

REGULATIONS
for the use of research infrastructure of Poznan University of Technology
co-financed and created under the project entitled
„Digital Research Infrastructure for the Humanities and Arts DARIAH-PL”
(project no. POIR.04.02.00-00-D006/20-00)
under Measure 4.2 of the Smart Growth Operational Programme 2014–2020,
co-financed by the European Regional Development Fund,
for the duration of its sustainability period

PREAMBLE

1. These Regulations set out the rules for the use of the research infrastructure of Poznan University of Technology purchased and/or created as part of the implementation of the project entitled “Digital Research Infrastructure for the Humanities and Arts DARIAH-PL” (project no. POIR.04.02.00-00-D006/20-00).
2. The use of the research infrastructure referred to in Section 1 during the sustainability period of the Project shall be in accordance with the provisions of these Regulations, the Project funding agreement, and the relevant guidelines applicable in this area.
3. The research infrastructure referred to in these Regulations includes:
 - 1) intangible and legal assets made available for use – the developed online platform MusicPUT, which consists of an access system together with integrated tools intended for:
 - a) automatic transcription of monophonic music recordings (ScoreScribe),
 - b) analysis, visualisation, and comparison of timbre (Timbra),
 - c) automatic generation of music for games (GOST),
 - d) semi-automatic annotation of musical notation (OMRAT),
 - e) conversion between symbolic music formats (MEIConvert);
 - 2) scientific and research equipment not made available for use – the hardware infrastructure purchased by Poznan University of Technology and owned by it (two high-performance workstations with external sound cards), which is essential for making the intangible and legal assets referred to in Point 1 available.

§ 1

Definitions

1. **Project** - the project entitled “Digital Research Infrastructure for the Humanities and Arts DARIAH-PL” (project no. POIR.04.02.00-00-D006/20-00), under which the research infrastructure was purchased and/or developed.
2. **Research infrastructure** – facilities, resources and related services used to conduct scientific research and/or development work. This definition includes scientific equipment or sets of instruments; knowledge-based resources such as collections, archives, and structured scientific data; ICT-based infrastructure such as networks; computing infrastructure; software and communication infrastructure, or any other assets of an exceptional nature necessary for conducting scientific research and/or development work, purchased and/or created under the implementation of the Project.
3. **Provider** – Poznan University of Technology, hereinafter also referred to as the “University”, represented

by the Rector.

4. **Organisational unit** – an organisational unit of the University as defined in the University Statute.
5. **Infrastructure Administrator** – the head of the organisational unit to which the research infrastructure is assigned, and/or another person authorised by the Rector to administer the research infrastructure.
6. **Coordinator** – a person appointed by the Rector whose responsibilities include:
 - 1) managing the cost-effectiveness of the research infrastructure;
 - 2) coordinating research projects conducted using the infrastructure;
 - 3) monitoring the use of the infrastructure;
 - 4) preparing, in consultation with the Infrastructure Supervisors, a service offer based on the use of the infrastructure;
 - 5) liaising with Users;
 - 6) reporting to the Infrastructure Administrator on the outcomes of work and consulting on the execution of long-term research projects.
7. **Infrastructure Supervisor** – a person appointed by the Rector to provide ongoing supervision over the efficient use and technical condition of the research infrastructure, holding the necessary qualifications and required authorisations to operate the research infrastructure as a whole and its individual components.
8. **User** – an entity or organisational unit to whom the Provider has granted access to use the research infrastructure.
9. **Employee** – a person employed by the Provider, regardless of the legal basis of employment.
10. **Student** – a person undertaking studies conducted by the Provider.
11. **Ph.D. student** – a participant in doctoral studies, a person studying at the Doctoral School of the Provider, or a person pursuing all or part of a doctoral procedure at the Provider.
12. **External entity** – a natural person, legal person, or organisational unit without legal personality that does not form part of the Provider's internal organisational structure. An External Entity also includes: an employee using the research infrastructure outside the scope of duties arising from their employment relationship with the University; a Ph.D. student or student using the University's research infrastructure for conducting scientific activities in the course of education or for preparing a thesis or dissertation for an institution other than the University; a postgraduate student; or a person undertaking internships or placements at the University.
13. **Provision of access** – enabling the use (either directly or via the Infrastructure Administrator or Infrastructure Supervisor) of the research infrastructure by external entities conducting scientific research, development work, or business activities using the research infrastructure, as well as by employees, Ph.D. students, or students for the purpose of conducting scientific activity or development work.
14. **Scientific activity** – includes scientific research, development work, and artistic creativity, as defined in Article 4 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571).
15. **Commercial activity** – the use of the infrastructure by users for their commercial operations, as defined in the European Commission Communication – Framework for State Aid for Research and Development and

Innovation (2014/C 198/01).

