



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

## Annex 2

# Operating Rules and Regulations of University Laboratories of the Democritus University of Thrace

Komotini 2024

## Introduction

The present Internal Rules and Regulations for the University Laboratories of the Democritus University of Thrace (DUTH) include, according to the provisions of Article 47(1) of L. 4957/2022, as amended by article 107 of L. 5094/2024, the following:

- a) the mission and main operating principles of university laboratories;
- b) issues related to their establishment, organisation, structure, management and operation;
- c) the terms and conditions for merging, dividing or abolishing university laboratories;
- d) the obligations of the university laboratories to the University;
- e) the services provided under Article 51 of Law 4957/2022;
- f) issues related to the management of their resources, the use of their infrastructure and equipment;
- g) the obligations of lab members, associated members and extraordinary staff;
- h) personal safety and hygiene rules;
- i) the policy on protection of personal data;
- j) books kept;
- k) the policy for using the University logo when exercising their activities;
- l) the maximum number of university laboratories with which Faculty Members, members of the Specialized Teaching Staff, Laboratory Teaching Staff and the Special Technical Laboratory Staff can cooperate and provide their services to them;
- m) any other matter related to the organisation and operation of the university laboratories; and
- n) provisions for transfer of technology through the integration of the Technology Transfer Regulation or Guide into the standard internal rules and regulations for the operation of university laboratories, as an integral part thereof.

## Article 1

### Definitions

For the purposes of these Rules and Regulations, the following definitions will apply:

1. **«University Laboratory»** is an academic unit that is established and included in a Department or a Sector of a Department. By way of exception, an interdisciplinary laboratory may be established within a School if there is substantiated interest in its establishment by Faculty Members from different Departments of the same School, or within the Institution, if there is substantiated interest in its establishment by Faculty Members from Departments of different Schools.
2. **“Provision of services”** is the provision of scientific, technological and consulting services to third parties, the preparation of special studies, the conduct of specialised

measurements, laboratory examinations and analyses, the provision of expert opinions, the delivery of technical and other related scientific services, the drafting of specifications on behalf of third parties, the provision of cultural and all kinds of artistic services, and any other related work carried out under the responsibility of a university laboratory.

3. **“Programme contract”** is a cooperation agreement concluded between the Institution and entities specified in article 14(1)(a) of Law 4270/2014, as in force, for the purpose of providing services that fall within the scope of the Laboratory. If the type of services requires the use of university laboratory resources, a certificate from its Director shall be submitted.

4. **“Recipients of services”** is any natural or legal person, of any legal form, as well as entities of article 14(1)(a) of Law 4270/2014, as in force.

## **Article 2**

### **Establishment/Abolition/Merger of University Labs**

1. The establishment of university laboratories is regulated by the provisions of Article 46 of Law 4957/2022, as in force. University Laboratories are individual units of the University, which shall be established and incorporated into a Department or the Sector of a Department. By way of exception, an interdisciplinary laboratory may be established within a School if there is substantiated interest in its establishment by Faculty Members from different Departments of the same School, or within the Institution, if there is substantiated interest in its establishment by Faculty Members from Departments of different Schools.

2. By decision of the DUTH Senate, following the recommendation of the Assembly of the Department or of the collaborating Departments and Deanery of the School, where an interdisciplinary Laboratory is established, university laboratories may be established, merged, split, renamed, or abolished. The decision establishing the University Laboratory shall also approve its Internal Operating Rules and Regulations. The same procedure is followed to change its seat.

3. The recommendation of the Assembly of the Department to the Senate for the establishment of a University Laboratory shall include, at minimum, the following: (a) the purposes of the University Laboratory, which shall serve the educational and research needs in the same or related fields of study as those of the academic unit to which the laboratory belongs or collaborating academic units, (b) the activities of the University Laboratory, (c) the staff of the academic unit or collaborating academic units that will be staffing the laboratory, which shall cover a minimum number of faculty members, special teaching and administrative staff; (d) resources and any source of funding; (e) its seat, infrastructure and equipment; (f) the draft Internal Operating Rules

and Regulations of the University Laboratory, which shall regulate all matters related to the organisation and operation of the University Laboratory.

