

ORDER

dd. 24.07.2013 No. 2699/1

On a New Version of the Order of Rector dd. 17.06.2011 No.2167/1

I HEREBY ORDER:

1. To summarise Rector's Order No. 2167/1 dd. 17.06.2011 'On the Execution of the Standard Regulations for the SPbU Resource Centre, the Standard Regulations for the Research and Development Council of the Resource Centre and on the Approval of the Job Description of a Resource Centre Director' as follows:

'On the Operation of the Core Facilities (SPbU Resource Centres)'.

2. To amend Rector's Order No. 2167/1 dd. 17.06.2011 as follows:

'In order to establish Core Facilities (SPbU Resource Centres) for priority areas that are specified in the SPbU 2020 Development Programme approved by the decree of the Government of the Russian Federation dd. 07.10.2010 No. 1696-p,

I HEREBY ORDER:

1. Starting with the date of the execution of this Order, to approve and enforce the following documents:

1.1. The Standard Regulations for the Research and Development Council of the Core Facilities

(Resource Centres of the Federal State Budgetary educational Institution of Higher Professional Education "Saint- Petersburg State University" (Annex No. 1).

1.2. The Standard Job Description of a Director of Core Facilities (SPbU Resource Centres) (Annex No. 2)

1.3. The Procedure for Research Work at Core Facilities (SPbU Resource Centres) (Annex No. 3)

2. That control over the execution of this Order shall be exercised by Senior Vice-Rector for Academic Affairs and Research I.A. Gorlinsky.

Annexes: 7 pages.'

3. To consider Order No. 2530/1 dd. 11.07.2013 'On a New Version of the Standard Regulations for the Research and Development Council of the SPbU Resource Centre' to be no longer in force.
4. To consider Order No. 1433/1 dd. 19.04.2013 'On the Procedure for Research Work at SPbU Resource Centres' to be no longer in force.

5. That control over the execution of this Order shall be exercised by Senior Vice-Rector for Academic Affairs and Research I.A. Gorlinsky.

Rector

N.M. Kropachev

The Standard Regulations

for the Research and Development Council of the Core Facilities (Resource Centres of the Federal State Budgetary educational Institution of Higher Professional Education 'Saint-Petersburg State University')

1. General Provisions

1.1. The Research and Development Council (hereinafter referred to as 'R&D Council') of the Core Facilities (Resource Centres (hereinafter referred to as 'RC') of the Federal State Budgetary educational Institution of Higher Professional Education 'Saint-Petersburg State University' (hereinafter referred to as 'SPbU')) ' _____ ' shall be created for expert and advisory support for the course of the operation of specialised research equipment.

2. R&D Council Functions

2.1. At the request of the Vice-Rector for Research or other designated officials, R&D Council members prepare expert opinions on issues in the following areas:

2.1.1. Analysis of the current state of technology in a relevant field of scientific research

2.1.2. Analysis of the effectiveness of a relevant RC team and the development of recommendations and proposals for improving the quality of its work.

2.3.1. Other aspects of organising the operation of specialised research equipment.

3. R&D Council Formation and Operation

3.1. R&D Council members and its chair shall be approved by an appropriate order of the Vice-Rector for Research. The R&D Council may include both academic staff members of SPbU and experts from other educational and research organisations. RC Directors shall not be R&D Council members.

3.2. The R&D Council shall hold meetings as often as necessary.

3.3. RC Directors shall provide organisational support for the R&D Council.

APPROVED

**Head of the Department
for Labour Relations
and Document
Workflow**

V.P. Zhuravlev

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**Job Description
of a Resource Centre (Core Facility) Director
SPbU Rector's Office**

1. General Provisions

- 1.1. This document outlines the rights and obligations of a Director of a Core Facility (Resource Centre) of the Federal State Budgetary Educational Institution of Higher Professional Education 'St. Petersburg State University' (hereinafter referred to as 'SPbU') (hereinafter referred to as 'RC') in the following priority area of research of the SPbU Strategic Plan 2010–2020 ‘
- 1.2 .An RC Director shall be appointed and relieved of their duties by an appropriate order of the SPbU Rector or another authorised representative appointed by the Rector.
- 1.3 .An RC Director shall report to the Deputy Vice-Rector.
- 1.4 .Employees of an RC shall report to its Director.
- 1.5 .In order to be appointed an RC Director, one must have higher education and experience in operating and organising the operation of equipment; these qualifications must be confirmed with appropriate diplomas, certificates and other documents.
- 1.6 An RC Director must be familiar with:

- laws and regulations of the Russian Federation on education and research;
- equipment operating procedures;
- modern techniques in equipment operation;
- basic techniques used for searching, collecting, storing, processing, providing, and distributing information necessary for carrying out research activities, including the use of citation databases;
- basic interpersonal communication;
- safety regulations;
- basic principles of equipment operation;
- requirements for the authorisation for equipment operation;
- SPbU structure;
- local regulatory acts of the education institution;
- conditions and requirements for the operation of personal computers and other electronic and digital devices;
- fire safety, health and safety rules and regulations.

