **1. Purpose**

- 1.1. Following are the guidelines for the award of Publication Reward for the University faculty publishing in the impact factor journals.
- 1.2. The policy will replace the existing Impact Factor Publication Reward Policy.

### **2. Objectives**

- 2.1. Improve university rankings, each impact factor paper has a direct impact on the university rankings. The policy is designed to incentivize the value generation for the university
- 2.2. Provide monetary incentive to faculty members publishing in impact factor journals

### **3. Eligibility Criteria**

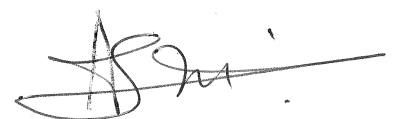
- 3.1. A Journal is “eligible” to be considered for reward if and only if it is listed on the Web of Science (WoS) and SCOPUS as per HJRS on the date of application submission<sup>1</sup>
- 3.2. Cites per Document (CD2) of the journal shall not be zero on HJRS<sup>2</sup>
- 3.3. A paper is eligible to be considered for reward if and only if it:
  - 3.3.1. is published in an eligible Journal
  - 3.3.2. the faculty member has the affiliation of “National University of Computer & Emerging Sciences” mentioned on the paper
  - 3.3.3. the paper has not received a reward previously as per this policy
  - 3.3.4. the paper is available online with a DOI number or published with an assigned volume number
- 3.4. A faculty member is only eligible for the reward, if he/she is currently employed and on Active Service of NUCES at the time of application submission<sup>3</sup>
- 3.5. NUCES permanent staff is eligible for reward(s) if:
  - 3.5.1. staff member is the first author of the paper
  - 3.5.2. staff member is one of the co-authors of the paper with another NUCES Faculty member that meets the eligibility criteria
  - 3.5.3. staff member must be on Active Service of NUCES at the time of application submission
  - 3.5.4. staff member(s) hired for Research Projects only are not considered as eligible for reward

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<sup>1</sup> clause 3.1 - journal listing on the WoS and Scopus on the HJRS

<sup>2</sup> clause 3.2 - Cites per Document shall not be zero on the HJRS to cater for impact factor

<sup>3</sup> clause 3. 4 and 3.5.3 - employee (faculty/staff) must be on active service at the time of application submission



under this policy

- 3.6. The journal paper should not have more than six authors.
- 3.7. A publication with more than six authors may only be considered for reward if the journal is placed in “Platinum or Gold” category by HJRS. The position of the faculty member(s) in the list of authors of the publication shall also be considered in the evaluation
- 3.8. The Similarity Index of the publication will be measured as under:<sup>4</sup>
  - 3.8.1. The publication should have less than or equal to 19% Similarity Index
  - 3.8.2. Similarity Index report must be taken from Turn-It-In and duly vetted by the respective Campus’s Librarian.
  - 3.8.3. No single quoted source shall have similarity index greater than or equal to 5% without citation
  - 3.8.4. If similarities of a report are from author’s own (previous) work, then these may be ignored only, if the material has been cited by the author
  - 3.8.5. References / bibliography and table of contents must be removed from the document which is submitted for the research reward
  - 3.8.6. In case the similarity index exceeds 19%, justification should be provided. ORIC office may reject the case, if the justification is not considered as “Satisfactory”

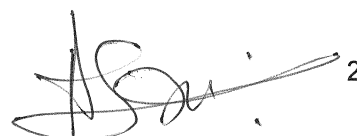
#### 4. Reward Criteria & Honorarium Brackets

- 4.1. The reward shall depend on the journal ranking as per HEC Journal Recognition System (<https://hjrs.hec.gov.pk>)
- 4.2. In case of co-authorship of NUCES faculty/staff on a paper, the honorarium shall be divided equally among NUCES authors<sup>5</sup>
- 4.3. In case of external co-authors, the total reward amount will be divided equally among the NUCES faculty members only
- 4.4. Reward money will be as under:
  - 4.4.1. **Platinum Journal**, a total remuneration of Rs. 110,000/- per paper
  - 4.4.2. **Gold Journal**, a total remuneration of Rs. 100,000/- per paper
  - 4.4.3. **Silver Journal**, a total remuneration of Rs. 90,000/- per paper
  - 4.4.4. **Bronze Journal**, a total remuneration of Rs. 75,000/- per paper
  - 4.4.5. **Honorable Mention**, a total remuneration of Rs. 40,000/- per paper

