



“Accelerating Western Balkans University Modernisation by Introducing Virtual Technologies”

VTech@WBU

WP2.2 - Deliverable D2.2.1

Defining the regulation and the mission and vision of Virtual Technology Hub /Lab

Project duration: 15/11/2019 - 15/11/2022

Due date of deliverable: 15/05/2020

Actual submission date: 07/06/2021 (for UP)

Dissemination Level: Consortium (Confidential, only for members of the consortium)

Version	Date	Change History	Author	Organisation
01	01/02/2021	Document drafted	Sabrije Osmanaj, Jeta Dobruna, Zana Limani	UP
02	15/03/2021	First edition	Sabrije Osmanaj, Jeta Dobruna, Hena Maloku, Zana Limani	UP
03	03/05/2021	Second revision	Hena Maloku, Isak Shabani, Mimoza Ibrani	UP
04	07/06/2021	Final version	Sabrije Osmanaj, Mimoza Ibrani, Isak Shabani, Esat Kelmendi	UP



CONTENTS

Virtual Technologies (VTech) HUB/LAB rules and regulations.....

Scope.....

Mission and objectives.....

Organizational structure and management.....

Code of conduct.....

Communication and documentation.....

Complaints.....



VIRTUAL TECHNOLOGIES (VTECH) HUB/LAB RULES AND REGULATIONS

ARTICLE 1

SCOPE

1. This regulation lays down the rules that govern the use and management of the Virtual Technologies laboratory, hereinafter referred to as “the HUB”, established and located at the Faculty of Electrical and Computer Engineering, University of Prishtina.
2. All activities at the HUB must be performed in compliance with the Statute of the University of Prishtina, its regulations and bylaws.
3. In case of conflict between this Regulation and the Statute or other regulations issued by the University of Prishtina, the latter shall supersede.

ARTICLE 2

AFFILIATION

The HUB is affiliated with the Faculty of Electrical and Computer Engineering of the University of Prishtina.

MISSION AND OBJECTIVES

ARTICLE 3

1. The HUB is a dedicated space for students, academic and administrative staff, virtual technologies experts, researchers, industry representatives and new eager learners. The dedicated laboratory will be the center for innovation, creative education, research, development, and business opportunities. It will serve as a HUB to link students, academic community, industry, and businesses.
2. The HUB is a dedicated space to organize the teaching and research process while guaranteeing the needs for equipment and logistics in the practical training of students in the specific disciplines in the field of Electrical and Computer Engineering, and other relevant fields. The Hub will be used by bachelor, master, and PhD students and also by academic staff to develop the Virtual content for the courses they are teaching at accredited study programs offered by institution.
3. In addition to the development of virtual content for the courses, the HUB will also serve to help students and staff to plan, initiate and conduct the research in respective fields, and also to liaise with industry in the process of planning and piloting the research and professional projects.



4. The HUB is a designated space to support education, research, innovation, and business opportunities within the Virtual Technologies (Augmented Reality (AR) and Virtual Reality (VR) field). This space aims to create a knowledge-based community between different stakeholders to support advancements in the field and their implementation and applications in the education area. The HUB can include different combinations of different sectors, local, national, and international partners and is open for cooperation with interested non-governmental organizations, scientific and educational institutions.

ARTICLE 4

1. The primary objective of the HUB is to **support the process of modernization and advancement of teaching and learning experiences in faculty and university by incorporating in academic culture the Virtual Technologies**. The HUB will have its Virtual Technologies laboratory/space for students and academic staff to help learning processes and research. Students, as defined on syllabuses and curricula will have the right to practice and use the equipment of the laboratory.

2. A research center: The HUB will serve as a research center in the field of virtual technologies allowing researchers to experiment, test, and generate their ideas. Academic staff working on implementation of virtual technologies (AR/VR) or related fields of expertise will have the right to use the laboratory and the services the HUB offers for testing, experimenting, and other research purposes.

3. The HUB will be a safe workspace for anyone having ideas and the desire to work but do not have the necessary equipment, space, and possibilities to realize them. It will be a support for interested users to try, realize and explore new ideas.

4. The HUB will serve as a venue to create, discuss, research, and implement the latest advances in virtual technologies.

4. The HUB will serve as a **platform to strengthen communication between Faculty of Electrical and Computer Engineering , business, and community**, in order to create, discuss, research, and implement the latest advances in virtual technologies and implement solution into community and foster industry-university, university-community, and university-industry .

ORGANISATIONAL STRUCTURE AND MANAGEMENT

ARTICLE 5

1. The HUB will function with the status of laboratory within the Faculty of Electrical and Computer Engineering (FECE).



2. The lab will be registered as an integral part of faculty and will be listed as one of faculty laboratories.
3. The day to day activities of the HUB will be managed by a junior full -time academic staff of faculty, that will be appointed by the Dean.
4. For the duration of the VTech@WBUUni project, project team members will contribute to the daily management of the HUB.
5. The management team of the HUB will report to FECE Dean regarding the HUB activities at periodical basis and upon the request.
6. The management team of the HUB will organize periodic meetings with industry representatives, HUB users and other stakeholders.

ARTICLE 6

1. The equipment's of lab will be registered as assets of University of Prishtina.
2. The maintenance of equipment's, space, payment of utilities, upgrades etc. are responsibility of FECE.
3. To ensure the sustainability of hub, FECE will ensure:
 - Existence of autonomous activities
 - Academic system that holds ethics, professionalism, and quality as its core values
 - Conductive environment that welcomes national and international top academics, experts, quality students, and business representatives.
 - Opportunities for internship
 - A supportive infrastructure for national and international networking and collaboration spirit.
 - Active innovation and commercialization
 - Vibrant industry and community
 - Excellent academic and entrepreneurial leadership
4. FECE will develop detailed rules and regulations regarding the financial framework to support the activities listed in point 3, depending on the financial situation.

CODE OF CONDUCT

ARTICLE 7

1. VTech HUB will be available to the university community, and the greater community.
2. Everyone that wants to use the space and equipment of the HUB shall be responsible for describing the use and nature of events on the premises and shall be required to obtain written permission from the HUB team for all activities that take place.



3. For every scientific result, innovative idea produced by the team or the individual using the equipment of HUB/lab, the HUB will make no claims for the idea or the scientific results (patent or copyright).
4. Everyone will be morally and legally responsible if damaging on purpose the equipment according to the prior agreement done with the HUB.
5. All facilities must be returned to the condition in which they were found by the time specified in the agreement.
6. Everyone must sign in for every use.
7. No food or drink is allowed in the laboratory
8. Smoking is not allowed inside the premises.

COMMUNICATION AND DOCUMENTATION

ARTICLE 8

1. Every official communication must be written in hard copy and/or soft copy and properly archived.
2. Every meeting will be documented through official minutes of the meeting.
3. Beneficiaries of projects implemented and financed by the HUB will be responsible for documenting their activities, academic, scientific through periodic reports.
4. The HUB team is responsible for developing detailed rules for periodic reporting.

COMPLAINTS

ARTICLE 9

1. Defamatory or disparaging comments about the HUB or other members are not ethically accepted and will be treated in accordance with the UP Code of Ethics.
2. Complaints regarding any activities performed at the HUB should be directed to the HUB team. The team shall respond to complaints as soon as possible but no later than 30 days after the complaint is made.
3. In case of the unsatisfactory resolution of the complaint, the complainant may further address the complaint to the FECE Dean who will treat it in accordance with FECE and UP Regulations.