



Knowledge & Creativity
European University



D6.1

Common protocols and flow charts
for the sharing of spaces and
resources



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Common protocols and flow charts for the sharing of spaces and resources

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Abstract	This document sets forth the regulations, common protocols and flow charts related to sharing physical and virtual resources among the 11 European universities participating in the KreativEU Alliance.
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1. Executive Summary

In accordance with the KreativEU Grant Agreement, the following document sets forth the regulations, common protocols and flow charts related to sharing physical and virtual resources among the 11 European universities participating in the KreativEU Alliance. While each university maintains its independence and unique identity, the sharing of physical and virtual resources is essential for the success of this endeavour. These guidelines aim to facilitate the seamless sharing of spaces and resources among the KreativEU partner institutions, fostering a collaborative and productive environment for the joint development of courses and research projects.

2. Regulations for Sharing Spaces and Resources

2.1 General Principles:

- All partner institutions agree to collaborate and share physical and virtual resources, such as classrooms, labs, equipment, and digital platforms, in a spirit of mutual benefit and cooperation.
- Access to resources requires appropriate authorization, the specific process for which will be defined in accordance with respective institutional policies and the KreativEU Data Protection Plan.
- Spaces and resources will be used efficiently and fairly, taking into consideration the needs of all partner institutions.
- Should any additional costs arise specifically from the collaborative use of shared spaces and resources (beyond standard operational costs covered by the host), these costs must be based on a predetermined, written agreement approved unanimously by all participating partner institutions involved in that specific activity. The process for such agreements will be defined by KreativEU governance structures.
- All partner institutions are expected to comply with the regulations, principles and procedures outlined in this document to promote effective cooperation and mutual respect within the consortium.

2.2 Requesting Use of Spaces and Resources:

- Students, academics, researchers and administrative staff must use the designated KreativEU online platform when requesting the use of physical or virtual resources, utilizing the predefined template (Annex 1).
- The request form serves as the standardized initial application across the consortium (Annex 2).
- Submitted requests will be directed to the responsible entity at the host institution owning the resource. The review and approval process will follow the local procedures of the host institution (Annex 2).
- The host institution is responsible for assessing the request based on availability, suitability, relevance to the project and local policies. It will also communicate the decision to the requester within 2 weeks from receiving the request (Annex 2).

2.3 Allocation of Spaces and Resources:

- Allocation of spaces and resources will be based on the availability, relevance to KreativEU activities, potential impact and adherence to host institution policies.
- Priority will generally be given to activities directly related to the KreativEU Alliance objectives (e.g., joint courses, collaborative research-based activities, mobility activities), while respecting the host institution's primary needs and operational requirements.

3. Common Protocols for Sharing Resources

3.1 KreativEU Joint Virtual Platform:

- Partner institutions will utilize the established common KreativEU online platform for sharing project-related information, communication and coordination concerning resources.
- Guidelines for the use of the joint platform, including fair usage policies and data privacy regulations (as defined by the KreativEU Data Protection Plan), will be communicated to all partner institutions.
- Unauthorized access, distribution of confidential information, and misuse of the joint platform are strictly prohibited. Such actions will be sanctioned according to the Grant Agreement Section 4.2.
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3.2 Access to Local Institutional Resources (Physical & Virtual):

- Access to specific local resources of a partner institution (e.g. databases, specialized labs, libraries, specific software licenses) by members of other partner institutions is subject to the local rules, regulations, authorization procedures, and potential costs of the host institution.
- Requests for such access should typically be initiated through collaboration with a local contact person/researcher at the host institution, who can guide the requester through the necessary local procedures, using the KreativEU Request Template (Annex 1).
- Visiting users are expected to properly utilize and maintain the host institution resources (physical and virtual), following all local safety, usage, and ethical guidelines.
- Partner institutions are encouraged, where feasible and within budget constraints, to collaborate on maintaining and potentially enhancing their resources.
- Any operational issues or concerns encountered by visiting users regarding host institution resources should be promptly reported to the designated local contact person or helpdesk for timely resolution.

4. Data Protection

- Partner Institutions will refer to and abide by the official KreativEU Data Protection Plan and the KreativEU Joint Controllership Agreement for detailed guidance on data subject rights, data security measures, data breach procedures, and the respective responsibilities of each institution as data controllers or processors in the context of shared resources.

