



The Policy for Open Access to Research Infrastructures at the Faculty of Electrical Engineering, University of Banja Luka¹

INTRODUCTION

Faculty of Electrical Engineering (FEE) at the University of Banja Luka has considerable computing resources as well as expertise in building, maintaining, and running such research infrastructure (RI). By introducing an open access (OA) policy the Faculty aims to intensify inter-disciplinary research and international collaboration. These goals are expected to result in improved scientific output, as measured in the number and quality of publications and patent applications, which is one of the goals of the 2017-2025 Development Strategy of the University of Banja Luka².

More specifically, by offering computing resources to a wider user base the Faculty aims to attract researchers from both national and international institutions and to boost collaboration of researchers from FEE with researchers from other scientific fields, ranging from those that are heavily computationally demanding, such as physics and chemistry, to the fields traditionally not involved with computing, such as life sciences, agriculture, social sciences and humanities. In this way FEE expects to prepare for joining the Network of Open Research Infrastructures in the Western Balkans and, ultimately, European Open Science Cloud which will increase the international visibility of FEE. This will allow building a strong basis for participation in national, regional and EU-level projects, which is one of the goals of the Internationalisation Strategy of the University of Banja Luka³.

The last but not the least, introducing the OA policy is a step towards open science as recommended by EU policies⁴, Law on Scientific Research and Technological Development of the Republic of Srpska⁵, as well as Strategy for Development of Science in Bosnia and Herzegovina 2017-2022⁶. FEE and University of Banja Luka endorse open science initiatives, with University of Banja Luka signing the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities and participating in projects aimed at introducing and promoting open science.

¹ This Policy was prepared through the Technical Assistance provided by the Regional Cooperation Council in June-October 2020 under the Open Access Research Infrastructure in the Western Balkans Support Programme.

² https://unibl.org/uploads/files/strane/zakoni_i_interni_propisi/2017/Strategija/Strategija_UNIBL_2017-2025.pdf (in Serbian)

³ <https://unibl.org/uploads/files/strane/saradnja/2018/Internationalization%20Strategy%20of%20the%20University%20of%20Banja%20Luka.pdf>

⁴ European Commission's Directorate-General for Research & Innovation (RTD) (2016). Open innovation, Open Science, open to the world - a vision for Europe. <https://ec.europa.eu/digital-single-market/en/news/open-innovation-open-science-open-world-vision-europe>.

⁵ http://unibl.org/uploads/files/strane/zakoni_i_interni_propisi/2017/Zakoni/Zakon_o_naucnoistrzivackoj_djelatnosti_i_tehnoloskom_razvoju.pdf (in Serbian)

⁶ http://www.vijeceministara.gov.ba/akti/prijedlozi_zakona/?id=29798 (in Serbian)

