



# 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.