University of Management and Technology

UMT Publication Fee Policy

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1 Objective

Article Processing Charges (APCs), also referred to as publication fees, may be charged by open-access or hybrid journals to support publication and public accessibility of research. UMT recognizes that legitimate APCs can facilitate publication in high-quality international journals and therefore provides publication-fee support under a transparent, quality-oriented framework aligned with the UMT Research Reward Policy 2026.

a. Encourage publication of high-quality UMT research in reputable, internationally indexed journals.

b. Support open dissemination, visibility and impact of UMT research while maintaining financial prudence and research-integrity safeguards.

c. Ensure that publication-fee support and research rewards operate as one coordinated incentive framework, without duplicate institutional payment for the same publication.

d. Promote legitimate national and international research collaboration without penalizing authors solely because they hold dual or multiple affiliations.

2 Scope

This policy applies to UMT-affiliated authors who are eligible under the prevailing UMT Research Reward Policy, including faculty members, research associates, participants of Schools/Institutes, eligible alumni and non-faculty researchers, subject to the eligibility and affiliation requirements prescribed in this policy and the Research Reward Policy.

3 Policy

3.1 Eligibility of Publication

a. Publication-fee support shall be available only for eligible full-length research or review articles published in journals indexed in Web of Science or Scopus and holding a valid quartile ranking at the relevant time, subject to verification by the Research Grant Committee (RGC).

b. Publications in predatory, delisted, discontinued or otherwise non-recognized journals shall not be eligible.

c. Conference papers/proceedings not indexed in Scopus or Web of Science shall not be covered under this policy.

d. Letters to the Editor, abstracts, notes, short papers/studies, correspondence, discussions/comments, errata, corrigenda and similar non-full-length outputs shall not ordinarily qualify for APC support.

e. Journal eligibility, indexing and quartile shall be verified when APC support is approved and again upon official publication. If the journal is subsequently delisted, discontinued or reclassified for reasons beyond the reasonable control of the author after a valid institutional approval or payment, the case shall be reviewed on its facts and shall not automatically create author liability.

3.2 UMT Affiliation

a. UMT affiliation in the publication shall be mandatory for availing publication-fee support.

b. UMT affiliation must be legitimate and supported by employment, study, supervision, project, funding or another substantive research association recognized by UMT. The claiming UMT author shall demonstrate a genuine scholarly contribution consistent with accepted authorship standards. Mere honorary, courtesy or unsupported affiliation shall not qualify.

c. Dual or multiple affiliation of an eligible UMT author shall not reduce, prorate or otherwise deduct the amount of publication-fee support solely because the author carries more than one institutional affiliation. The presence of additional legitimate affiliations shall therefore have no adverse effect on the approved APC amount.

3.3 Relationship with the UMT Research Reward Policy

a. Publication-fee support and the research reward for the same paper shall be treated as components of one coordinated institutional support package.

b. Where UMT pays or reimburses an APC for an eligible publication and the APC amount is lower than the research reward otherwise payable for that publication under the prevailing Research Reward Policy, only the remaining difference shall be payable as research reward.

c. The total financial support provided by UMT for the same publication, comprising APC support plus the applicable research reward, shall not exceed the total reward otherwise admissible for that publication under the prevailing Research Reward Policy, including any approved applicable bonuses.

d. APC support is a publication-level expense and shall not be divided according to authorship percentages. Where reimbursement is required, payment shall be made to the eligible UMT author who actually paid the verified APC. Where more than one eligible UMT author is listed and another author is designated as claimant, written designation and consent from the other eligible UMT co-authors shall be mandatory.

e. Any balance payable as research reward after adjustment of the APC shall be distributed among eligible UMT-affiliated authors strictly in accordance with the authorship-distribution mechanism of the prevailing UMT Research Reward Policy. It shall not automatically be paid in full to the APC-claiming author.

f. Non-UMT authors shall not receive any portion of UMT research reward; however, their presence shall not reduce legitimate APC support where the publication and UMT author(s) otherwise meet the eligibility criteria.

g. For a hybrid journal where publication without an open-access fee is available, APC support shall require justification based on a funder mandate, public-access requirement, documented visibility or impact benefit, or another strategic institutional reason accepted by RGC. Available waiver or institutional open-access arrangements must be used first.

3.4 Timing and Mode of APC Payment

a. APC support may be processed after final journal acceptance (Q1 & Q2 Journals only) where a verified publisher invoice/payment request is available. UMT may, where feasible, pay the publisher directly or reimburse the eligible UMT author against valid proof of payment.

b. APC support for Q3 and Q4 publications shall be processed only after official online publication and submission of valid proof of payment or a verified publisher invoice, as applicable.

c. Payment of the research reward shall remain subject to online/print publication in accordance with the Research Reward Policy.

d. If UMT pays an APC before publication and the article is subsequently withdrawn, cancelled or not published, recovery may be considered only where documented evidence establishes material author fault, misrepresentation, duplicate funding, or avoidable non-compliance with the publisher's requirements. The concerned author shall receive written notice and a reasonable opportunity to respond before RGC makes a recommendation to the competent authority. No recovery shall ordinarily arise from publisher action, journal discontinuation, force majeure, or circumstances beyond the reasonable control of the author(s).

