

RULES OF THE INTERNATIONAL CENTRE FOR CANCER VACCINE SCIENCE

Chapter I General provisions

§ 1.

1. The International Centre for Cancer Vaccine Science, hereinafter referred to as ICCVS, is a joint research unit of the University of Gdańsk and the University of Edinburgh, subordinate to the Rector of the University of Gdańsk.
2. The University of Edinburgh shall be the strategic partner of the University of Gdańsk with respect to the ICCVS' operations. The partnership shall consist in joint introduction, to the University of Gdańsk, and to the ICCVS in particular, of good practice regarding the organisation of work, commercialisation of the research work results, and conducting research, as well as in the delegation of representatives of the strategic partner or the persons it recommends to participate in the International Scientific Committee (hereinafter: ISC) which shall constitute one of the bodies of the Centre.
3. The detailed scope of cooperation between the University of Gdańsk and the University of Edinburgh regarding the Centre shall be regulated by international agreement No. 641 of 11 September 2017 concluded between the two institutions.

§ 2.

1. The ICCVS shall operate as an organisational unit within the structure of the University of Gdańsk, established based on s. 31a of the Higher Education Law of 27 July 2005 (Journal of Laws 2016, it.1842, as amended) and § 17(2)(2) of the Statute of the University of Gdańsk of 8 June 2007 (as amended).
2. The ICCVS shall have no legal personality.
3. The ICCVS shall use the Polish name: 'Międzynarodowe Centrum Badań nad Szczepionkami Przeciwnowotworowymi (MCBSP)' and the English name: 'International Centre for Cancer Vaccine Science (ICCVS)'.

§ 3.

1. The ICCVS shall conduct its activities on the premises of the University of Gdańsk including laboratories, office space and back-up rooms.
2. The ICCVS shall have access to the infrastructure and research equipment of the University of Gdańsk on conditions satisfying the internal regulations of the University of Gdańsk applicable to its organisational units.

3. The financial and administrative services shall be provided to the ICCVS by the University of Gdańsk (central administration) based on internal arrangements.

§ 4.

1. The ICCVS shall use its own logotype and the logotype of the University of Gdańsk in accordance with the rules in force at the University of Gdańsk, as well as the logotype of the University of Edinburgh pursuant to the agreement concluded with the University of Edinburgh.

Chapter II
Aims and forms of activity

§ 5.

1. The purpose of the ICCVS shall be to conduct scientific research or development works in accordance with the adopted Research Agenda, in an international academic environment and at the highest academic level, with due regard for high ethical standards, good academic practice in particular, and to disseminate knowledge.
2. The ICCVS' activity shall focus on scientific research, and on research into and development works on cancer vaccines.
3. In the Centre formation phase, the Research Agenda shall be the same as the scope of the International Research Agendas Project (hereinafter: IRA Project), submitted with the Foundation for Polish Science (hereinafter: FPS) under the International Research Agendas programme (hereinafter: IRA programme). The International Scientific Committee (ISC), a body of the ICCVS, shall be responsible for modifying the Research Agenda.

§ 6.

1. The ICCVS shall pursue the activities referred to in § 5 by implementing projects and research tasks in research teams and, if necessary, by implementing research tasks by individual researchers, in accordance with the adopted Research Agenda.
2. The ICCVS' activity shall comprise in particular:
 - 1) conducting scientific research or research and development works on a regular basis;
 - 2) comprehensive activities promoting the development of young academic staff;
 - 3) initiating and fostering international academic cooperation;
 - 4) conducting training sessions, courses and workshops, as well as scientific meetings;
 - 5) publishing the results of the research;
 - 6) participating in organisations which group Polish or international foundations or other scientific institutions whose statutory aims are similar to or identical with the aim of the FPS;
 - 7) cooperating with other entities in order to exploit scientific research;
 - 8) promoting the work culture which enhances the quality of the scientific research conducted, including the highest ethical level in conducting the research;
 - 9) popularising scientific achievements.

3. The ICCVS should enjoy as much autonomy as possible in making decisions on research, as well as administrative and personnel policy issues.
4. The ICCVS shall join the University of Gdańsk in holding doctoral studies and constitute a place where doctoral projects may be implemented under the substantive supervision of the ICCVS' employees; if possible, this will also engage representatives of the strategic partner.

§ 7.