4. Decisions on the establishment, renaming, abolishment, merger or amendment of the Internal Operating Rules and Regulations of university laboratories shall be notified by the University to the Ministry of Education and Religious Affairs.

5. If a university lab is abolished, its instruments and equipment shall be distributed, by decision of the Assembly of the Department, following the recommendation of the Head of the Department, if the university lab belongs to a Department, or of the Deanery of the School following the recommendation of the Dean, if the university lab belongs to a School, or of the Senate, following the recommendation of the Vice Rector to whom the responsibility for research has been transferred, if the university laboratory belongs to the University.

### **Article 3**

#### **Activities of the University Laboratory**

Any university laboratory may carry out the following activities in accordance with Article 49 of Law 4957/2022, as in force:

- a) conducts basic and applied research on its fields of study for developing new knowledge and acquiring know-how on both a theoretical and experimental level;
- b) collaborates, following a decision by the competent body of the Institution, with domestic Higher Education Institutions, recognised foreign institutions, and research and technological organisations both in Greece and abroad, provided that their scientific objectives align with or are related to those of the university laboratory;
- c) secures resources and sources of funding to strengthen research in the university laboratory's disciplines;
- d) contributes to the creation of new modern and attractive study programmes for the first and second cycle of the academic unit to which it belongs, as well as to the upgrading of existing study programmes in the context of the academic laboratory's disciplines;
- e) provides scientific and specialised consulting to third parties, whether natural or legal persons, especially through opinions and studies;
- f) provides specialised services to third parties, whether natural or legal persons, in accordance with the applicable legislation and the purpose of the University, and in particular to public sector entities, as set out in article 14(1)(a) of Law 4270/2014, as in force;
- g) undertakes the preparation of research and development projects/programmes, the financial management of which is undertaken by the University's Special Account for Research Funds of the University (hereinafter "SARF"), as well as the organisation and

provision of training programmes through the Training and Lifelong Learning Centre in the fields of study of the university laboratory;

h) undertakes to carry out industrial research, under a cooperation agreement with Greek or foreign enterprises or industries, in accordance with the Rules and Regulations or Guide for Technology Transfer;

i) any other activity defined by the internal rules and regulations of the university laboratory, provided it promotes teaching, science, and research in the fields of study of the university laboratory and aligns with the purposes, mission of the Institution, and applicable legislation.

#### **Article 4**

##### **Requirements for providing University Laboratory Services to third parties**

1. Each university laboratory may provide services to third parties, provided that it meets the following conditions:

a) it has at least one (1) member of Teaching Research Staff, whose academic field is relevant to the scope of the services provided by the laboratory;

b) it poses no obstacles to the research and educational activities of the University and the academic unit to which it belongs;

c) the activities related to the services do not create any extra costs to University's budget;

d) the pricing of the services provided is reasonable and fair, and each university laboratory applies a cost-oriented pricing methodology to these services;

e) the services provided align with the purpose and scope of the university laboratory, as defined in its establishment decision and internal rules and regulations;

f) the members of its staff are properly trained and capable of providing services to third parties.

2. The Laboratory services provided shall satisfy at least one of the following conditions:

a) demonstrate scientific interest and advance the development of science;

b) enhance the University's openness;

c) benefit society and the economy, respond to the development needs of the University and the country, promote the dissemination of knowledge, the utilisation of research outcomes, innovation, sustainable development, social cohesion, and contribute to the productive restructuring of the country.

3. By decision of the Research Committee, following a recommendation by the Director of the university laboratory, the exact price of any type of similar services provided to an indeterminate number of natural and legal persons is determined. In addition to the elements of paragraphs 1 and 2, the recommendation shall include: a) the type and

description of each service, b) the price per type of service, c) the range of invoicing by third-party economic operators, if any, offering identical services, and d) financial analysis of the cost of the service, including calculation of staff employment costs, consumables and other items, fixed costs and equipment depreciation.