16. **Non-commercial activity** – the use of the infrastructure by users for their non-commercial activities, as defined in the European Commission Communication – Framework for State Aid for Research and Development and Innovation (2014/C 198/01).

§ 2

General Provisions

1. The individual components of the research infrastructure are assigned to the Institute of Computing Science at Poznan University of Technology.
2. It is the duty of the University and its employees to make effective use of the research infrastructure as part of their scientific activity, including by making it available to other organisational units and external entities.
3. The responsibilities of the Coordinator include, in particular:
 - 1) preparing and updating a list of research infrastructure components that may be made available, based on information provided by the Infrastructure Administrator;
 - 2) preparing contracts and/or offers for the use of the research infrastructure;
 - 3) determining the order of work to be carried out and the fees for making the research infrastructure available;
 - 4) preparing quarterly reports on the provision of access to the research infrastructure (by the 30th day of the following month);
 - 5) maintaining complete documentation of the use of the research infrastructure.
4. The responsibilities of the Infrastructure Administrator include, in particular:
 - 1) overseeing the correct use of the research infrastructure;
 - 2) preparing and updating a price list for access to the research infrastructure;
 - 3) deciding whether to grant or refuse access to the research infrastructure;
 - 4) securing the research infrastructure and its documentation in such a way as to prevent access by unauthorised persons.
5. The responsibilities of the Infrastructure Supervisor include, in particular:
 - 1) overseeing the correct operation and use of the research infrastructure;
 - 2) overseeing the maintenance of the technical functionality of the research infrastructure;
 - 3) taking action to eliminate any issues affecting the functioning of the research infrastructure;
 - 4) immediately informing the Infrastructure Administrator and Coordinator of any limitations in the functionality of the research infrastructure, their causes, and their resolution;
 - 5) organising training sessions on the use of the research infrastructure for users;
 - 6) preparing quarterly reports for the Infrastructure Administrator on the operation of the research infrastructure, with particular focus on incidents preventing the use of all or part of the infrastructure (by the 10th day of the last month of the given quarter);
 - 7) maintaining complete documentation related to the technical maintenance (servicing, inspections, incidents) of the research infrastructure.
6. The use of the research infrastructure during the durability period of the Project must comply with the terms

of the funding agreement for the implementation of the Project and relevant guidelines in this regard.

7. This Regulation applies to the following categories of entities:
 - 1) employees using the Provider's research infrastructure as part of their scientific work;
 - 2) students and Ph.D. students conducting scientific research using the Provider's research infrastructure;
 - 3) external entities that, on the basis of an application and agreement, use the Provider's research infrastructure.
8. The Regulation applies to all instances of making the Provider's research infrastructure available, whether for a fee or free of charge.
9. The use of the research infrastructure made available by the University must comply with generally applicable laws, this Regulation, and the terms of the relevant agreement, if such an agreement has been concluded.
10. The Provider has the right to inspect, including without prior notice, the manner in which the research infrastructure is used, with regard to compliance with the guidelines issued by the Provider, the Infrastructure Administrator, the Coordinator, or the Supervisor, as well as the user manual.
11. The maximum level of commercial use of the infrastructure is 18.59%.

§ 3

Rules for the Use of Research Infrastructure

1. The research infrastructure is primarily used to carry out scientific research and/or development work conducted within the organisational unit of the University to which it has been assigned.
2. The research infrastructure may also be used for other purposes, particularly in connection with the provision of research services, development work, or business activities for the University or for external entities, provided that this does not conflict with the activities referred to in Section 1, nor hinder the Provider in fulfilling its core statutory tasks in the field of research activity.
3. The research infrastructure must be used in accordance with its intended purpose and the user manual.
4. It is prohibited to use the research infrastructure:
 - 1) without appropriate training, if required;
 - 2) for purposes inconsistent with the objectives of the Project as stated in the Project funding application and the Project feasibility study.
5. The provision of access to the infrastructure may be internal or external.
6. Internal provision refers to the availability of research infrastructure to individuals within the Provider's organisational structure (i.e. employees or students/Ph.D. students).
7. External provision refers to making the research infrastructure available for use by external entities.
8. An entity or organisational unit intending to use the Provider's research infrastructure shall submit an access request to the Coordinator, subject to Section 14.
9. The request, in addition to clearly identifying the components of the infrastructure concerned, must include a justification stating the purpose for which the infrastructure is to be used, as well as a declaration indicating the type of activity (commercial or non-commercial) for which the infrastructure will be used.
10. The template for the request to access the research infrastructure is established by the Rector through an

ordinance.

