**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**MIRROR LABORATORIES ACTIVITY REGULATIONS**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 17/10/2019**

1. **Introduction**

These Regulations are designed to set forth general provisions for implementation of joint research and educational activity of Mirror laboratories. Mirror laboratories constitute structural units of the Immanuel Kant Baltic Federal University (hereinafter the IKBFU) and corresponding structural units of external Russian or foreign research and educational institutions or companies. These corresponding units shall:

* conduct research in the similar subject field;
* have staff with a similar or higher level of competence;
* be headed by leading Russian or international researchers;
* have a similar or more powerful and efficient field-oriented research basis.

The interaction between Mirror laboratories is aimed at developing more efficient cooperation in research and education. It can be provided by implementation of the so-called *mirror* joint research, that is research conducted by highly qualified researchers from mirror units with a similar research basis and joint scientific supervision.

The main areas of joint research are determined by a separate agreement between a research and educational organization and the IKBFU. A cooperation agreement template is presented below in these Regulations (see Appendix A).

1. **Procedures for Implementation**

The IKBFU research units take the initiative to start collaboration in the format of Mirror laboratories, hunt their potential mirror units in other organizations, fill the cooperation agreement presented below (see Appendix A), and seeks the IKBFU relevant administrative units’ approval. If approved, the cooperation agreement can be agreed and signed. Each party can initiate to make amendments to the main agreement by signing additional agreements.

1. **Areas of Cooperation**

Listed below are the possible areas of cooperation:

**Research and publications**

1. Conducting joint research in the areas of mutual interest.
2. Publication of the results of joint research in the areas of mutual interest.
3. Publication of joint monographs, textbooks, scientific articles, etc.
4. Introduction of the research achievements.
5. Scientific and technical assistance in making research equipment, exchange of study methods.
6. Providing access to unique research equipment, which may be regulated by a separate agreement.

**Experience exchange and scientific advice**

1. Mutual assistance in scientific methodological and practical issues, as well as informational assistance.
2. Exchange of experience in teaching, research, creative, and educational work.
3. Exchange of academic and scientific papers published by the Parties.

**Academic and student mobility**

1. Exchange of faculty members and researchers for holding lectures, workshops, internships, conducting joint research and methodological work, giving scientific advice.
2. Exchange of postgraduate students and young researchers for studies, research, advanced training.
3. Joint holding of conferences, workshops, round table discussions, meetings, and other events.
4. Exchange of students for different types of training.
5. Providing internships.
6. **Financing**

It is crucially important that the financing of the activity implemented in the framework of Mirror laboratories cooperation requires a funding source. Self-financing and fundraising are two possible types of financing.

1. **Confidentiality**

Any scientific result of joint activity cannot be transferred to third parties without the written consent of the other mirror unit.

1. **Intellectual Property Rights**

Each party has a right to use the results obtained from joint research activities.

1. **Monitoring and Evaluation**

All the results of Mirror laboratories collaboration shall be reported to the IKBFU relevant administrative departments.

Evaluation of the quantitative cooperation results is carried out according to the dynamic change of indicators presented later in this paper (see Appendix B).

***Appendix A***

***Template***

**The template form is given in English for your reference only. Please note that all the internal University documents are processed in Russian. For further questions and assistance, please contact a responsible officer of the International Office.**

**Mirror Laboratories Cooperation Agreement**

**between**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**and**

**Federal State Autonomous Educational Institution of Higher Education**

**“Immanuel Kant Baltic Federal University”**

Federal State Autonomous Educational Institution of Higher Education “Immanuel Kant Baltic Federal University” (hereinafter the IKBFU), represented by the Rector Alexander Fedorov and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(name of a partner organization)

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

hereinafter referred to as the "Parties", have concluded this Agreement as follows:

**1. The Subject of the Agreement**

In order to collaborate in educational, scientific, technical, and innovative activities, to ensure the development of a partnership system between universities (organizations), the Parties came to an agreement on cooperation and interaction in the format of mirror laboratories in the following areas:

1.1. Conducting fundamental and applied research work, as a part of joint projects based on

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(research center, institute or laboratory of the IKBFU)

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(research center, institute or laboratory of the partner)

and giving these research units the status of mirror laboratories.