4. The prices of identical services offered by the same or another university laboratory within the University may not differ significantly from one another.

5. If services are provided by university laboratories whose accounting procedure is regulated by the applicable legislation, said legislation applies.

6. The present Rules and Regulations shall apply *mutatis mutandis* to the provision of services by the university clinics and the specialised units of the university clinics.

## **Article 5**

### **Management - Director of University Laboratory**

1. Each university laboratory shall be managed by its Director. A full-time faculty member that has the title of Professor or Associate Professor shall be elected to the position of Director of a university laboratory. If no faculty members that have the title of Professor or Associate Professor serve in the university laboratory, the Senate may, by way of exception, appoint an Assistant Professor serving in the university laboratory, until a faculty member that has the title of Professor or Associate Professor is appointed. In this case, within a period of four (4) months from the exceptional appointment of a Faculty Member holding the rank of Assistant Professor as Director of the university laboratory, elections shall be announced in accordance with the procedure set out in Article 48(8) of Law 4957/2022. Faculty Members holding the rank of Professor or Associate Professor in the same or a related academic field as that of the laboratory, and affiliated with the School, may stand as candidates. The procedure shall be repeated until the position of Director is filled by a Faculty Member that has the title of Professor or Associate Professor (Article 48 of Law 4957/2022).

The Director's term of office shall be three years.

2. The same individual may be re-elected as Director of the university laboratory without any limitation on the number of terms they may serve.

3. Faculty Members who have been assigned to and serve in the university laboratory and whose academic field is the same as or related to the discipline of the laboratory are eligible to run for the position of Director.

## **Article 6**

### **Procedure for electing a Director**

1. The procedure for electing a Director is regulated by the provisions of Article 48 of Law 4957/2022 as applicable. The election shall be carried out by universal, direct

and secret vote, which shall be conducted exclusively electronically using the special information system "ZEUS Digital Ballot Box" of the *société anonyme* "Greek Research and Technology Network S.A." (GRNET S.A.) of the Greek State.

2. Persons who are due to retire upon reaching the maximum age limit during the term for which the position is announced may not be candidates for the position of university laboratory Director, unless there is only one (1) Faculty Member serving in the university laboratory or no other candidate is available. Holding the position of Director of a university laboratory is not incompatible with holding another position in a single-member administrative body of the University or being a member of a collective body of the University.

3. Until the first election is held, and unless there are no candidates or if there is no Director, the Director will be appointed by the Senate, pursuant to the provisions of Articles 16(4)(j) and 48(7) of Law 4957/2022.

## **Article 7**

### **Powers of a Director of a University Laboratory.**

The Director of a university laboratory shall have the following powers:

- a) heads and supervises the operation of the university laboratory;
- b) ensures the implementation of the Standard Internal Operating Rules and Regulations of university laboratories, the Internal Rules and Regulations of the university laboratory, the Internal Rules and Regulations of the University and the decisions of its bodies, as well as compliance with the legislation;
- c) acts as Scientific Coordinator of projects/programmes of the Special Account for Research Funds (SARF), who manages the university laboratory's own resources;
- d) makes recommendations to the Rector regarding the placement or the move of the University's administrative staff for supporting the university laboratory;
- e) makes recommendations to the SARF Research Committee regarding the recruitment of extraordinary research, scientific and other staff for the needs of the university laboratory;
- f) signs contracts concluded by the university laboratory for the provision of services to third parties;
- g) the Director coordinates any work carried out under a research programme or any other project that has been decided upon, and determines the priority regarding the use of consumables, instruments and premises, in the event that there is no other relevant decision. In addition, they are responsible for protecting the instruments and facilities from damage, ensuring the safety of staff, students, and visitors, and, more generally, for the smooth operation of the Laboratory.

h) exercises any other competence specified in the Internal Rules and Regulations of the University and the Internal Operating Rules and Regulations of the university laboratory.

