

## **Rules regarding the Use of Equipment Owned by CIJ - Centre for Interdisciplinary Research on Justice of the Faculty of Law of the University of Porto**

### **Preamble**

In view of the need to establish clear and transparent guidelines for the loan of electronic and IT equipment, and based on principles of efficiency, security, and the appropriate use of available resources, these rules aim to promote the proper and responsible management of equipment owned by the Centre for Interdisciplinary Research on Justice of the Faculty of Law of the University of Porto

### **Article 1 Eligible Users**

1. Only junior, integrated, collaborating and visiting researchers of the Centre for Interdisciplinary Research on Justice (hereinafter referred to as CIJ) of the Faculty of Law, University of Porto (hereinafter referred to as FDUP) are allowed to ask for loans of electronic and IT equipment.
2. The equipment loaned is to be used exclusively by the person who requested it. The transfer of the equipment to third parties is strictly prohibited.

### **Article 2 Loan Procedure**

1. Researchers wishing to use equipment made available by the CIJ must request it by emailing the CIJ Secretariat, indicating the equipment they wish to load as well as the intended loan period (start and end dates).
2. Loan authorisations are the responsibility of the CIJ Board of Directors.
3. Once the loan authorisation has been confirmed by the CIJ Secretariat via email, the equipment must be picked-up from the FDUP IT Services between 9:00 a.m. and 4:30 p.m. on working days.
4. Users will be given the equipment after filling in and signing the following forms: “Equipment Requisition Form”, “Responsibility for Requisition and Use Form”, and the “Declaration of Consent” for Collection and Processing of Personal Data”.
5. The forms referred to in the previous paragraph will be provided to the user to be filled in during the pick-up of the equipment.

### **Article 3**

#### **Use of Equipment**

1. The laptop and portable scanner are to be used only in the premises of the main building of FDUP and cannot be taken elsewhere.
2. The desktop scanner is to be used only in Room 0.06 of the main building of the FDUP, and cannot be taken elsewhere.
3. Regardless of the loan period for which users got an authorisation, users must pick-up and return the equipment on a daily basis.

### **Article 4**

#### **Return of Equipment**

1. Users must return the equipment in good condition by 4:30 p.m. of each working day to the FDUP IT Services, completing and signing the “Return Form”.
2. Upon return, the FDUP IT Services will check the condition (hardware and software) of the equipment.
3. The information resulting from this check-up will be recorded on the equipment return report.

### **Article 5**

#### **User Obligations**

During the loan period, users must:

1. Check that the equipment is in good working condition when they are picking it up.
2. Ensure that the equipment is in the same condition upon return, confirming that no faults or anomalies exist.
3. Refrain from installing or uninstalling any software on the equipment.
4. Avoid storing personal files on the loaned equipment, as these may be permanently deleted upon return.
5. Use the equipment solely for research activities carried out within the scope of CIJ activities.
6. In the event of equipment malfunction, contact the FDUP IT Services for inspection and possible repair.
7. In the event of theft or loss of equipment, immediately report the incident to FDUP Security, who will initiate standard procedures.

## **Article 6**

### **Liability**

1. Users are liable for any damage to the hardware and/or software resulting from proven negligence in the use of the equipment.
2. Users must not remove any labels or identification tags from the equipment, and are responsible for any damage resulting from such actions.

## **Article 7**

### **Sanctions**

1. Users shall bear the full cost of repairing any equipment when damage results directly from proven misuse.
2. The CIJ Board of Directors has the right to deny access to equipment to any user whose previous conduct has been deemed inappropriate.
3. Failure to comply with the provisions of these regulations may, in addition to the sanctions mentioned above, result in the obligation to replace or pay for any missing or damaged equipment in full.