CHAPTER I GENERAL PROVISIONS AND DEFINITIONS

1. The Faculty of Electrical Engineering (hereafter – FEE or the Faculty) was founded in 1962 and has been a member of the University of Banja Luka (hereafter – UNIBL) since its foundation in 1975. Since 2003 FEE offers study programmes at the Bachelor (in Computer Science and Informatics, Electronics and Telecommunications, and Power Engineering and Automatic Control) and Master levels (in Computer Science and Informatics, Electronics and Telecommunications, and Power Engineering and Industrial Systems) as well as one study programme at the PhD level (in Information and Communication Technologies). The main research areas at FEE are: Computer Science, Information Technologies, Electronics, Telecommunications, Signal Processing, Power Engineering, and Automatic control. FEE staff has participated in numerous national and international projects, most notably projects funded through programmes such as FP6, FP7, Horizon 2020, NATO Science for Peace and Security, TEMPUS, and Erasmus+.
2. The objective of this Policy is to define the nature of **Research Infrastructure**, its position in the FEE, services provided by this **Research Infrastructure**, provisions for access and time allocation, formation of pricing, confidentiality obligations and dispute settlement procedure.
3. This Policy is applied to the **Research Infrastructure** for research and development at FEE and guides the relations between FEE and the **Users** of its **Open Access Services**.
4. This Policy forms an integral part of any **Open Access Services** agreement concluded between FEE and the **Users** of **Open Access Services**.
5. The following definitions are used in the Policy:
 - **Open Access principles** – the conditions under which FEE creates access to its Research Infrastructure for use by different groups of **Users** inside and outside the Faculty;
 - **Research Infrastructure (RI)** (infrastructure for carrying out research) – ETF BL Computer Cluster 01 (ETFBL-CC01), which is a computer cluster with 48 processor cores and 4 TB of storage space. Cluster is implemented as IaaS (Infrastructure as a Service) environment designated for simulations and scientific computations;
 - **Resources** – research infrastructure, scientists and other researchers working with the infrastructure, staff providing services to the infrastructure, conducting the operation of the infrastructure during working, maintenance and development time of the **Research Infrastructure**;
 - **Open Access Services** – services approved by the Dean of FEE;
 - **Applicant** – a natural or legal person, or a group of persons, applying for and ordering **Open Access Services**, i.e. requesting access to the **Research Infrastructure**;
 - **User** – an **Applicant** who has been granted access to the **Research Infrastructure**;
 - **Agreement** – an agreement on the provision of **Open Access Services** between the **User** and the Faculty in accordance with the procedure established in the terms and conditions of the **Agreement**;
 - **Research Infrastructure Operating time** – the total operating time of the Research Infrastructure;

- **Technical time** – the period of time within which the Research Infrastructure is being technically maintained and the users cannot use the Research Infrastructure to carry out scientific research and development works;
- **Open Access time** – the period of time within which the Research Infrastructure is made accessible to **Users** to carry out scientific research and development works either for free or for a fee.

CHAPTER II RESEARCH INFRASTRUCTURE MANAGEMENT

6. Head of the Computing Centre of FEE ensures management and supervision of specified **Research Infrastructure**.
7. Vice-Dean for Research and Head of the Computing Centre of FEE approve requests from **Internal** and **Adjunct Applicants**.
8. Dean of FEE is responsible for granting access to the **Research Infrastructure** to **External Applicants**.
9. Dean, Vice-Dean for Research and Head of the Computing Centre decide on terms and conditions of granting the access to the **Research Infrastructure**.
10. Project coordinator/contact person at FEE gives consent to the use of the **Research Infrastructure** for **Adjunct Applicants** affiliated with organisations working on joint projects.
11. Staff of the Computing Centre provides support and maintenance of equipment and software, as well as training of **Users**.

CHAPTER III USERS OF RESEARCH INFRASTRUCTURE

12. Services of **Research Infrastructure** are provided to **Internal, Adjunct, and External Users**.
13. **Internal Users** are FEE staff and students involved in research projects.
14. **Adjunct Users** are users affiliated with institutions, companies or organisations that are members of consortia in joint projects with FEE.
15. **External Users** are all other **Users** not covered by the definitions of **Internal** and **Adjunct Users**.
16. Internal **Applicant**, who wants to use or be entitled to use **Research Infrastructure**, reserves it by sending a request via email to the Computing Centre of FEE. In case of a student requesting access, a member of FEE staff (mentor) should acknowledge student's participation in research. Head of the Computing Centre and Vice-Dean for Research assess the request and either approve or reject the request.
17. Adjunct **Applicant** affiliated with FEE project partners, who wants to use or be entitled to use **Research Infrastructure**, can apply to the project contact person at FEE. Project contact person sends a request to the Computing Centre of FEE with details about the project and the **Applicant**. Head of the Computing Centre and Vice-Dean for Research assess the request and either approve or reject the request.
18. External **Applicant**, who wants to use or be entitled to use **Research Infrastructure**, can apply to the Dean of FEE by email or by submitting a printed request. After receipt of the

external **Applicant's** request, Dean of FEE together with Head of the Computing Centre and Vice-Dean for Research assess the application and either reject it or decide on the terms and conditions of granting access to **Research Infrastructure**. In the case of request approval an **Agreement** for access to the **Research Infrastructure** is prepared.