## **Article 8**

### **Obligations of university laboratories to the University**

1. As part of the Laboratory's activities, its staff (regular and collaborating members, extraordinary staff, etc.) shall comply with the University's Internal Rules and Regulations.
2. Staff shall exercise due diligence with regard to the use of the infrastructure and equipment of the Laboratory.
3. The laboratory shall maintain, as a priority, the equipment and the premises where it is housed, from its own revenues.
4. The Laboratory shall make available its premises and equipment (under the supervision and instructions of the Director or another member of the laboratory) to cover the training needs of the relevant Department/School, which in any case are satisfied with priority. The laboratory shall be rational in the use of its infrastructure so that the provision of services to third parties does not adversely affect the public research and educational nature of the laboratory.
5. Reference should be made to any scientific publication or announcement of research results carried out, in whole or in part, in the Laboratory as part of the University.

## **Article 9**

### **Financial management of resources.**

1. The financial management of resources coming from the provision of services through university laboratories is carried out exclusively through the Special Account for Research Funds (SARF).
2.  
Revenue from the provision of services through university laboratories is collected by the University's SARF and included in the budget of the Laboratory's project/programme as well as in the SARF budget.
3. By decision of the Governing Council, following a recommendation from the SARF Research Committee, the percentage to be withheld from revenue derived from the services provided by the university laboratories in favour of the University's SARF (as per Article 237(4) of Law 4957/2022) is determined, along with the percentage allocated to the creation of a project to address the research, development, and



operational needs of the laboratory. The Laboratory Director shall act as the Scientific Coordinator of the project.

4. Following the recommendation of the Director of the university laboratory, the Governing Council may decide to entrust the financial management of resources coming from the provision of services by the university laboratory to the University's Property Development and Management Company. A similar decision shall determine the percentage to be withheld from its resources, which shall be allocated in favour of the Company.

5. Resources coming from the provision of services through university laboratories are private resources of the University. Indicatively, they may cover expenses for remuneration of additional research, scientific, administrative, technical, and other staff of the university laboratory; additional remuneration for permanent staff of the Laboratory, teaching staff, Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Staff, and administrative staff; as well as expenses for travel, publications, conference organisation, and public contracts for the procurement of essential items required for the proper and smooth operation of university laboratories and their activities.

## **Article 10**

### **Procedure for concluding Service Provision Contracts**

1. University laboratories may provide services to **private or public sector** entities as specified in Article 14(1)(a) of Law 4270/2014, as in force, following the conclusion of a **service provision contract**, which must be in written form if the amount exceeds ten thousand (10,000.00) euros, excluding Value Added Tax (VAT). Service Provision Contracts shall be approved by the Research Committee of the Special Account for Research Funds (SARF), following a request by the Director of the university laboratory or any other interested faculty member serving in the university laboratory and wishing to provide services through the university laboratory. A summary of these can be found in the DIAVGEIA program. By decision of the SARF Research Committee, a draft contract template for the provision of services may be approved for any university laboratory or another equivalent document, provided that the university laboratory applies a quality assurance system.

2. If the type of services or the type of project to be assigned requires the use of university laboratory resources, such as equipment, infrastructure and human resources already serving in the university laboratory, for the approval of the contract by the SARF Research Committee, a certificate of the Director of the university laboratory is required on the availability of resources required, as appropriate, for the performance of the contract, without adversely affecting the educational and research

activity of the university laboratory and the academic unit to which it belongs (Article 52(2) of L. 4957/2022).

3. Service Provision Contracts for services provided by a university laboratory shall include, at a minimum, the following details: a) the name of the University and the laboratory; b) the type and description of the services; c) the contractual price for the services; d) the term of the contract; e) the proposed Scientific Coordinator in accordance with Article 234 of Law 4957/2022, as in force, for the performance of the physical and financial scope of the contract; f) the obligations and rights of each party; g) the right to promote the scope or the results of the services described in the contract by the party receiving the services, as well as the means of promotion; h) extraordinary research, scientific and other staff, where the employment of extraordinary staff is deemed necessary for the proper implementation of the contract; i) confidentiality clauses, if needed; j) and all other element deemed necessary for the proper implementation of the contract.