1. In order to carry out its activities, the ICCVS may establish cooperation with other legal entities, including public and private institutions conducting scientific research and bodies of central and local governments, on the terms and in the manner specified in the relevant acts of law.
2. Under the activities pursued by the ICCVS, its employees may, through the University of Gdańsk, obtain financial resources from national and international sources, on the terms and in the manner specified in the relevant acts of law.

§ 8.

The ICCVS shall be subject to periodic evaluation to be held by the International Scientific Committee at least every four years.

Chapter III **The bodies of the Centre**

§ 9.

The bodies of the Centre shall be follows:

- 1) the Director,
- 2) the International Scientific Committee,
- 3) the Edinburgh Management Unit.

§ 10.

1. The ICCVS Director shall be a scientist of considerable standing in his or her field, demonstrating unquestionable scientific achievement and experience in managing and heading large projects.
2. The ICCVS Director shall be appointed and dismissed by the Rector of the University of Gdańsk on motion from the ISC, with the term of office lasting 5 years. This rule shall not apply to the first appointment - in accordance with the programme requirements the first applicant shall be appointed the first Director of the ICCVS.
3. At the formation of the ICCVS and upon obtaining the financing from the FNP for the initial 5 years of operations to be pursued under the IRA Project constituting a part of the IRA programme, the Director shall be appointed by the Rector for the period of 5

years following the rules specified in the programme. The Director shall simultaneously hold the position of the head of the IRA Project. The ICCVS Director may be reappointed for several 5-year terms of office. After the laps of his/her term of office, the Director shall continue in his/her positions of the Research Group Leader at the ICCVS and shall be subject to the regular evaluation cycle conducted at the same time as the evaluation of the other Research Group Leaders.

4. Should the Director be unable to hold his or her position for the entire duration of the term of office, his/her successor shall be appointed from amongst the heads of the Research Groups within the ICCVS, in accordance with internal regulations in force at the University of Gdańsk. Over the period of financing the IRA Project from the FPS funds, the procedure of appointing the new Director shall follow the principles specified in the competition documentation, which includes the required approval of the selected candidate by the FPS (the new Director shall automatically assume the position of the head of the IRA Project).
5. The Director may propose the appointment of the Deputy Director. The Deputy Director shall be appointed by the Rector of the University of Gdańsk on motion from the Director. At the initial appointment of the ICCVS management, the Deputy Director shall be employed provided the position was envisaged in the IRA Project submitted with the FPS, in accordance with the application submitted.
6. Alongside the performance of the managerial functions at the ICCVS, the Director and the Deputy Director shall head the Research Group at the ICCVS (holding the position of the Research Group Leader).
7. In order to ensure the correct functioning of the ICCVS, the Director may establish organisational units within the ICCVS Centre, including: research groups, teams or offices, subject to the regulations in force at the University of Gdańsk.
8. The Director shall be responsible for the correct functioning of the ICCVS in accordance with the regulations in force at the University of Gdańsk, and, where the ICCVS is financed from IRA Project funds, in accordance with the rules ensuing from the grant agreement. In particular, the Director shall be responsible for:
 - 1) managing the scientific activity of the ICCVS in accordance with the Research Agenda adopted;
 - 2) making personnel decisions, with due regard for recommendations from the International Scientific Committee;
 - 3) making organisational decisions;
 - 4) managing the ICCVS' finances and assets, in accordance with the regulations applicable to the organisational units of the University of Gdańsk,
 - 5) ensuring the functioning of the ICCVS in cooperation with the partner organization so that the University of Edinburgh can fulfil its obligations.
9. The Rector of the University of Gdańsk employs the researchers at the ICCVS and decides to continue the existing contracts of employment, on motion from the Director and with due regard for recommendations formulated by the ISC.
10. The research group leaders and members of research groups shall be employed in accordance with the rules specified in the IRA competition documentation.

§ 11.

