

## CODE OF PRACTICE

*The Centre for NSQI is a technically advanced research environment. Actively promoting collaboration and innovation in scientific research, the NSQI building is designed to generate new opportunities for the Bristol Nanoscience and Quantum Information research community.*

*With the NSQI building, the University of Bristol issues a clear statement of intent: the Centre for NSQI is a research hub built to support and enable the further development of the academic excellence gathered in the University research theme of Nanoscience and Quantum Information. The Centre provides a high quality research infrastructure, technical support and expertise, as well as multiple opportunities for interdisciplinary research and education.*

### 1. Scope

This Code of Practice sets out the terms of the arrangement between you (the **User**) and the Operators of the **NSQI** (NSQI Management Team). **Users will need to acknowledge that they have read this Code of Practice during induction.**

The **NSQI** provides access to research space and related resources to **Users** from across the University and we the NSQI team are charged with providing a safe and efficient environment to facilitate your activities in the centre. **Users** are provided access to the building for varying periods which that can range in duration from a few days to a few years.

## 2. Purpose and Principles

- 2.1. The common purpose is to make best use of the purpose designed centre and its features, for the overall benefit of the University of Bristol and its research community
- 2.2. The **NSQI** is a multi-disciplinary resource open to **Users** from across the University and space is 'lent' and not 'given' to **Users**. The Centre and its resources remain open to use by the entire Research Community across the UoB
- 2.3. A key purpose of the **NSQI** is to generate and maintain an environment most conducive to interdisciplinary interactions, knowledge exchange/transfer and innovative research
- 2.4. Priority of use is given to University based researchers. External collaborators or non-UoB third party **Users** can also be considered pending demand on space, resources and the merits of the research programme

## 3. The **NSQI** will:

- 3.1. Operate the building to provide a safe and comfortable working environment to a standard that meets or exceeds the standards of the University of Bristol
- 3.2. Provide Technical and Administrative support to enable the operations of the building, its shared spaces, laboratories and offices
- 3.3. Provide **Users** with an induction into the building to clarify local operational rules and procedures
- 3.4. Invite **Users** to practice multidisciplinary research and engage in interactive and innovative collaborations, following the **NSQI's** elementary rules of good citizenship and code of conduct (see 4.2)
- 3.5. Involve **Users** in the running of the Centre by providing opportunities to influence decisions and actions through interactions with the **NSQI** and during regular staff meetings

- 3.6. Consult with and notify **Users** of any predicted and predictable impending disruptions in a timely and consultative manner.
- 3.7. Provide a basic level of standard consumable items for general use (e.g. lab gases, chemicals, PPE)
- 3.8. Support **Users** in installing and removing equipment and in setting up Research space and experimental equipment
- 3.9. Provide training to **Users** where required in using Centre resources
- 3.10. Control access to restricted areas of the building e.g. Cleanrooms, Biohazard Category 2 Preparation Room
- 3.11. Monitor and Review space usage and space allocations with **Users** at appropriate times, but at least every 6 months. Whenever partial or inappropriate use of space is identified by the **NSQI**, a consultative review will be initiated involving the **User** and the **NSQI**
- 3.12. Organise, with the direct involvement of **Users**, regular seminars, workshops and lectures to enhance research, education and funding opportunities in the fields of NS & QI and beyond

#### 4. **Users will:**

- 4.1. Carry out activities in a safe and controlled manner at all times, adhering to national and local safety requirements
- 4.2. Be good citizens in the Centre by:
  - Adhering to local rules and procedures
  - Contributing to the inter-disciplinary environment by interacting with other users, offering ideas, help and support (reciprocal benefits principle) when you are able to
  - Complying with **NSQI** requests to relocate personnel or research activities (fluid use principle)
  - Respecting shared spaces, leaving them functional, clean and safe; clearing up after use

- Removing all property and equipment, or arranging for it to be transferred to others, when you eventually leaving the Centre
  - Endeavouring to make efficient and effective use of Centre resources and identifying free space to the **NSQI** as soon as it becomes evident
  - Reporting problems or failure of technical services to allow immediate repair or maintenance, and prevent damage to self and other users (safety first)
- 4.3. Remember that space in the building remains under the control of the **NSQI** and that use of Centre facilities is attributed on a temporary basis (the non-residency principle)
- 4.4. Be sympathetic to and supportive of special requests for sensitive experiments by other **Users**, which will be notified in advance, but may impact upon current use of the building.
- 4.5. Acknowledge the centre in your work either by including us as an address location or by including the following statement in your work:

*“This work (or a named part) was carried out with the support of the Bristol Centre for Nanoscience and Quantum Information”*

- and by including this phrase and/or the NSQI Centre logo on posters describing work undertaken in the centre

## **5. Accountability and Management**

Overall accountability and strategic management of the Centre lies with the NSQI Management Committee, appointed by the Dean of Science on behalf of the Deans of Engineering and Medical and Veterinary Sciences and on behalf of the Senior Management team of the University