5. Term and Review

- These guidelines will come into effect upon unanimous approval by the KreativEU Steering Committee, after having been reviewed by the legal departments of each partner institution and will remain in force for the duration of the KreativEU Alliance pilot phase, unless otherwise amended.
- The guidelines can be reviewed and updated as to reflect the evolving needs of the Alliance and to incorporate lessons learned and best practices. Any amendments will require unanimous approval by the KreativEU Steering Committee after having been reviewed by all partner institutions.
- Upon the termination of the KreativEU Alliance pilot phase, the partner institutions will agree on the future arrangements for the management and potential continuation of sharing resources through a separate agreement.

Annex 1: Request Template for Virtual or Physical Resource Sharing (Via KreativEU Platform)

This template serves as the initial request form submitted through the central platform. The host institution may require additional local forms or information as part of their internal approval process.

1. **Name of Requesting Person:** *(Primary individual making the request)*
2. **Name of Requesting Person's Partner Institution:** *(i.e. 1 of the 11 universities of the KreativEU Alliance)*
3. **Point of Contact at the Host Institution (Name, Position, Email, Phone):** *(Best person to contact regarding this request)*
4. **Name of Host Institution:** *(i.e. 1 of the 11 universities of the KreativEU Alliance)*
5. **Request Type:** *(Select one: Virtual Resource / Physical Space / Equipment / Other [Specify])*
6. **Description of Resource Requested:** *(Be specific, e.g., "Access to Bioinformatics Database X", "Seminar Room Y (capacity 20)", "Use of Electron Microscope Z")*
7. **Duration of Request:** *(Start Date/Time - End Date/Time)*
8. **Purpose of Resource Usage:** *(Briefly explain the activity and its relevance to KreativEU goals, e.g., "Joint seminar for KreativEU module ABC", "Collaborative research-based experiment for KreativEU WP3", "Student mobility workshop")*
9. **Number of Users Expected to Benefit:** *(Estimate participants/users)*
10. **List of Participating Universities:** *(Besides the host, which other KreativEU partners are involved?)*
11. **Terms of Use Agreement:** *(Tick box) "I confirm that all users involved in this request will abide by the rules and regulations set by the KreativEU consortium and the specific rules, regulations, safety protocols and ethical guidelines of the host institution providing the resource." (Revised based on discussion)*
12. **Plan for Return/Disposal/Vacating:** *(Briefly state how the resource/space will be returned to its original state, e.g., "Space will be vacated and tidied by end date", "Equipment usage complete by end date", "Data access terminated as per agreement")*
13. **Expected Contribution to Resource Maintenance (if applicable):** *(Specify if any contribution (financial, staff time for setup/cleanup, consumables) has been pre-agreed with the host; otherwise, state "N/A" or "To be determined by host")*
14. **Designated Reviewer(s) at Host Institution:** *(designed by the Host Institution)*
15. **Action by Host Institution:** *(For host use: Approved / Needs Clarification / Rejected)*
16. **Additional Comments/Requirements:** *(Any other relevant info, specific setup needs, etc.)*

Annex 2:

Flowchart for Requesting, Approving, and Utilizing Shared Spaces and Resources

(List format, outlining the general process)

1. Requesting Stage:

- a. User identifies need for a resource and consults potential availability/suitability (possibly via local contact or platform information).
- b. User submits a formal request via the KreativEU online platform using the template in Annex 1.
- c. Platform logs the request and directs it to the responsible entity at the host institution.

2. Approval Stage (Host Institution Local Process):

- a. Host institution receives the request.
- b. Designated approver(s) review the request according to local procedures, checking for completeness, compliance, availability, suitability and alignment with institutional policies.
- c. Host institution may request clarification or additional information/local forms from the requester.
- d. Host institution makes an approval decision (Approved, Approved with conditions, Rejected).
- e. Approval decision is communicated back to the user (ideally via the platform or designated contact).

3. Utilization Stage:

- a. If approved, the user is granted access to the space or resource for the specified duration and purpose.
- b. User receives any necessary local orientation, training or specific guidelines from the host institution.
- c. User carries out the intended activities, strictly adhering to host institution rules, safety protocols, and ethical standards.
- d. User immediately reports any issues encountered during utilization to the local contact/helpdesk.

4. Monitoring and Post-Utilization:

- a. Host institution may monitor usage for compliance and operational purposes according to local practice.
- b. Basic usage data (e.g., request approved/rejected, duration, type of resource) is recorded centrally (via the platform) for overall KreativEU statistical tracking.
- c. The host institution documents any significant issues, incidents or breaches of rules related to the use of spaces or resources and reports them as necessary through appropriate channels.
- d. User ensures that the resource/space is returned/vacated according to the agreement (Point 12 in Annex 1).