19. The **Agreement** is concluded in writing. Negotiations on the **Agreement** may take place by email, but it enters into force when both parties exchange the originals.

CHAPTER IV ACCESS TO RESEARCH INFRASTRUCTURE

20. **Users** can be granted local or remote access to the **Research Infrastructure**.
21. **Research Infrastructure** is accessible to the **Users** in compliance with procedures defined by the **Time of Access** to the **Research Infrastructure**.
22. The **Research Infrastructure Operating Time** is divided into **Open Access Time** and **Technical Time**.
23. Head of the Computing Centre approves the **Research Infrastructure Operating Time** schedule, including the allocation of time units to its types.
24. During **Open Access Time** the **Research Infrastructure** is available to **Users** to perform scientific research and development works.
25. Up to 10% of **Research Infrastructure Open Access Time** can be allocated to **External Users**, provided that the research process of **Internal Users** is not affected.

CHAPTER V FORMING OF PRICING FOR RESEARCH INFRASTRUCTURE SERVICES

26. The operating costs of the **Research Infrastructure** contain but are not limited to: utility expenses, expenses for materials and consumables for research and running the **Research Infrastructure**, service staff salaries, and depreciation.
27. **Internal Users** affiliated with FEE are entitled to use the **Research Infrastructure** without charge.
28. How the operating costs of the **Research Infrastructure** for **Adjunct Users** will be covered should be defined in project consortium agreements or operational level agreements between the project partners.
29. The operating costs of the **Research Infrastructure** that **External Users** need to cover should be defined in the **Agreement** for access to the **Research Infrastructure**.

CHAPTER VI OBLIGATIONS RELATED TO CONFIDENTIALITY AND PROTECTION OF INTELLECTUAL PROPERTY

30. Head of the Computing Centre must make best effort to ensure the confidentiality of the results of every scientific research and/or experiment performed using the **Research Infrastructure Resources** and/or services. Exceptions can be specified under the written agreement between the **Research Infrastructure** and **User**.

31. Ownership and management of intellectual property created at UNIBL and confidentiality obligations are regulated by Rulebook on the Procedure of Intellectual Property Copyright of the University of Banja Luka⁷.
32. In the case of research performed by **Users** affiliated with project partners of FEE, management of intellectual property is regulated by corresponding project consortium agreements.
33. In the case of research performed by external **Users**, management of intellectual property produced by the external **User** within the **Open Access Time** shall be defined in the **Agreement** for access to the **Research Infrastructure**.

CHAPTER VII DISPUTE SETTLEMENT

34. If the Research Infrastructure or one of its elements is damaged or destroyed, the **Faculty** has the right to request remuneration for this damage.
35. In case of disputes regarding the use of the **Research Infrastructure Resources** or service provision, violations of protection of intellectual property or other basis directly related to the **Research Infrastructure**, interested persons can submit a written claim or complaint to the Dean of the **Faculty**.
36. After receipt of a written claim or complaint the Dean of the **Faculty** transfers it for the consideration of the Computing Centre of FEE. Computing Centre prepares an answer and sends it to the applicant in 15 calendar days.
37. In case a dispute is not settled, interested persons can protect their rights under procedure established by the national legal acts of the Republic of Srpska and Bosnia and Herzegovina.

CHAPTER IX FINAL PROVISIONS

38. This Policy is amended or repealed under the order of the Academic Council of the **Faculty**.

⁷https://unibl.org/uploads/files/strane/zakoni_i_interni_propisi/2017/Pravilnici/7.Pravilnik_o_p_ostupku_zastite_prava_intelektualne_svojine.pdf (in Serbian)