1.2. Implementation of applied and exploratory research and elaborations in the field of *exact, natural, engineering, social, and human* sciences, aimed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(research subject)

1.3. Creating conditions for exchange of the ideas, information, and technologies, as well as organization of joint research and elaborations within agreed priority areas.

**2.****Forms of Interaction**

Mirror laboratories cooperation assumes the following forms of interaction:

2.1. Joint meetings and discussions on the subject of the Agreement.

2.2. Exchange of information (by sending messages, letters, making calls, etc.) related to the field of the cooperation.

2.3. Conducting joint research and elaborations.

2.4. Collaboration on the introduction of research results, including coordination of requirements specification and discussion of the results.

2.5. Consultations on the issues related to the activities of mutual interest.

2.6. Preparation and implementation of joint research programs, research projects in particular research areas, including programs and projects with international participation.

2.7. Use of unique research equipment and instrumentation pool of the Parties for joint research.

2.8. Planning and program development of joint activities aimed at achieving the objectives of this Agreement.

2.9. Organization of joint conferences, workshops, symposia, exhibitions, etc. in order to present research results.

2.10. Academic exchange of experts aimed at conducting research.

2.11. Student exchange (including master’s degree and postgraduate student exchange), creating conditions for practical training and deepening theoretical and practical knowledge.

If one of the Parties entrusts the other Party with a specific work stipulated by this Agreement and involving a fee for its implementation, such relations are formalized in separate agreements with reference to this Agreement.

**3. Rights of the Parties**

The Parties have the right:

3.1. To exchange information and experience on cooperation subject.

3.2. To arrange consultations, lectures, retraining courses, and other forms of advanced training for the Parties, invite the other Party to joint meetings, workshops, webinars.

3.3. To initiate the involvement of the other Party in arranging and conducting joint events, conferences, meetings, round tables, exhibitions, fairs, and other events held in the territories of the Parties and related to the cooperation issues under this Agreement.

3.4. To engage employees, faculty members, experts, consultants of the other Party to participate in joint projects organized in order to implement this Agreement.

3.5. To counteract, prevent, detect, and suppress offenses in the field of intellectual property, patents, know-how.

3.6. To perform other work and interaction in the framework of this Agreement.

**4. Obligations of the Parties**

The Parties shall:

4.1. Systematically discuss cooperation issues.

4.2. Consider problems arising while implementing this Agreement and make agreed decisions on them.

4.3. Provide protection, level of access rights, and access control to information and documentation received from the other Party.

4.4. Avoid using intellectual property, patents, know-how for commercial purposes without the consent of the other Party.

4.5. Reimburse the costs incurred within the framework of this Agreement implementation in accordance with additional agreements.

4.6. Avoid disclosing the results of joint activities without the consent of both Parties.

**5. Final Provisions**

5.1. The particular forms of cooperation between the Parties are stipulated by separate contracts or agreements, considering the wishes of the Parties in all aspects of the activity.

5.2. This Agreement is concluded without the mutual financial conditions of the Parties. Financial conditions are specified in separate additional agreements.

5.3. The Parties shall protect the rights for intellectual activity results.

5.4. Any changes and additions to the terms of this Agreement are drawn up by additional agreements and enter into force upon signature by both Parties.

5.5. This Agreement shall enter into force from the moment of its signing and shall be valid for five years until "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_

5.6. This Agreement is made in duplicate of the same legal effect, with each party holding an original.

**5. Addresses and Details of the Parties**

***Appendix B***

**Key Performance Indicators of Mirror Laboratories Activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicator | Unit | 2019 | | 2020 | |
| Target | Actual | Target | Actual |
| Number of publications in peer-reviewed journals indexed in Scopus / Web of Science database | Units |  |  |  |  |
| Number of patents, inventions, utility models, know-hows | Units |  |  |  |  |
| Number of successful Bachelor’s thesis, Specialist’s thesis, and Master's thesis defenses | People |  |  |  |  |
| Number of successful Candidate of Sciences and Doctor of Sciences dissertation defenses | People |  |  |  |  |
| Amount of research funds attracted from external sources | Million rub |  |  |  |  |