PhonInter Lab | VIZJA University

Code of Conduct

Laboratory of Phonetics and Oral Interpretation

Approved by Dr Habil. Yan Kapranov, VIZJA University Professor
Head of the Laboratory
School of Humanities and Fine Arts | VIZJA University

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Room 205, ul. Okopowa 59, 01-043 Warsaw, Poland

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

Purpose

This Code of Conduct sets behavioral and professional expectations for all users of the Laboratory. Its purpose is to maintain a respectful, safe, inclusive, academically responsible, and technically reliable environment for teaching, research, training, and collaboration.

General principles

- Respect: treat students, staff, researchers, visitors, and collaborators with courtesy and fairness.
- Professionalism: use the Laboratory for legitimate academic, research, training, or institutional purposes.
- Accountability: take responsibility for equipment, data, workstations, time slots, and personal conduct.
- Safety: follow health and safety procedures and immediately report hazards or incidents.
- Integrity: handle recordings, research data, software, and AI supported outputs honestly and transparently.

Professional and respectful conduct

Users must contribute to an environment free from discrimination, harassment, intimidation, humiliation, retaliation, or abusive behavior. Academic disagreement and feedback must be expressed professionally and must not interfere with the safety, dignity, or work of other users.

Laboratory etiquette

- arrive on time for scheduled sessions and leave promptly when the session ends;
- keep noise levels appropriate to the activity;
- use only assigned workstations, devices, and materials;
- keep personal belongings away from walkways and emergency exits;
- leave workstations clean, organized, and ready for the next user;
- use mobile phones only in silent mode and only when they do not disrupt laboratory activities.

Equipment and resource conduct

- operate equipment only after instruction, training, or authorization;
- handle microphones, headphones, consoles, recorders, computers, software, furniture, and presentation tools carefully;
- do not attempt unauthorized repairs, modifications, rewiring, software installation, or configuration changes;
- report malfunction, damage, missing components, or irregular behavior immediately;
- do not remove equipment or materials from the Laboratory without authorization.

Data recordings and confidentiality

Users must protect recordings, transcripts, participant information, research data, course materials, and institutional information. Unauthorized copying, publication, sharing, transfer, cloud upload, or disclosure of laboratory data is prohibited.

Responsible use of AI and digital tools

- AI supported tools may be used only where pedagogically, technically, or methodologically justified and where their use complies with university and data protection requirements.
- Users must not upload confidential recordings, personal data, participant information, examination materials, or unpublished research data to public AI systems without explicit authorization.
- AI-generated transcripts, analyses, summaries, or feedback must be verified by users and must not be treated as automatically accurate.
- Use of AI tools in research or assessment must be disclosed where required by course, project, journal, or institutional rules.

Prohibited conduct

- harassment, discrimination, intimidation, or retaliatory behavior;
- eating, drinking, smoking, or bringing substances that may damage equipment;
- unauthorized access, use, copying, or disclosure of data and recordings;
- misuse of laboratory equipment or use for private, commercial, unlawful, or non-academic purposes;
- allowing unauthorized persons to enter or use the Laboratory;
- deliberate damage, removal, concealment, or unauthorized modification of equipment;
- blocking emergency routes or ignoring safety instructions.

Safety and emergencies

Users must follow the Health and Safety Protocols, know evacuation routes and safety resources, and report accidents, injuries, near-misses, safety hazards, equipment faults, or data/security incidents using the Incident Report Form.

Communication and feedback

Concerns about scheduling, equipment, behavior, accessibility, training, or data handling should be communicated to the instructor, designated staff, or Head of the Laboratory in a professional and timely manner.

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

This Code is reviewed annually or when significant institutional, legal, technological, safety-related, or operational changes require revision.