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<sup>4</sup> clause 3.8 - is elaborated to address the anomalies raised by the applicants

<sup>5</sup> clause 4.2 and 4.3 - to arrest the misuse of the reward by any permanent staff, he/she will only be allowed to put up claim, if co-authored with NUCES faculty



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4.4.6. **Clay**, a total remuneration of Rs. 25,000/- per paper<sup>6</sup>

4.4.7. **Null**, a total remuneration of Rs. 10,000/- per paper

4.5. A faculty member can receive a maximum of Rs. 400,000/- per fiscal year as a journal reward

## 5. General Requirements

5.1. A journal will not be considered as eligible for reward if this has been removed from the latest version of the HJRS on the date of award

5.2. The faculty members are encouraged to utilize the reward money for Article Processing Charges (APC) and any Publication fees

5.3. The grant is subject to availability of the funds.

5.4. Only one application should be submitted for each journal paper

5.4.1. In case of multiple NUCES authors, one of the co-authors may become a primary applicant and all authors shall sign the declaration in the application form

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<sup>6</sup> clause 4.4.6 and 4.4.7 – Clay and Null medallion reward amount has been segregated as per HEC's HJRS



## Annex I



National University  
of Computer and Emerging Sciences

**Impact Factor Publication Reward Form**



Name	Designation
Department	Campus
Emp ID	NU Email ID
Highest Qualification	
Date of Joining	Cell Number

**Publication Details**

Paper Title					
Journal Name					
Journal Discipline	ISSN	Print	URL		
		Electronic			
Volume	Issue	Page #			
Journal Publisher	Origin Country	Publication Date			
Complete Authorship Information (as appeared in Journal Publication)	<b>Full Name</b>	<b>Affiliation</b>	<b>Designation</b>	<b>NU Emp ID</b>	
	1				
	2				
	3				
	4				
	5				
	6				
Publication Fee	Amount (Foreign)		Amount (Rs)		
Ranking as per HJRS (Please check relevant box)	Platinum (Rs 110,000)	<input type="checkbox"/>	Gold (Rs 100,000)	<input type="checkbox"/>	
	Silver (Rs 90,000)	<input type="checkbox"/>	Bronze (Rs 75,000)	<input type="checkbox"/>	
	Honorable Mention (Rs 40,000)	<input type="checkbox"/>	Clay (Rs 25,000)	<input type="checkbox"/>	Null Rs 10,000
HJRS Proof (attached)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Web of Science (WoS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Journal's Impact Factor/CD2	Similarity Index (%)				
If SI is above 19 %, write justification here:					

(Justification may be attached as separate sheet, if required):

**Declaration**

- 1) the paper is based on my original work and no part of it is copied in substance or concept from any other source, except for citations and quotation that have been duly acknowledged;
- 2) the journal is listed in the Web of Science;
- 3) the journal is neither blacklisted by HEC nor listed in “Title Suppressions Journals”.
- 4) the paper has not been previously or concurrently being submitted for another journal publication;
- 5) none of the author(s) is a ghost, guest or gifted author and
- 6) No part of the work may be considered as plagiarized, as per HEC plagiarism guidelines.

**Attachments**

1. Published paper
2. Turnitin similarity Index Report (without excluding any source) signed by the applicant and duly verified by the Campus Librarian
3. HJRS proof

Signature of Primary Author	Date
Signature of other NUCES authors	Date

**Campus HR (Please check relevant box)**

Faculty Name	In service	On leave	Retired/ Terminated	On Long Leave (> Six months)
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepared & forwarded by	Designation			
Date	Signature			

**Campus Accounts**

Code	Head Name	Budgeted Amount	Requested Amount	Remaining Budget
730100003	Research Reward			
Total Research Budget				
Prepared & forwarded by	Designation			
Date	Signature			

**Head of Department**

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name & Signature				Date

**Campus Director**

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name & Signature				Date
Date				

**NUCES-HQ**

**ORIC**

NUCES author(s)		NUCES affiliation	<input type="checkbox"/>
WoS	<input type="checkbox"/>	Impact factor/CD2	
Similarity Index (%)		HJRS Medallion	
Reward amount (Rs.)			
<b>Manager (RM)</b>			
Date		Signature	

**List of NUCES authors and individual award amount**

Name	Emp ID	Share	Amount in Rs			
			Budgeted	Utilized	Recommended	Balance
			400,000			

**Grants Management Officer**

Date		Signature	
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**Director ORIC**

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date		Signature		