PhonInter Lab | VIZJA University

Access Policy

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 scope

This Access Policy establishes who may use the Laboratory, under what conditions, and through which booking, entry, supervision, and approval procedures. It ensures organized, fair, safe, and accountable use of laboratory space, equipment, software, and data resources.

Authorized users

- Students: students enrolled in courses or projects that require laboratory work.
- Academic staff: instructors, supervisors, researchers, and academic coordinators using the Laboratory for teaching, research, or training.
- Technical and support staff: staff responsible for safety, equipment, maintenance, and operational support.
- External collaborators: researchers or professionals formally approved by the University for collaborative work, projects, workshops, or training activities.
- Visitors: persons admitted for supervised visits, demonstrations, audits, or official university purposes.

Conditions for access

- completion of mandatory orientation or supervised instruction, where required;
- valid authorization connected with a course, project, research activity, workshop, maintenance task, or university function;
- agreement to comply with the Laboratory Regulations, Code of Conduct, Health and Safety Protocols, and Data Privacy and Storage Policy;
- presentation of a valid University ID or equivalent authorization when requested;
- absence of current access suspension or unresolved serious breach related to prior laboratory use.

Laboratory hours

Access follows the confirmed teaching timetable, room allocation and building opening rules. Enquire through y.kapranov@vizja.pl about a proposed session or access outside the timetable. No fixed weekly opening hours are established by this edition.

Booking and approval procedures

For use not already allocated in the timetable, contact the Head in advance at y.kapranov@vizja.pl. Include your name, affiliation, purpose, proposed date and times, participant number, equipment, software and recording plans. The Head coordinates practical availability with the competent university staff.

Wait for confirmation before treating a request as approved. Notify the Head promptly of cancellation, delay or a material change. Short-notice requests depend on room, equipment, supervision and safety availability; no response deadline is guaranteed.

Entry exit and attendance procedures

- Users must check in according to the applicable procedure and present identification if requested.
- Attendance, time of entry and exit, purpose of use, and equipment used may be recorded in a laboratory register or digital system.
- Temporary access cards, keys, tokens, or devices must be returned immediately after the session.
- Before leaving, users must restore equipment and furniture to the required condition and report any malfunction, damage, or irregularity.

Priority allocation

Safety interventions and necessary maintenance can interrupt any session. Subject to those requirements, priority is given to scheduled teaching and assessment, followed by approved training and research. Individual practice depends on availability. Conflicts are resolved with the staff responsible for university room allocation.

Visitors and external collaborators

Visitors and external collaborators may enter the Laboratory only with prior authorization and, where appropriate, under supervision. External research or data collection requires written approval and compliance with ethical, data protection, and institutional requirements.

Equipment access

- Access to specialized equipment may require training, supervision, or specific authorization.
- Equipment must not be removed from the Laboratory unless written approval has been granted.
- Equipment use must be recorded when required and must correspond to the approved booking purpose.
- Any damage, malfunction, missing item, or unsafe condition must be reported immediately.

Data and confidentiality

Users accessing recordings, transcripts, research materials, or user data must comply with the Data Privacy and Storage Policy. Unauthorized copying, disclosure, transfer, publication, or upload of laboratory data is prohibited.

Restricted access and penalties

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.

Safety security and monitoring

Keep keys, cards and other access credentials secure and report loss promptly. Maintain only the attendance or access records required by an approved university process. This instruction does not assert that CCTV is installed and does not independently authorise video or audio surveillance.

Review and updates

This Policy is reviewed annually or earlier if access procedures, laboratory equipment, institutional regulations, security needs, or safety conditions change.