

REGULATIONS
for the use of the research infrastructure of Poznan University Of Technology
co-financed and created under the project entitled
“NSMET – National Network of Coordinate Metrology”
(POIR.04.02.00-00-D012/20-00)
Priority IV: ENHANCING SCIENTIFIC AND RESEARCH POTENTIAL
Measure 4.2: DEVELOPMENT OF MODERN RESEARCH INFRASTRUCTURE FOR THE SCIENCE
SECTOR for the duration of its sustainability period

PREAMBLE

1. These Regulations set out the principles for the use of the research infrastructure of Poznan University of Technology, purchased and/or developed under the project entitled NSMET – National Network of Coordinate Metrology (POIR.04.02.00-00-D012/20-00).
2. The use of the research infrastructure referred to in Section 1 during the sustainability period of the Project must take into account the provisions of these Regulations, the Project co-financing agreement, and the relevant guidelines applicable in this area.
3. The research infrastructure referred to in these Regulations includes scientific and research equipment – hardware infrastructure purchased or developed by Poznan University of Technology and owned by the University.

§ 1

Definitions

1. **Project** – the project entitled NSMET – National Network of Coordinate Metrology (POIR.04.02.00-00-D012/20-00), under which the research infrastructure was purchased and/or developed.
2. **Research infrastructure** – facilities, resources, and related services used for conducting scientific research and/or development work. This definition includes scientific equipment or a set of instruments; knowledge-based resources such as collections, archives, and organised scientific data; ICT-based infrastructure such as networks; computing infrastructure; software and communication infrastructure; or any other unique resources necessary for conducting scientific research and/or development work purchased and/or developed under 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 manage the research infrastructure.
6. **Coordinator** – a person appointed by the Rector whose responsibilities include:
 - 1) managing the economic efficiency 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, the service offer provided using the infrastructure;
 - 5) liaising with Users;
 - 6) reporting outcomes to the Infrastructure Administrator and consulting on the implementation of long-term research work.
7. **Infrastructure Supervisor** – a person appointed by the Coordinator to provide ongoing supervision of the use and technical condition of specific elements of the research infrastructure, possessing the necessary qualifications and required authorisations to operate the indicated elements of the infrastructure.
8. **User** – an entity or organisational unit to which the Provider has made the research infrastructure available

for use or on whose behalf research work is being carried out.

9. **Employee** – a person employed by the Provider, regardless of the legal basis of employment.
10. **Student** – a person enrolled in 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 conducting all or part of their doctoral dissertation at the Provider.
12. **External entity** – a natural or legal person or organisational unit without legal personality that is not part of the internal organisational structure of the Provider. An External entity also includes: an employee using the research infrastructure outside their employment duties at the University; a Ph.D. student or student using the University's research infrastructure to conduct scientific work as part of their education or in connection with 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 use (directly or through the Coordinator or Infrastructure Supervisor) of the research infrastructure by external entities for conducting scientific research, development work, or business activity using the research infrastructure, as well as use by employees, Ph.D. students, or students for conducting scientific activity or development work.
14. **Scientific activity** – includes scientific research, development work, and artistic creation, in accordance with the definition set out 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** – use of the infrastructure by users for their commercial activity as defined in the European Commission's Communication: Framework for State Aid for Research and Development and Innovation (2014/C 198/01).
16. **Non-commercial activity** – use of the infrastructure by users for their non-commercial activity as defined in the European Commission's Communication: Framework for State Aid for Research and Development and Innovation (2014/C 198/01).

§ 2

General Provisions

1. Individual elements of the research infrastructure are assigned to the Institute of Mechanical Technology.
2. The University and its employees are obliged to make effective use of the research infrastructure as part of their scientific activity, including making it available to other organisational units and external entities.
3. The responsibilities of the Infrastructure Administrator shall in particular include:
 - 1) preparing and updating the pricing list for access to the research infrastructure;
 - 2) supervising the activities of the Coordinator;
 - 3) overseeing the correct use of the research infrastructure and cooperating with the Coordinator in the event of functional limitations, identifying causes and eliminating them;
 - 4) coordinating the Institute of Mechanical Technology's work related to financial settlements concerning the provision of access to the infrastructure.
4. The responsibilities of the Coordinator shall in particular include:
 - 1) preparing and updating a list of infrastructure components available for use, based on information provided by the Infrastructure Supervisors;
 - 2) overseeing the proper use of the research infrastructure and cooperating with the Infrastructure Supervisor regarding any functional limitations, identifying causes and resolving them;
 - 3) evaluating requests for access to the research infrastructure, and preparing contracts and/or offers for the use of the research infrastructure;
 - 4) determining the order of work and fees for access to the research infrastructure;
 - 5) preparing quarterly reports on the provision of access to the research infrastructure (by the 30th day of the following month) and presenting them to the Infrastructure Administrator;