4.

Following the completion of the contract conclusion process, the Research Committee of the SARF approves the acceptance and management of the project/programme by the SARF in accordance with the terms of the service provision contract.

5. University laboratories that provide services may, through SARF, enter into partnerships with entities of Article 14(1)(a) of Law 4270/2014 in the form of programme contracts for the purpose of providing services, approved by decision of the University's Governing Council. If the type of services requires the use of university laboratory resources, a certificate of paragraph (2) of this article is required.

6.

University laboratories that provide services may participate, through SARF, as economic operators in any type of tender by contracting authorities for the conclusion of a public contract for the provision of services in accordance with Law 4412/2016 as in force. To this end, SARF may take any necessary action as an economic operator, in accordance with Law 4412/2016, as in force, including the procedure for issuing a letter of guarantee. If SARF is selected as the contractor, by decision of the Research Committee, the conclusion of the public contract is approved, and then acceptance of a project/programme management regarding the provision of the services described in the tender shall be followed; the Director of the university laboratory or another member serving or providing services therein shall be the Scientific Coordinator.

7. In University Laboratories located within hospitals of the National Health System (NHS) or University Hospitals under the jurisdiction of the Ministry of Education and

Religious Affairs, scientific equipment belonging to the Institution or SARF may be installed, following a decision by the Senate or the Research Committee, respectively, and with the approval of the competent body of the hosting institution. The equipment may only be installed in areas of the same hospital where the university clinic or laboratory is located. For the installation of equipment, the conclusion of a programme contract is required between the legal representative of the NHS Hospital or University Hospital, the Director of the University Laboratory or clinic or Director of the Unit in which the equipment has or will be installed and the Rector of the University or the President of the SARF Research Committee, depending on whether the equipment belongs to the University or the University's SARF; the specific terms and conditions of use of the equipment and the obligations and rights of the contracting parties shall be specified therein. Revenue generated from the use of the equipment referenced herein may be managed through SARF in a distinct project/programme, with the Scientific Coordinator being the Director of the University Laboratory, the clinic, or the Unit Head serving at the hospital where the equipment has been installed.

## **Article 11**

### **Placement of staff in a university laboratory**

1. The placement of Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Staff in university laboratories shall be carried out in accordance with the provisions of Article 50 of Law 4957/2022, as in force. Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Staff assigned to university laboratories may offer their services to more than one University Laboratory of the Institution. However, they cannot be simultaneously assigned to a University Clinic, although they may provide their services to it.
2. The decisions of placement in university laboratories located in university hospitals that fall within the remit of the Ministry of Education and Religious Affairs shall be notified, by care of the body responsible for issuing the decision, to the hospital's Board of Directors.
3. In the case of a University Laboratory or a special unit thereof located in NHS hospitals, the placement is approved by the hospital's Board of Directors, following a positive recommendation from the Scientific Council. The decision is based on the relevance of the speciality of the staff being placed to the laboratory's or unit's subject matter and the hospital's operations.
4. Administrative staff of the University may be placed in university laboratories, and the following categories of staff may be employed in University laboratories: a) visiting professors and visiting researchers; b) contract researchers; c) scientific associates of

Article 58(1) of Law 4957/2022 as in force; d) additional research, scientific, administrative, technical and other staff under a works contract or a fixed-term work contract in the case of projects/programmes of the university laboratory e) University staff for performing additional work for a nominal fee f) staff specified in special legislative provisions.

5. The remuneration of the personnel referred to in the above paragraph does not burden the Institution's budget and is covered exclusively by the resources of the University Laboratories, which are managed through the SARF

6. A summary of the contract for the temporary staff referred to in point (c) of paragraph 4 is communicated by the Financial and Administrative Support Unit of the SARF to the Board of Directors of the hospital where the University Laboratory is located, within an exclusive deadline of thirty (30) days from the commencement date of the staff's employment. Scientific associates of the previous paragraph employed for the needs of University Laboratories or their special units may participate in the hospital's on-call programme for the corresponding category of staff, with the consent of the Board of Directors, and a positive recommendation from the scientific council of the Hospital where the University Laboratory or the special unit where they are employed is located.