2. RC Director's Duties

- 2.1. Management of the activity of RC employees and users, bearing personal responsibility for the effective use of RC equipment.
- 2.2. Ensuring RC equipment operability, supervising equipment maintenance, and controlling the flow of relevant expendable supplies.
- 2.3. Issuing orders to subordinates and equipment users within the limits of the Director's authority
- 2.4. Preparing proposals for employee encouragement, including financial rewards, and for disciplinary sanctions, in accordance with the current labour legislation.
- 2.5. Planning RC equipment workload for the following year and presenting the relevant indicators to the Vice-Rector for Research and the Vice-Rector for Facilities and Equipment.
- 2.6. Submitting proposals for updating RC equipment.
- 2.7. Enforcing relevant RC equipment operation rules and regulations.
- 2.8. Enforcing workplace discipline regulations as well as health and safety and fire safety rules; All RC Directors shall be briefed by the SPbU Occupational Health and Safety Department at least once a year.
- 2.9. Providing the Head of the Public Relations Department with information about the capabilities of RC equipment, so that this information can subsequently be posted on the official SPbU website.
- 2.10. Preparing proposals for RC employees' continuing professional development.
- 2.11. Immediately providing stakeholders with all the facts that may emerge in the course of work about any activities that may hinder the normal operation of SPbU and are associated with a risk of damaging the rights and legitimate interests of SPbU.
- 2.12. Fulfils other requirements of the SPbU Charter, the Internal Regulations, local acts, and the relevant employment contract.

3. Rights

An RC Director has the right to:

- 3.1. Obtain all work-related documentation in due order.
- 3.2. Participate in any discussion related to their duties and work-related activities.
- 3.3. Make suggestions on improving the University's performance in educational and research activities.
- 3.4. Sign and sign off applicable documents.
- 3.5. Make requests to superior management in order to receive assistance in the performance of their rights and duties.

4. Liability

An RC Director shall be held liable for the following:

- 4.1. Violations of the SPbU Charter, Internal Regulations, and other local acts, as well as for improper performance or non-performance of their official duties specified herein – all in accordance with the current labour legislation of the Russian Federation.
- 4.2. Offenses committed in the course of work – in accordance with the current labour legislation of the Russian Federation.
- 4.3. Disclosure of secrets protected by the law, which a Director may become familiar with in the course of work, including the disclosure of personal data of SPbU employees – in accordance with the current labour legislation of the Russian Federation.
- 4.4. Financial or physical damage – in accordance with the current labour legislation of the Russian Federation.

This present document has been developed by

Vice-Rector for Research

S.P. Tunik

(signature)

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Vice-Rector for Facilities and Equipment

G.S. Vasilyev

(signature)

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APPROVED

Head of the Personnel Department

S.V. Morozova

(signature)

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Department for Legal Affairs

Yu.V. Penov

(signature)

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I certify that I have read the above information:

(signature)

(date)

Full name

THE PROCEDURE FOR RESEARCH WORK AT CORE FACILITIES (SPbU RESOURCE CENTRES)

1. General Provisions

- 1.1. This Procedure has been developed in accordance with the current SPbU Charter and other SPbU local acts, bearing in mind that equal access to expensive research equipment and relevant software is to be ensured for the widest possible range of users from among SPbU employees and students, as well as other stakeholders, in order for them to use the said equipment and software in scientific and research activity and in educational process, as well as to promote the commercialisation of research outcomes.
- 1.2. Non-financial indicators for assessing the effectiveness of research conducted at the Core Facilities (hereinafter referred to as 'SPbU Resource Centres') associated with the target indicators of the SPbU Strategic Plan shall be determined by the Senior Vice-Rector for Academic Affairs and Research, following an appropriate proposal of the Vice-Rector for Research.