- 6) maintaining complete documentation regarding the use of the research infrastructure.
5. The responsibilities of the Infrastructure Supervisor shall in particular include:
 - 1) supervising the correct operation and handling of the research infrastructure under their supervision;
 - 2) overseeing the maintenance of the technical efficiency of the research infrastructure under their supervision;
 - 3) taking actions aimed at resolving any issues related to the operation of the infrastructure under their supervision;
 - 4) immediately informing the Coordinator of any functional limitations of the infrastructure under their care, the causes thereof, and their resolution;
 - 5) supervising and/or conducting research work carried out for internal purposes and/or for external entities;
 - 6) organising training for users in the use of the research infrastructure under their care;
 - 7) preparing quarterly reports for the Coordinator concerning the functioning of the infrastructure under their care, with particular attention to incidents preventing the full or partial use of the research infrastructure (by the 15th day of the following month);
 - 8) maintaining complete documentation concerning the technical maintenance (servicing, inspections, recorded incidents) of the research infrastructure under their care.
6. Use of the research infrastructure during the sustainability period of the Project must be carried out in accordance with the provisions of the Project co-financing agreement and the relevant guidelines in this regard.
7. These Regulations apply to the following categories of entities:
 - 1) employees using the research infrastructure of the Provider as part of their scientific work;
 - 2) students and Ph.D. students conducting research using the Provider's research infrastructure;
 - 3) external entities which, based on a request and an agreement or commission, use the Provider's research infrastructure.
8. These Regulations apply to all situations involving the provision (either paid or unpaid) of the Provider's research infrastructure.
9. Use of the research infrastructure made available by the University shall comply with generally applicable legal regulations, these Regulations, and the provisions of any concluded agreement, if applicable.
10. The Provider has the right to inspect, including unannounced inspections, the manner in which the research infrastructure is used, to ensure that its usage complies with the guidelines of the Provider, the Coordinator, or the Infrastructure Supervisor, and with the user manual.
11. The maximum level of commercial use of the infrastructure is 37.38%.

§ 3

Rules for the Use of Research Infrastructure

1. The research infrastructure is primarily used for the implementation of scientific activities 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, in particular in connection with the provision of research services, development work, or commercial activity for the University or for external entities, provided that this does not interfere with the activity referred to in Point 1, and does not hinder the Provider in the performance of its core statutory research tasks.
3. The research infrastructure must be used in accordance with its intended purpose and with the user manual.
4. The following uses of the research infrastructure are prohibited:
 - 1) use without appropriate training, where such training is required;
 - 2) use for purposes inconsistent with the objectives of the Project, as set out in the Project's funding application and feasibility study.
5. Provision of access to the infrastructure may be internal or external. Provision includes both granting the User or external entity access to the infrastructure, as well as carrying out work on their behalf by Infrastructure Supervisors and/or authorised persons.

6. Internal provision takes place when the research infrastructure is made available to individuals within the organisational structure of the Provider (provision to employees, Ph.D. students, or students).
7. External provision occurs when the research infrastructure is made available to external entities.
8. An entity or organisational unit intending to use the Provider's research infrastructure shall submit a request for access to the Coordinator. In the case of external commissions, the request may be preceded by a request for proposal.
9. The request must include a justification indicating the purpose for which the research infrastructure is to be used, as well as a declaration regarding the type of activity (commercial or non-commercial) for which the infrastructure is to be used.
10. The template of the request for access to the research infrastructure is determined by the Rector by way of ordinance.
11. The request for proposal must include a description of the tasks to be carried out.
12. Requests for access to the research infrastructure and requests for proposal are reviewed by the Coordinator following consultation with the relevant Infrastructure Supervisor. The Coordinator is responsible for providing feedback or an offer to the entity submitting the request for proposal. For long-term commissions or projects, the Coordinator shall seek the opinion of the Infrastructure Administrator.
13. Consent for access to the research infrastructure or execution of commissioned work/services is granted by the Coordinator, in accordance with separate regulations in force at the University. Granting consent constitutes the basis for concluding a relevant agreement or preparing a service offer.
14. Provision of the infrastructure to external entities is based on a signed agreement. The agreement shall specify, in particular, the rights and obligations of the parties, the location where the infrastructure is to be used, the deposit amount (if required), and the rules for liability regarding the entrusted research infrastructure.
15. Where provision of infrastructure involves the execution of research work by Infrastructure Supervisors and/or authorised persons, the agreement may be waived and the work carried out based on written acceptance of the offer responding to the request for proposal.
16. Agreements concerning the use of research infrastructure by external entities are signed by the Rector or a person authorised by them. Agreements must be concluded in writing.
17. The Rector has the right to refuse to sign an agreement.
18. If the research infrastructure is to be used outside the location to which it is organisationally assigned, it shall be transferred to the User on the basis of a handover protocol signed by both parties.
19. The provision of components of the research infrastructure, as indicated by the Infrastructure Supervisor, is subject to record-keeping. The record is maintained based on the infrastructure timesheet. The template of the record shall be determined by ordinance of the Rector.