7. Any staff serving in University Laboratories that are located in NHS hospitals or University Hospitals, with regard to their service at the Hospital, are considered to be organically related to the Hospital and are subject to the jurisdiction and hierarchical control of the relevant hospital bodies, just like other staff of the medical service.

## **Article 12**

### **Obligations of employees in providing services**

1. All Laboratory staff shall show the utmost diligence when performing their service, unreservedly dedicate their knowledge and experience to by applying the rules of art and science, and comply with the Code of Conduct and Good Practice and the Code of Ethics and Conduct for Research of DUTH.

2. Responsibility for non-compliance with the obligations of persons employed in any type of provision of services lies with the Project's Scientific Coordinator, who is responsible for setting up the Working Group and distributing duties among the members of the group.

3. The Director of the Laboratory, in cooperation with the Project's Scientific Coordinator, coordinates the smooth performance of the service provision project and ensures that the services provided by the members of the Laboratory are not performed at the expense of their main duties, which is the educational and research work within the operation of the University in the sense that it is provided outside the

working hours of each staff member at the university.

### **Article 13**

#### **Procedures and conditions for occupational and health safety**

1. The Laboratory, under the responsibility of the Director, is obligated to ensure that all conditions for the safety and health of its employees and the proper maintenance of its facilities are met. It shall also provide employees with all means of safety and the means required for maintaining its equipment in excellent condition.
2. Each Laboratory has its own Safety Rules and Regulations, which is an annex to the Laboratory Rules and Regulations. Access to the Laboratory is permitted only to authorised personnel, and clear signage is required.
3. The Laboratory shall consistently ensure compliance with all required hygiene and cleanliness rules, both at its facilities and in the surrounding area.
4. Employees at the Laboratory facilities shall, if the nature of their work so requires, wear appropriate clothing during their work.
5. In the event that the operation of the Laboratory causes significant environmental impact, the Laboratory is obligated to take all necessary measures to protect and restore the surrounding area, in accordance with the recommendations of the competent authorities and the applicable regulations.

### **Article 14**

#### **Intellectual Property Protection Policy**

1. Unless otherwise specified in the law, with respect to intellectual property right, the results of programmes and works developed by the University Laboratory shall constitute intellectual property of the staff, associate or group of associates who produced it. In special cases of provision of services to third parties or research, it is possible that intellectual property is negotiated between the contracting authority and the scientific coordinator of the project. This special agreement is approved by the Research Committee at the recommendation of the Scientific Coordinator.
2. Intellectual property rights of the University Laboratory's staff, provided that their awarding is governed by the standard system (e.g. patents) are registered in the Industrial Property Organisation or by International Organisations, at the expense of the University Laboratory, following the approval of the Research Committee. The same applies if the intellectual property is the result of international cooperation.
3. In the event of different provisions by regulations or practices of the EU or other international organisations, under which the Laboratory undertakes the execution of programmes, without the possibility of negotiating the issue of ownership of intellectual property, the above procedure shall not be followed, but the Research Committee shall

be notified, and it may refuse the signing of such a contract.

4. Where a contract for the provision of services is concluded with the University Laboratory as one of the parties, the contract shall include a specific clause regulating the ownership of intellectual property resulting from the service provided. If the University is the beneficiary of intellectual property and the allocation of the right is in accordance with the standard system, said intellectual property shall be assessed by the Committee for the Transfer of Technology, Innovation and Startup Entrepreneurship (art. 222 of L. 4957/2022, as in force), which, after assessing the importance and the potential for industrial application, recommends or does not recommend their registration with a Patent or Utility Model Certificate (UMC).

