

[The current reference document can be consulted in this link: modificació Reglament dels Serveis Tècnics de Recerca UdG](#)

REGULATIONS OF THE SERVEIS TÈCNICS DE RECERCA

Concept, nature and objectives

Article 1

1. The Serveis Tècnics de Recerca (STR) of the University of Girona (UdG) are the university services aimed at providing instrumental and methodological support to the research activities of the research groups of the institution, other public and private institutions and society in general.
2. The STR is functionally dependent on the Vice-Chancellor's Office responsible for research and organically on the Management.
3. The mission of the STR is to optimise the scientific resources of the UdG, promoting their use by the entire university community, contributing to their proper maintenance and making them accessible to other external entities, with the aim of making them economically sustainable.
4. The objectives of the STR are:
 - a. To bring together the most appropriate scientific instrumentation and methodological expertise to support the research activity of the teaching and research staff of the UdG and to provide them with the corresponding services.
 - b. To offer the provision of its services to other entities and companies, without detriment to the quality of the service provided to users of the UdG and pursuing the economic profitability of the existing equipment.
 - c. To provide specialised training and advice to the university community in all matters relating to its areas of competence.
 - d. To develop its own methodological research in the experimental techniques necessary to improve and extend the services provided, in agreement with the scientific management of the STR.
 - e. To support other actions in support of research activity related to infrastructures or scientific methodologies promoted by the Governing Board of the University of Girona.

Structure and Management

Article 2

1. The STR is structured in functional units. They group together a set of related experimental techniques or are dedicated to providing services related to a particular methodological expertise.
2. The Scientific Directorate of the STR, after consultation with the committees delegated by the Governing Council for research topics, may propose to the Management the modification or creation of functional units in order to optimise the use of human and instrumental resources and to ensure a good service to the users. To the extent that the creation or modification of functional units entails the modification of the list of posts, this must be done in accordance with the current legal framework or the regulatory framework of the UdG.

Article 3

The Scientific Director

1. The Scientific Director of the STR shall be a member of the teaching and research staff of the University of Girona, appointed by the Rector at the proposal of the Vice-Chancellor responsible for research, after consultation with the Research Commission.
2. Its competences are:
 - a. To define, in accordance with the scientific policy guidelines of the Governing Board and the competent research committees, the scope of action of the STR.
 - b. To define the annual strategic planning of the service (definition of objectives, actions to be carried out and indicators of their achievement).
 - c. To propose to the Governing Council the modification of the STR regulations.
 - d. To propose to the Management the creation or modification of the STR functional units.
 - e. To consult the Governing Council's delegated commissions on research issues and to define the agreements between the Vice-Rectorate responsible for research, the promoting researchers and the STR, for the creation, modification or suppression of units linked to the STR.
 - f. To propose to the Vice-Chancellor's Office responsible for research the creation of joint units with entities outside the UdG.
 - g. Chair the User Commissions of each Unit.
 - h. To appoint the Scientific Advisors of the Units.
 - i. To represent the STR, by delegation of the Vice-Chancellor responsible for research, before other entities, bodies or companies.

- j. To promote agreements, concerts and agreements with other public or private entities those promote the use of the STR.

Article 4

The Head of Service

1. The Head of Service shall be a member of the Administration and Services Staff of the University of Girona.
2. The responsibilities/functions assigned to the post in the job description sheet of the post, the Head of Service:
 - a. Manage the human and material resources of the STR, in accordance with the scientific policy guidelines of the Scientific Director.
 - b. Prepare the proposal of the STR tariffs to the competent body.
 - c. Ensure the proper operation, maintenance and updating of the STR techniques.
 - d. Disseminate the technical capabilities of the STR among the researchers of the UdG.
 - e. Promote the technical possibilities of the STR among potential users outside the UdG, and in particular, to companies, pursuing the economic sustainability of the STR.
 - f. Ensure compliance with these regulations.

Article 5

1. The Scientific Director and the Head of Service shall jointly prepare and present the annual report of activities and the strategic planning for the coming year to the research community in a public and suitably announced event.

Article 6

1. The Head of Unit
2. The Head of Unit shall be a member of the Administration and Services Staff of the University of Girona.
3. In addition to the responsibilities/functions assigned to the post in the job description sheet, the Head of Unit shall have the following responsibilities:
 - a. The Head of Unit shall carry out the management of the Unit for which he/she is responsible, optimising and aiming to make benefits and services profitable.
 - b. Manage the activity of the technical and support staff that form part of the Unit.

- c. Ensure the correct maintenance of the instrumentation and associated installations of the Unit.
- d. If necessary, propose the Unit's internal rules and regulations to the Unit's Users Committee.
- e. Provide the Head of Service with an annual report of the Unit's activities.
- f. Promote actions for internal dissemination and external promotion of the Unit's activities, in coordination with the Head of Service and the Scientific Director.
- g. Organise training or information activities related to the Unit's technical field of action, aimed at the research community.
- h. Act as Secretary of the User Commissions of the Unit.