§ 4

Rights and Obligations of Users of Research Infrastructure

1. Access to the 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 scientific or commercial activity consistent with the objectives of the Project.
3. External entities may use the research infrastructure exclusively for the execution of tasks specified in the request for access or in the agreement concluded with the University.
4. Priority access to the research infrastructure is granted to the following categories of persons/entities (in the order listed below):
 - 1) an employee of the Institute of Mechanical Technology to which the infrastructure is assigned;
 - 2) a Ph.D. student or student of the unit referred to in Point 1, in connection with scientific activity within

- the scope of their duties or curriculum of studies;
 - 3) an employee from another organisational unit of the University other than the Institute of Mechanical Technology;
 - 4) a Ph.D. student or student from another unit than the Institute of Mechanical Technology in connection with scientific activity within the scope of their duties or curriculum of studies;
 - 5) an external entity on the basis of separate agreements or commissions.
5. The User is obliged to:
- 1) ensure appropriate safeguarding of the research infrastructure provided for use against damage or loss;
 - 2) guarantee that all persons authorised to work with the provided infrastructure hold the required qualifications;
 - 3) inform the Provider of any irregularities observed while using the infrastructure;
 - 4) exercise due caution during use, including compliance with occupational health and safety and fire protection regulations;
 - 5) adhere to all instructions issued by the Provider, the Infrastructure Administrator, the Coordinator, and the Infrastructure Supervisor (in the listed order) regarding the correct use of the infrastructure;
 - 6) return or cease using the infrastructure upon the expiry of the agreed usage period, in an unimpaired condition;
 - 7) cover the costs of operation, transport, insurance, and any repairs resulting from use or misuse of the infrastructure.
6. The Provider is obliged to make the research infrastructure available to the User in a complete and operational state, allowing its use in line with its intended purpose, including all necessary documentation (user manuals) and required auxiliary equipment.
7. The Provider may refuse access to the research infrastructure without further justification, in particular if:
- 1) the activity involves the use of flammable, explosive, corrosive, radioactive, toxic, infectious, or other hazardous materials;
 - 2) there is a suspicion that the purpose or nature of the activities is unlawful or could damage the University's reputation.

§ 5

Fees for Use of Research Infrastructure

- 1. Provision of research infrastructure to external entities is subject to fees.
- 2. Fees for the use of infrastructure, subject to Section 3, are determined on market-based principles.
- 3. In justified cases, the Provider may waive the fees for the use of infrastructure for scientific (non-commercial) purposes.
- 4. The rules for determining the fee schedule are set by the Rector by separate ordinance.
- 5. Collection of fees for the use of infrastructure shall comply with the provisions of these Regulations and the University's applicable financial management regulations.
- 6. Access to research infrastructure by employees, students, or Ph.D. students from outside the organisational unit of the Infrastructure Administrator is based on cost recovery principles.

§ 6

Liability Rules

- 1. Under no circumstances shall the Provider be liable for any damage caused by the research infrastructure or arising from its use by a User who is an external entity.
- 2. A User who is an external entity bears full responsibility for any damage to the research infrastructure re-

sulting from their actions or omissions, in particular from its use in a manner inconsistent with the Regulations, user manuals, or the instructions of the Provider, Coordinator, or Infrastructure Supervisor, regardless of whether fault can be attributed to the User.

3. A User who is an employee, student, or Ph.D. student bears full responsibility for any damage to the research infrastructure resulting from actions or omissions constituting gross negligence, in particular from use in a manner inconsistent with the Regulations, user manuals, or the instructions of the Provider.
4. The Provider shall not be liable for any materials, files, or other documents left by the User, regardless of their form, and in particular shall not be liable for their disclosure or publication by unauthorised persons.
- 5.

§ 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 research infrastructure of Poznan University of Technology co-financed and developed under the project entitled: NSMET – National Network for Coordinate Metrology (POIR.04.02.00-00-D012/20-00).
3. Matters not regulated by these Regulations shall be governed by applicable law.