## **Article 15**

### **General Principles for Processing Personal Data**

1. DUTH complies with EU Rules and Regulations 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Rules and Regulations - GDPR) and national law L. 4624/2019, as in force, on personal data, which it keeps and processes as a controller. DUTH adheres to the GDPR's data protection principles of lawfulness, fairness and transparency of processing, limitation of the purpose of processing, data minimisation, accuracy thereof, storage limitation, integrity and confidentiality and, finally, accountability.

2. More specifically, Laboratories process personal data of their students and employees, complying with the following:

a) Initially collect and subsequently process only the appropriate, necessary and sufficient personal data for training purposes on the legal basis of fulfilling a task carried out in the public interest and, in addition, for employees performance of a contract.

b) Keep personal data of students for a period of six (6) months from the end of the laboratory course and not transmit them to third parties. However, it is possible to keep personal data for a longer period if the processing of said data is necessary (i) either for compliance with a legal obligation that requires processing based on a provision of law (especially under its obligations as implementation beneficiary of co-financed NSRF programmes, etc.), (ii) or for establishing, lodging or supporting legal claims;

c) Take appropriate technical and organisational measures so that personal data are processed in a manner that guarantees appropriate security of personal data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage; Laboratories also periodically review the adequacy and effectiveness of these measures.

3. Laboratories shall ensure that data subjects can exercise the following regarding their personal data: (i) The right to be informed. (ii) Right of access to data; (iii) Right to rectification of data; (iv) Right to erasure of data (“right to be forgotten”); (v) Right to restriction of data processing; (vi) Right to object to data processing.

4. If data subjects believe their personal data is being infringed, they should contact the University’s Data Protection Officer by emailing: [dpo@duth.gr](mailto:dpo@duth.gr). If they consider that they have not received satisfactory answers to their issues, they may lodge a complaint with the Hellenic Data Protection Authority through the website [www.dpa.gr](http://www.dpa.gr)

5. Students and employees of Laboratories shall adhere to policies on security and acceptable use, as well as the policy on protection of privacy and personal data of DUTH.

6. Laboratory employees who have fixed-term contracts or other associates employed by Laboratories shall be bound in writing by confidentiality clauses. The Scientific Coordinator of the laboratories shall monitor and ensure compliance with the above commitment through confidentiality clauses.

7. Users of the Laboratories’ IT infrastructure are prohibited from using the infrastructure for temporary or longer storage or distribution of content that is incompatible with the operation of the Laboratories. DUTH has the right to inspect the Laboratories’ IT infrastructure at any time, through the IT Department and/or the Computer Centre - Network Management Centre, to investigate any breach of this Rules and Regulations and without the presence of users. This prohibition does not apply to employees of Laboratories. DUTH retains the respective right to perform a check on employees; this should be carried out in the presence of the employee.

## **Article 16**

### **Books Kept**

1. For the needs of the University Laboratory, the following records shall be kept **in hard copy or electronic format**:

- ✓ Student gradebook;
- ✓ Protocol register;
- ✓ Minutes and decisions book;
- ✓ Assets book (fixed equipment);
- ✓ Research programme record;
- ✓ Research data record.

2. The Director may decide to keep any other book or record set out in the applicable laws or deemed necessary.

## **Article 17**

### **University logo use policy.**

1. The University's logo may be used **without prior permission** by university laboratories for the following uses: a) Presentations, reports or publications related to educational, research or development activities of the University, b) Websites created by university laboratories, c) All communications of the University such as cards, press releases, newsletters, social networks.
2. The following persons may use the logo: a) Members of the University's academic community (students, academic and administrative staff); b) Associates of the University (e.g. project partners) for the purpose of highlighting the University's participation in joint activities; c) Journalists, researchers and / or individuals who refer to the University or reproduce materials from it.
3. Use by non-listed individuals and uses not listed above are prohibited and require the University's permission.

### **Article 18**

#### **Instrument quality assurance and calibration methodology**

The methodology for quality assurance and calibration of the instruments of the Laboratories requires regular inspections of the instruments in accordance with the applicable national, European and international standards.