Article 7

The Scientific Adviser of the Unit

1. The Scientific Advisor of the Unit shall be a researcher of the UdG, or of another entity, expert in the technical field of the Unit, appointed by the Scientific Director of the STR. In the case of being a member of the UdG, his or her role as advisor shall not be considered a management position and shall not entitle him or her to a teaching reduction or to receive additional remuneration.
2. The competences of the Scientific Advisor are:
 - a. To advise the Head of Unit in the resolution of technical or methodological problems.
 - b. To propose the introduction or development of new techniques or methodologies that allow for a better support to the users' activity.
 - c. Advise on the content of the training activities organised by the Unit.
 - d. To be a full member of the Unit's User Commissions.

Article 8

Users

1. A user is understood to be any natural person who benefits from the services offered by the service, whether they belong to the UdG collective (internal users) or to any public or private entity outside the UdG (external users).
2. The enjoyment of the services offered by the STR entails the recognition of the following obligations:

- a. to know and respect the operating regulations of the service and, if they exist, of its units.
- b. to pay the fare corresponding to the services enjoyed.
- c. to mention the STR in scientific communications, the content of which includes results or methodological advice provided by the STR.

Article 9

The User Committee

1. A user commission shall be established for each of the functional units of the STR.
2. The users' committee for each unit shall be composed of:
 - a. The Scientific Director of the service who shall chair it.
 - b. The Head of Service c. The Head of Unit, who shall act as secretary
 - c. The technical administration and services staff assigned to the unit.
 - d. The Scientific Advisor of the Unit
 - e. The responsible researchers, or persons delegated by them, of the research groups that have researchers who are, have been, or are interested in becoming in the future, users of the unit and who wish to form part of this committee.
 - f. Users of the Unit from entities outside the UdG that the Scientific Director of the STR s invites due to their potential contribution to the functioning of the Unit.
3. Its competencies are:
 - a. To propose actions aimed at optimising, updating and extending the unit's features and services.
 - b. To advise the Scientific Director on the renewal of the Unit's infrastructures.
 - c. Approve the unit's internal operating regulations.
 - d. The Scientific Director shall convene the meetings of the User Commissions. They may also be convened at the request of a number equal to or greater than 3 active researchers at the UdG.
 - e. Decisions of the user committees shall be taken by simple majority. The chairman of the committee shall have the casting vote.

Article 10

Linked units

1. The Vice-Chancellor's Office with responsibility for research, based on a proposal from the Scientific Director, may promote the creation of "linked units", which must be approved by the Governing Council. These shall be created on the basis of a coherent set of equipment and/or specific methodological knowledge existing in a research structure of the UdG, which is placed at the service of the community through its link with the STR.
2. The creation of a linked unit must be bound to the signature of an agreement between the research structure that promotes it, the Vice-Chancellor's Office responsible for research and the STR in which the rights and duties of each party are specified.
3. The obligations of the STR shall include, as a minimum:
 - a. Administrative support for the service provision activity of the linked unit (invoicing, accounting, correspondence, tariff setting, etc.).
 - b. Disseminate the technical possibilities and service offerings of the linked unit.
 - c. Advise the staff of the linked unit in the development and maintenance of the procedures necessary to incorporate the linked unit into the Quality Management System in force in the STR.
 - d. Include the tariffs for the linked unit's services in the STR tariff catalogue and submit them for approval to the relevant bodies.
4. The obligations of the research structure promoting the linked unit shall be, as a minimum:
 - a. Promote the provision of services related to the equipment or methodological knowledge of the linked unit to the UdG community and the outside world.
 - b. To apply for or actively participate in applications for subsidies or other public aid aimed at instrumental improvement or the hiring of technicians from the linked unit.
 - c. Propose tariffs to the STR
 - d. Ensure that the operation of the linked unit complies with the internal procedures and regulations in force at the STR.
 - e. Introduce the Quality Systems in force in the STR in the management of the activity and operation of the equipment of the associated unit, in coordination and with the support of the STR.
 - f. Designate a member of the teaching and research staff of the promoting research structure as coordinator of the unit, who will assume the strategic planning, together with the Scientific Director of the STR, and will participate in the unit's promotional actions.

- g. Ensure that the qualified technical personnel in charge of the linked unit participate in the general operation of the STR, under the direction of the Scientific Director or the Head of Service.
5. The duties of the Vice-Rectorate responsible for research shall be, as a minimum:
- a. Include the linked unit in the actions that may be defined to support the Serveis Tècnics de Recerca (grant holders, subsidies or prioritisation in the acquisition of equipment, etc.).

Article 11

Mixed units

- a. The Scientific Director, after consulting the Governing Council's delegated committees for research topics, may propose to the Rector the creation of "mixed units". These are the result of a shared initiative with entities external to the UdG (research centres, institutions or companies) to make a research infrastructure available to researchers from the participating entities, including the UdG.
- b. The creation of a joint unit shall be formalised with the signing of an agreement between the University of Girona and the other participating entities, specifying the rights and duties of each party.

FINAL PROVISIONS

First. - These Regulations shall enter into force on the day following their approval by the Governing Council of the UdG.

Second. - These Regulations repeal and replace the previous Regulations of the Serveis Tècnics de Recerca approved in session 4/04 of the Governing Council on 6 May 2004.