Procedure for Collaboration Agreements at the Department of Biomedical Engineering (DBE)

Introduction

Collaboration Agreements can be concluded between various institutional levels and should be treated accordingly, i.e. the signing bodies should be in relation to the level of collaboration.

Scope

This decision tree / procedure describes for the Department of Biomedical Engineering how a collaboration agreement in writing with other groups or institutions are treated, or forwarded and who should conclude them.

Procedure of Concluding Collaboration Agreements

A formal agreement in writing, which refers to a collaboration

- between a research group of the DBE and other research groups (be it University internal, Swiss or international)
  ➔ can be arranged between the involved research groups
  ➔ is subject to prior positive review by the Unibas Legal Service, if it is not a University of Basel internal collaboration.
  ➔ will be signed for the DBE by the respective DBE-research group leader and the DBE-head, if signatures are required.
- between the DBE in general and other Unibas departments
  ➔ can be arranged between the involved parties and a member of the Deanery of the medical faculty and
  ➔ will be signed for the DBE by the DBE-head and the dean involved.
- between the DBE in general and other institutions (be it local, e.g. the FHNW or a Museum, Swiss or international)
  ➔ can be arranged between the involved parties and a member of the rectorate or deanery
  ➔ is subject to prior positive review by the Unibas Legal Service,
  ➔ will be signed by the DBE-head, the rector and/or the dean.
- which has been initiated by the DBE in general but refers to a collaboration between the University in general and other institutions (Swiss or international),
  ➔ can be arranged by a member of the rectorate, accompanied by a representative of the DBE if wished by the rectorate,
  ➔ is subject to prior positive review by the Unibas Legal Service,
  ➔ will be signed by the rector and/or the dean.