### **Article 19**

#### **Use of Laboratory infrastructure**

1. The use of laboratories is only allowed by individuals belonging to the academic community of the University and, specifically, to individuals falling under the following categories: (a) Faculty Members and other teaching staff; (b) undergraduate and postgraduate students; (c) researchers; (d) technical and educational personnel, (e) students and teachers in educational programmes organised by the University, (f) administrative employees.
2. Persons not falling under the above categories may, by way of exception, use the laboratories only with the permission of the Director of the Laboratory.
3. Every employee or visitor of the Laboratory's facilities shall comply with the health and safety rules established by the Laboratory, the School or the University.
4. The use of laboratory equipment is only allowed by scientific staff of the Laboratory or other researchers who have been trained in the use of the specific instruments and have been authorised by the Director.

### **Article 20**



### **Procedures and conditions for Information security, maintenance of business secrets**

1. For the protection of business secrets and the interest of the counterparty, a special article shall be included in the contract for the provision of services, specifying the confidentiality level of the information that the counterparty shall make available for the completion of the project.
2. The information will be classified as either highly confidential or just confidential or non-confidential. In the first case, the Laboratory will have no right to, directly or indirectly, use the information, other than for the specific project to which the contract relates; in the second case it will be able to use the information indirectly under the terms set out in the contract (publications, statistical studies, University or Laboratory publications, information events, etc.); and in the third case, the Laboratory will be able to use the information in any manner it deems appropriate to serve its purposes.
3. In any case, it is prohibited to include, as a term in the conclusion of a contract for the provision of services with third parties, that the results of the work of the Laboratories are confidential.

### **Article 21**

#### **Management and storage of materials and information**

1. Materials purchased for the needs of the projects are tracked through warehouse storage procedures. The Scientific Coordinator of each project will also have the overall responsibility on the part of the Laboratory for stock inspection and order procedures.
2. Laboratory staff are responsible for managing materials and they shall take the appropriate measures for their safe storage in suitable areas and for keeping them in excellent condition.
3. For all services offered by the Laboratory to third parties, it shall keep a complete computerised information file.
4. The information on each project will be managed and stored by the Scientific Director, who will be exclusively responsible towards the counterparty for compliance with the relevant terms of the article on business confidentiality.
5. Hardware or Software may be installed or uninstalled in the Computers of University Laboratories only by competent bodies of the department or by authorised technicians of companies that have undertaken the technical support or the supply of equipment. Moving equipment from laboratories is prohibited, unless approved by the competent bodies of the department or for covering any repairing needs. In the latter case, the relevant documents, as appropriate, must have been issued, by care of the Special Technical Staff.

## **Article 22**

### **Research Ethics and Conduct Issues**

1. The issues in research ethics and conduct that relate to service provision projects that are implemented by the Laboratories, are addressed by the DUTH Research Ethics Committee (DUTH-REC), whose purpose is to provide a guarantee for reliability in projects, in terms of ethics and conduct.
2. The procedure for submitting questions to the Research Ethics and Conduct Committee on issues related with ethics and conduct is based on the provisions of Law **4957/2022** (Articles 277-282) and the Rules and Regulations for Principles and Operation of the Research Ethics and Conduct Committee, which is included in the Funding and Management Guide of the University's SARF. The above Rules and Regulations specifies the documents submitted by the Scientific Coordinators, such as an application, a questionnaire and a suitability report, and the procedure for their submission, the method of operation and decision making of the Research Ethics and Conduct Committee.

## **Article 23**

### **Title**

The titles of the laboratories are listed on every publication they make, along with their distinctive title. This title and the details of the Director of the laboratory are listed at the areas of the University where the laboratory is located.

## **Article 24**

### **Entry into Force**

The present Rules and Regulations shall enter into force upon their publication in the Government Gazette. The internal rules and regulations of the Institution's Laboratories in force at the time of the publication of the present document shall remain valid insofar as they do not conflict with the provisions herein.