11. Approval to access the research infrastructure, subject to Section 14, is granted by the Infrastructure Administrator after reviewing the request received from the Coordinator. Granting this approval is the basis for concluding the relevant agreement or preparing an offer for the provision of a service.
12. Contracts for the use of research infrastructure by external entities are signed by the Rector or a person authorised by them. Contracts should be concluded in written form.
13. The Rector has the right to refuse to sign a contract.
14. It is permitted to provide access to the infrastructure online via a management application that enables the creation of MusicPUT user accounts.
15. The use of research infrastructure components indicated by the Infrastructure Administrator must be recorded. This usage is documented based on a timesheet for infrastructure use. The timesheet template is determined by the Rector through an ordinance.

§ 4

Rights and Obligations of Users of Research Infrastructure

1. Access to research infrastructure is granted on transparent and non-discriminatory terms.
2. Users who are employees, students, or Ph.D. students of the Provider may use the research infrastructure in connection with research or commercial activity aligned with the objectives of the Project.
3. External entities may use the research infrastructure solely for tasks specified in the access request or in the agreement concluded with the University.
4. The following categories of individuals/entities shall have priority access to the research infrastructure (subject to §5 Section 4), in the order listed below:
 - 1) an employee employed within the organisational unit to which the infrastructure is assigned;
 - 2) a Ph.D. student or student of the unit referred to in Point 1, in connection with research activity as part of their duties or curriculum of studies;
 - 3) an employee of another organisational unit than the one where the Infrastructure Administrator is based;
 - 4) a Ph.D. student or student of another organisational unit than the one where the Infrastructure Administrator is based, in connection with research activity;
 - 5) an external entity under separate agreements.
5. The User is obliged to:
 - 1) properly safeguard the provided research infrastructure against damage or loss;
 - 2) ensure that all individuals permitted to work with the infrastructure have the appropriate qualifications;
 - 3) report any irregularities observed while using the infrastructure to the Provider;
 - 4) exercise due caution when using the infrastructure, including compliance with health and safety and fire safety regulations;
 - 5) follow all instructions provided by the Provider, the Infrastructure Administrator, the Coordinator, and the Infrastructure Supervisor (in that order) regarding correct usage of the infrastructure;
 - 6) return or cease use of the infrastructure after the access period ends, in no worse condition than received.

6. The Provider is obliged to release or provide the User with the research infrastructure in a complete and functional state, suitable for its intended use, including all necessary documentation (e.g., user manuals) and required additional equipment.
7. The Provider may refuse to grant access to the research infrastructure without further explanation if:
 - 1) the activities involve the use of flammable, explosive, corrosive, radioactive, toxic, infectious, or other hazardous materials;
 - 2) there is suspicion that the activity or its intended purpose is unlawful or may damage the reputation of the University.

§ 5

Fees for Use of Research Infrastructure

1. The provision of research infrastructure to external entities is subject to fees.
2. A list of available research infrastructure, the fee schedule for its use, and the price list for services carried out using the infrastructure are available online, including, at minimum, on the University's website.
3. Fees for infrastructure use, subject to Sections 4 and 5, are set based on market principles.
4. External entities that have funded at least 10% of the investment in the research infrastructure within the commercial component of the Project are granted preferential access to the infrastructure, in accordance with an agreement concluded with the Provider.
5. In justified cases, the Provider may waive fees for the use of infrastructure for research purposes. Such justification must be based on a significant public interest.
6. The rules for determining the price list are established by the Rector through a separate ordinance.
7. Collection of fees for infrastructure use must comply with the provisions of this Regulation and the University's internal regulations on financial management.
8. Access to research infrastructure by employees, students, or Ph.D. students from outside the organisational unit of the Infrastructure Administrator is subject to cost reimbursement.

§ 6

Liability Rules

1. The Provider shall under no circumstances be liable for any damage caused by the research infrastructure or in connection with its operation by a User who is an external entity.
2. A User who is an external entity shall bear full liability for any damage to the provided research infrastructure arising from its actions or omissions, in particular from use that is not in compliance with the Regulations, user manuals, or the instructions of the Provider, the Infrastructure Administrator, the Coordinator, or the Infrastructure Supervisor—regardless of whether fault can be attributed to the User.
3. A User who is an employee, student, or Ph.D. student shall bear full liability for any damage to the provided research infrastructure arising from actions or omissions constituting gross negligence, in particular from use that is not in compliance with the Regulations, user manuals, or the Provider's instructions.
4. The Provider shall not be liable for any materials, files, or other documents—regardless of their form—left behind by the User, and in particular shall not be responsible for their disclosure or publication by unauthorised persons.

§ 7

Final Provisions

1. These Regulations shall enter into force on the date of their adoption by the Senate of Poznan University of Technology.
2. The Regulations apply to all activities related to the use of the research infrastructure of the Poznan University of Technology co-financed and created as part of the project entitled "Digital Research Infrastructure for the Humanities and Arts DARIAH-PL" (agreement no. POIR.04.02.00-00-D006/20-00).
3. In matters not regulated herein, the provisions of the General Access Regulations for DARIAH-PL Laboratories and applicable legal regulations shall apply.