3.5 Eligible Charges and Financial Controls

a. Only mandatory APC/open-access publication charges directly linked to publication of the eligible article shall be covered. Optional services such as language editing, reprints, colour charges, excessive page charges, graphical services, expedited review charges or other add-on services shall not be covered unless specifically justified and approved by RGC.

b. Authors shall disclose and utilize any available institutional, publisher, consortium, waiver or discount arrangement before seeking UMT payment. The net amount after any waiver/discount shall be considered for support.

c. For foreign-currency invoices, payment or reimbursement shall use the exchange rate applied by UMT Finance on the actual institutional payment date or, for reimbursement, the documented PKR amount charged to the claimant on the transaction date, subject to verification and the approved ceiling. The same verified conversion basis shall be used when comparing the APC with the PKR-denominated Research Reward Policy cap.

d. Duplicate claims, double reimbursement from another institution/funder, or material misrepresentation shall render the claim ineligible and may result in recovery and further action under applicable UMT policies.

e. Publication-fee support is subject to availability of the approved annual institutional budget and does not create an automatic financial entitlement. Where eligible claims exceed available funds, RGC shall apply transparent priorities, including journal quality, strategic relevance, external-funding or public-access obligations, the substantive role of the UMT author, previous APC support received during the financial year, and availability of waivers or other funding. Exceptional cases may be referred to the competent authority with recorded justification.

3.6 Maximum Publication-Fee Ceilings

Subject to the overall cap prescribed under Section 3.3, the following maximum APC ceilings shall apply. The amount payable shall be the lower of: (i) the verified actual APC; (ii) the applicable APC ceiling below; or (iii) the total publication reward otherwise admissible under the prevailing UMT Research Reward Policy after applying the relevant quartile formula and approved bonuses.

Web of Science / Scopus Quartile	Maximum APC Ceiling	Control
Q1	Up to USD 1,500	Subject to Section 3.3 overall UMT support cap
Q2	Up to USD 1,200	Subject to Section 3.3 overall UMT support cap
Q3	Up to USD 700	Subject to Section 3.3 overall UMT support cap
Q4	Up to USD 300	Subject to Section 3.3 overall UMT support cap

Note: Quartile determination, journal ranking source and treatment of journals assigned to multiple subject categories shall follow the prevailing UMT Research Reward Policy. Web of Science/JCR shall be the primary source, with Scopus/CiteScore used as the secondary source where applicable.

4 Application and Approval Process

4.1 The applicant shall submit the prescribed online application and required supporting documents to the Secretary, Research Grant Committee (RGC). The application should include, as applicable:

a. final acceptance letter and verified publisher invoice/payment request for Q1 and Q2 advance-payment cases;

b. official online publication link and proof of payment or verified invoice for Q3 and Q4 cases;

c. publisher invoice showing journal title, article title and APC amount;

d. proof of journal indexing/quartile where required;

e. proof of payment for reimbursement cases;

f. evidence of applicable waiver/discount, where available; and

g. written consent/designation from eligible UMT co-authors where RGC requires a single claimant for reimbursement.

4.2 The Secretary RGC/Research Office shall conduct documentary scrutiny and verification, including journal eligibility, UMT affiliation, publication category, APC amount, prior claims and consistency with the Research Reward Policy.

4.3 Financial vetting shall be completed before the case is placed before RGC/competent authority.

4.4 RGC shall review publication-fee cases in its scheduled quarterly meetings, aligned with the Research Reward Policy. Where a publisher payment deadline falls before the next scheduled meeting, an otherwise complete APC case may be processed through circulation/competent approval, subject to ratification in the next RGC meeting.

4.5 Approved cases shall be forwarded, with the required competent approval, to the Accounts/Finance Office for payment or reimbursement.

4.6 Incomplete or non-compliant applications shall be returned for rectification. Rejected claims shall be communicated to the applicant with the reason, where appropriate.

5 Implementation, Compliance and Recovery

The Research Grant Committee (RGC) shall be responsible for implementation, interpretation and compliance of this policy in coordination with the Research Office and Finance/Accounts Office. UMT may withhold, cancel or recover publication-fee support where eligibility was established through incorrect information, inappropriate affiliation, duplicate reimbursement or material misrepresentation. Recovery arising from a retraction or alleged research misconduct shall occur only after a final institutional finding under the UMT Policy on Retractions of Research Publications and approval by the competent authority. All recovery actions shall follow written notice, an opportunity to respond, applicable UMT rules and due process.

6 Distribution

This policy shall be circulated to all relevant UMT Faculty, Staff, Students, Alumni and Research Offices and shall be made available through the appropriate institutional platform.

7 Process Flow

Applicant	Secretary RGC / Research Office	Finance / OTR	RGC / Competent Authority	Accounts / Finance	Applicant
Submit complete APC claim	Scrutiny & eligibility verification	Financial vetting	Decision / approval	Payment or reimbursement	Notification / record update

Alignment Note: This revised Publication Fee Policy is designed to operate together with the prevailing UMT Research Reward Policy 2026. In particular, multiple affiliations do not reduce the eligible amount, APC support is adjusted against the publication reward ceiling, and any remaining research reward is distributed according to the applicable UMT authorship-reward mechanism.