2. Basic Regulations for the Operation of SPbU Resource Centres

- 2.1. The operation of SPbU Resource Centres aims to achieve the following objectives:
 - 2.1.1. the implementation of research and development (R&D) projects (including initiatives proposed by employees and students) duly registered in the SPbU Information and Analytical System for Scientific and Research Activity (hereinafter referred to as 'IAS NID'), including the development of research techniques and technologies to be used at SPbU Resource Centres.
 - 2.1.2. ensuring the implementation of educational programmes registered as per the procedure established in SPbU.
- 2.2. In order to work at an SPbU Resource Centre, the project supervisor shall submit a request, which then has to be approved by the Director of the corresponding Resource Centre in due form, as specified in the relevant for research work regulations.
- 2.3. Upon fulfilling the request, an authorised SPbU employee shall draw up a Fulfilment Report for the relevant request to carry out research work at an SPbU Resource Centre (hereinafter referred to as 'Request Fulfilment Report'),

and the project supervisor shall provide feedback on request fulfilment, which is published in the corresponding section on the SPbU website.

2.1.3. The Request Fulfilment Report shall be signed by the Director of the corresponding Resource Centre or by an authorised SPbU employee and by the project supervisor.

2.4. The procedures for filing and prioritising requests, and the rules for request rejection and processing are specified by the Regulations for research work at SPbU approved by the Vice-Rector for Research for each Resource Centre and published on the SPbU website.

2.5. Record keeping and control of request fulfilment shall be organised via centralised information systems of St. Petersburg State University, including the IAS NID system and the corresponding section of the SPbU website (SPbU Resource Centres: rc.spbu.ru).

3. Process participants

3.1. . SPbU Resource Centre Director, SPbU Resource Centre Specialist, Project supervisor, User.

3.2. The Project supervisor is:

- under Clause 2.1.1: the head of research and development projects registered in IAS NID;
- under Clause 2.1.2: SPbU academic staff member performing the official task on the implementation of educational programmes, namely the performance of laboratory works or assisting the preparation of diploma projects approved by the student's supervisor.

3.3. The User is:

- under Clause 2.1.1: participant of research and development projects registered in IAS NID;
- under Clause 2.1.2: an SPbU student.

4. Obligations of participants

4.1. In order to enforce this present Procedure and the relevant regulations, a Resource Centre Director:

4.1.1. Organises the fulfilment of requests for carrying out work in resource centres and makes the appropriate decisions regarding requests published in the relevant section of the SPbU website: acceptance and rejection of said requests, decisions on outcome scope, form and deadlines, decisions on metrological support and on independent work at a resource centre, if necessary. Request and independent work rejections must be motivated and published;

2.1.4. Assigns a specialist from among their subordinates for request fulfilment;

- 4.3.1. Ensures the publication of quarterly reports on research outcomes produced with the help of the research equipment to the SPbU website in due form specified by the joint decision of the SPbU Vice-Rector for Research and the Vice-Rector for Facilities and Equipment.
- 4.1.4. Ensures the publication of quarterly reports on the operation of research equipment to the SPbU website in due form specified by the joint decision of the SPbU Vice-Rector for Research and the Vice-Rector for Facilities and Equipment.
- 4.2. A Resource Centre specialist:
 - 4.2.1. Following relevant assignments of the Resource Centre Director, they respond to requests or brief users, ensure that the user's qualification corresponds to equipment manufacturer's requirements, and provide technical support during equipment operation.
- 4.3. Project supervisors and Users must:
 - 4.1.3. Ensure that any publications and diploma projects contain the information on the use of SPbU equipment in the performance of the relevant work;
 - 2.3.4. Submit imprint data or the information on the defence of the relevant diploma project to IAS NID within 10 days after the receipt of such information.
 - 4.3.3. Comply with the SPbU Charter, Internal Regulations, other local acts, and the Regulations for research work at SPbU;
 - 4.3.4. Follow the instructions of Resource Centre Directors and specialists in the course of research work;
 - 4.3.5. Be held responsible for the damage resulting from their violations of the relevant legislation, SPbU Charter, Internal Regulations, local acts, guidelines, and the Regulations for research work at SPbU;
 - 4.3.6. To fulfil other duties specified in this Procedure and in the Regulations for research work at SPbU.

5. Quality management

- 5.1. Research shall be carried out either in accordance with the applicable standard methodology, or in accordance with the author's own methodology specified in the relevant request and approved by the Resource Centre Director. In the latter case, the author of the methodology bears responsibility for the quality of the result.
- 5.2. The results must comply with the requirements set out in the Application approval in terms of their scope, form and deadlines.
- 5.3. All intellectual property products developed in the course of research work shall belong to SPbU. Any exceptions shall be established by contracts with external users (users other than SPbU employees or students).