PhonInter Lab | VIZJA University

Laboratory Regulations and Terms of Use

Laboratory of Phonetics and Oral Interpretation

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This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose and status

These Regulations define the operation, access rules, permitted use, user responsibilities, and disciplinary consequences applicable to the Laboratory of Phonetics and Oral Interpretation. The document applies to all activities conducted in the Laboratory and is binding for all authorized users.

The Regulations should be read together with the Access Policy, Health and Safety Protocols, Training Guidelines, Equipment Overview and Inventory Control, Maintenance Schedule and Blank Logs, Incident Report Form, Code of Conduct, and Data Privacy and Storage Policy.

Academic mission and supported activities

The Laboratory supports practical and research-oriented work in phonetics, acoustic analysis, oral interpretation, multilingual communication, language education, translation and interpreting studies, speech technologies, and related areas of humanities and applied linguistics.

- phonetics and pronunciation training;
- speech recording, listening practice, and acoustic analysis;
- simultaneous and consecutive interpreting simulations;
- voice projection, oral fluency, and public speaking exercises;
- multilingual communication and interpreter education activities;
- student projects, research seminars, and supervised empirical research;
- workshops and training sessions for students, academic staff, and approved collaborators.

Authorized users

The Laboratory may be used only by authorized persons whose access has been granted for teaching, research, training, maintenance, or institutional purposes.

- Students: students enrolled in courses or approved projects requiring laboratory use.
- Academic staff: instructors, supervisors, and researchers conducting teaching, training, or approved research activities.
- Technical and support staff: staff responsible for maintenance, safety, equipment readiness, and technical support.
- External collaborators: approved visitors or researchers participating in formally authorized activities, projects, or agreements.

Access booking and scheduling

Scheduled classes have priority. Other sessions require advance agreement with the Head of the Laboratory through y.kapranov@vizja.pl and confirmation of room availability under university scheduling arrangements.

A request must state the purpose, date, start and end time, number of participants, equipment, software and any recording or data collection. Do not assume access until it is confirmed. Report cancellations promptly.

Use outside the agreed schedule requires separate authorisation and compliance with building access rules. This document does not establish fixed opening hours or a separate online booking portal.

Equipment and software use

- Users may operate equipment only for academic, research, training, or approved institutional purposes.
- Specialized equipment may be used independently only after completion of the required training or under supervision.
- Users must inspect equipment before use and report visible defects, malfunction, missing components, or safety concerns immediately.
- No user may repair, modify, relocate, disconnect, or reconfigure equipment without authorization.
- After use, all devices, workstations, microphones, headphones, and accessories must be returned to their proper condition and location.

Data recordings and AI supported tools

All recordings, transcripts, project files, and research data generated in the Laboratory must be handled in accordance with the Data Privacy and Storage Policy and applicable institutional regulations.

- Before recording identifiable persons, establish the applicable lawful basis, participant information and any required consent under the university data protection process.
- Laboratory data must be stored only in approved university-controlled systems unless a project-specific arrangement has been formally authorized.
- Personal storage devices and private cloud accounts must not be used for storing laboratory data unless explicitly authorized.
- AI supported tools may be used for teaching, training, transcription, speech analysis, or research only when their use is pedagogically or methodologically justified and compliant with data protection rules.
- Personal data, confidential recordings, unpublished research data, or identifiable participant materials must not be uploaded to public AI systems without explicit authorization and a lawful basis.

Health safety and emergency compliance

- All users must comply with the Health and Safety Protocols and follow instructions from the Head of the Laboratory, instructors, technical staff, and university security personnel.
- Food, drinks, smoking, and activities that may damage equipment or create hazards are prohibited in the Laboratory.
- Emergency exits, access routes, electrical panels, safety equipment, and first aid resources must remain unobstructed.
- Accidents, near-misses, injuries, equipment malfunction, and safety hazards must be reported using the Incident Report Form.

User conduct

Professional, respectful, and responsible conduct is mandatory. Users must maintain order, respect other users, avoid disruptive behavior, protect equipment, and keep workstations clean. Harassment, discrimination, intimidation, unauthorized access, misuse of equipment, or unauthorized data sharing are prohibited.

Quality assurance and continuous improvement

The Laboratory is reviewed regularly with regard to equipment functionality, user safety, accessibility, data protection, educational usefulness, and research support. Feedback from students, academic staff, technical staff, and approved external collaborators may be used to improve procedures, training, scheduling, and equipment planning.

Annual review outcomes should be reflected in maintenance plans, training updates, inventory revisions, and laboratory development priorities.

Violations and disciplinary measures

The person supervising a session may stop unsafe use immediately. The Head of the Laboratory may suspend use of affected equipment or a session while a risk is assessed. Serious or repeated breaches are referred to the competent university authority. Formal disciplinary decisions, long-term access restrictions and any financial liability follow applicable university procedures and law; this instruction does not impose automatic fines or penalties.

Review and updates

These Regulations are reviewed annually or whenever there are relevant institutional, legal, technological, safety-related, or operational changes. Updates are communicated through the appropriate university channels and become binding after approval according to institutional procedures.