Appendix to the Rector's Order no. 33/2021 dated 21.04.2021

REGULATIONS FOR USING THE REPOSITORY OF TEACHING MATERIALS ON THE EDUCATION PLATFORM OF THE MEDICAL UNIVERSITY OF BIALYSTOK

# General provisions

§ 1

1. The Regulations define the rules for collecting, depositing, sharing and safety of materials placed in the repository of teaching materials on the education platform of the Medical University of Bialystok (hereinafter called the MUB Repository).
2. Using the MUB Repository requires compliance with these Regulations.
3. The terms used in the Regulations mean:
4. University – Medical University of Bialystok (MUB)
5. Regulations – Regulations for using the Repository of teaching materials on the education platform of the Medical University of Bialystok,
6. MUB Repository – Repository of teaching materials on the education platform of the Medical University of Bialystok,
7. Depositor – a person authorised to post materials in the MUB Repository,
8. Depositing – the process of placing materials in the MUB Repository,
9. Works – any material posted and available in the MUB Repository.

§ 2

1. The MUB Repository is a tool within the education platform that allows to make available unpublished materials resulting from intellectual works created at the University, supporting the teaching activity carried out at the University.
2. Materials developed by students, doctoral students, University staff and other persons conducting classes according to the rules specified in § 3 may be deposited and made available in the MUB Repository.
3. Works deposited in the MUB Repository are made available in electronic version.
4. The works are only available to authenticated users of the education platform.

§ 3

1. The depositor of the works referred to in § 2 may be an employee, other person conducting classes, a doctoral student or a University student, under the conditions specified in section 2.
2. Students and doctoral students of the University can become depositors of their scientific works and other unpublished materials after obtaining the opinion of the supervisor under whose direction the work was created.
3. Depositing works in the MUB Repository is done via the administrator of the education platform - Department of Modern Education Methods and Techniques.
4. The administrator of the education platform validates the format and metadata of the deposited documents before making them available.
5. The administrator of the education platform does not decide on the legality of the published works, but only assesses whether the published material meets the technical conditions.

# Copyright

§ 4

1. The Depositor declares that he/she:

- is authorised to deposit the work,

- the placement of the work in the MUB Repository does not violate the rights of third parties.

1. In the case of co-authored works, the depositor declares that they are authorized to exercise the common copyright to the whole of the work and, in particular, to the use of the work in relation to the placement in an institutional repository under the conditions set out in these Regulations.
2. Depositors shall make the works available in the MUB Repository free of charge, under an open Creative Commons license or an indefinite non-exclusive license in accordance with a template set out in Appendix 1 to the Regulations.
3. Works collected in the MUB Repository may be used by users in accordance with the relevant legal provisions, in particular with respect for intellectual property rights.
4. Access to metadata stored in the MUB Repository is open to anyone logged on to the platform. Metadata includes: name, surname, academic degree, affiliation (faculty/unit) title of the work, subject or field of the work.

# Personal data and privacy policy

§ 5

1. The administrator of personal data processed in connection with the maintenance of the MUB Repository is the Medical University of Bialystok, ul. Kilińskiego 1, 15-089 Białystok.
2. The data will be processed for the purpose of maintaining the MUB Repository supporting the teaching activity, pursuant to art. 6 section 1 a) - expressed consent through the explicit act of placing teaching materials in the Repository.
3. The recipients of personal data will be the entity providing the education platform to the University.   
   Since the entity may have its servers in third countries, in particular in the United States, the data may be processed outside the European Economic Area.
4. The provision of personal data is voluntary, but it is a prerequisite for depositing materials in the Repository.
5. The data subject has the right to access their data, rectify, restrict processing, transfer data, as well as to request their deletion in accordance with the provisions set out   
   in the GDPR. In order to exercise your rights, please contact the Data Protection Officer.
6. Contact to the Data Protection Officer: [iod@umb.edu.pl](mailto:iod@umb.edu.pl).
7. Personal data will be processed for the period of the granted free license.
8. The data subject has the right to file a complaint to the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, if they decide that the processing of personal data violates the provisions of the GDPR.
9. Based on the personal data, the Administrator will not make automated decisions, including decisions resulting from profiling within the meaning of the GDPR.

# Security and accountability

§ 6

1. The University shall not be liable in the event of infringement of intellectual property rights as a result of depositing   
   and using the work. The Depositor bears full responsibility in this regard and is responsible for any infringements of the copyright of third parties and the posting of content that may violate other legal norms.
2. Materials that are not in line with the applicable law or violate these Regulations may be removed by the administrator of the education platform without the author's consent. This provision concerns without limitation the resources in respect to which an infringement of intellectual property rights has been reported.
3. The Repository resource shall be kept indefinitely, with the possibility of terminating the agreement,  
    by giving a three-month notice period.
4. Materials deposited in the MUB Repository are not subject to self-withdrawal by the authors. At the request of the author, it is possible to update or delete the deposited material, which is implemented through the administrator of the education platform.

Rector

prof. dr hab. Adam Krętowski