1. The ISC shall constitute the consultative and advisory body to the Rector of the University of Gdańsk and the Director of the ICCVS.
2. The ISC shall be composed of at least 9 members: scientists of recognised international standing, working in a field similar to the ICCVS' Research Agenda, plus entrepreneurs experienced in development and research projects or in implementing new technologies, if this facilitates the attainment of the goal of the IRA project pursued by the ICCVS, also.
3. Members of the ISC shall be nominated by the Director of the ICCVS and appointed by the ICCVS' Steering Committee comprising a representative of the University of Gdańsk authorised to sign the agreement of understanding (international agreement) between the universities or his/her representative and another person representing the University of Gdańsk, as designated by the authorised signatory, as well as two representatives of the University of Edinburgh. In the event of a tie, the vote of the Rector of the University of Gdańsk, as the legal representative of the IRA charter institution which includes the ICCVS, shall prevail.
4. At its first session, the ISC shall appoint the Chairperson, the Vice-Chairperson and the Secretary from amongst its members.
5. Meetings of the ISC shall be convened and chaired by the Chairperson or by the Vice-Chairperson in his or her stead.
6. Scientists shall represent at least half of the members of the International Scientific Committee; similarly, at least half of the members of the ISC shall be employees of international research units, with at least two ISC members delegated by the University of Edinburgh.
7. Members of the International Scientific Committee shall be appointed for 5 year terms of office. No more than half of its members may be reappointed for the following term upon the lapse of the first term of office. Committee members cannot hold their membership for more than two terms of office.
8. The responsibilities of the ISC shall include:
 - 1) periodic verification of the Research Agenda and introducing any necessary changes thereto, for example to reflect the global progress in scientific research in the given research area. The ISC shall conduct verification at least every 4 years.
 - 2) evaluation of the works performed by all Research Group Leaders and their teams. The ISC shall hold evaluation at least every 4 years.
 - 3) formulation of opinions on the decision to employ an individual researcher or the winner of the European Research Council competition with the ICCVS.
 - 4) announcement and holding of the competition for leaders of Research Groups working at the ICCVS, the position of the Director included (this does not apply to the appointment of the first Director in the case the funding from the International Research Agendas programme is obtained) by:
 - a) approving the competition rules and criteria developed by the Centre;
 - b) approving the requirements applicable to the candidates for the Director and Research Group leaders;

- c) assessing the applications and issuing the recommendation as to the employment of the most suitable candidate or candidates.
- 5) During the implementation of the IRA project, the ICCVS shall provide the FPS representative with the opportunity to participate in the ISC meetings and shall notify FPS of any changes in the composition of the ISC at the end or in the course of its term of office, as the case may be.

§ 12.

1. The EMU will be co-chaired by Prof Kathryn Ball and Prof David Agryle.
2. It will liaise through the Edinburgh Global Office at the University of Edinburgh to facilitate strategic initiatives with both the International Dean for Medicine & Veterinary Medicine and the Director of the Usher Institute of Population Health Sciences and Informatics, and Vice-Principal Data Science.
3. The EMU will support scientific exchange, the development of new international jointly-implemented research grant projects, and training through mobility.
4. EMU will support the ICCVS in its core activities by e.g. developing the issues related to Smart Specializations, recruiting academic staff, , mentoring the careers, and holding doctoral training (PhD and MD), as well as developing doctoral courses in health biotechnology.

Chapter IV

Assets and income of the Centre

§ 13.

1. Management of the ICCVS' assets shall be conducted in accordance with the regulations generally binding at the University of Gdańsk.
2. The ICCVS shall use the premises and asset components of the University of Gdańsk.
3. The Director of the ICCVS shall be responsible for conducting appropriate financial and asset management of the ICCVS.
4. As an organizational unit of the University of Gdańsk, the ICCVS shall be funded from the IRA Project over the period of its implementation, in accordance **with** the provisions of the FPS' decision awarding the grant. The ICCVS' activities may be co-financed from external sources.
5. The amount of overheads to cover indirect costs connected with the ICCVS' revenues shall be determined by the Rector.
6. All income generated by the ICCVS being a unit of the University of Gdańsk on implementation of its tasks shall be owned by the University of Gdańsk. In the case of income generated in cooperation with other units, the ownership issues shall be regulated in separate agreements between the University of Gdańsk and those entities.
7. The University of Gdańsk shall not be authorised to provide state aid under the Project. The implementation of the Project shall be connected exclusively with the University's own activity and shall be pursued in the areas in which the University does not pursue any commercial activities

8. Following the expiry of the financing period and the period of stability of the of the IRA Project related to the financing by the FPS, all matters relating to the ICCVS' intellectual property rights shall be dealt with in accordance with the rules applicable to the organisational units of the University of Gdańsk.

Chapter V

Closing provisions

§ 13.

1. These Rules may be amended by the Rector of the University of Gdańsk on motion from the Director, consulted with the International Scientific Committee. An amendment shall require prior review by the Senate.
 2. Should the ICCVS discontinue its activities, the Rector of the University of Gdańsk shall, on motion from the Director and in consultation with the International Scientific Committee, distribute the accumulated assets of the ICCVS.
-