AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
**Laboratory of Phonetics and Oral Interpretation**

# ACCESS POLICY

## FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

**Approved by:**
**Dean of the School of Humanities and Fine Arts**
Dr. Adam Świątek

**Date:**
December 01, 2024

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## Location:

Room 205, Okopowa Street 59, Warsaw, Poland

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**Issued by:**
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

**WARSAW – 2024**

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## INTRODUCTION

The **Access Policy** sets forth detailed rules, procedures, and conditions for utilizing the Laboratory of Phonetics and Oral Interpretation. It ensures organized and equitable access, compliance with safety standards, and efficient use of laboratory resources for teaching, research, and training.

This policy applies to all students, faculty, researchers, and authorized personnel.

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## 1. ELIGIBILITY FOR ACCESS

### 1.1 Authorized Users

Access to the laboratory is strictly limited to:

1. **Students**:
   - Enrolled in courses offered by the School of Humanities and Fine Arts that require laboratory use (e.g., phonetics, oral interpretation, linguistics).
   - Authorized undergraduates and postgraduates working on approved research projects.
2. **Faculty Members**:
   - Instructors teaching courses involving laboratory use.
   - Researchers conducting academic or funded research within the laboratory.
3. **External Researchers**:
   - Professionals engaged in collaborative projects with the university provided they have written approval from the Dean and have signed a **Memorandum of Understanding (MoU)**.
4. **Support Staff and Technicians**:
   - Responsible for the laboratory's maintenance, safety oversight, and technical assistance.

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### 1.2 Conditions for Access

To ensure accountability, all users must:

1. Complete the **mandatory laboratory orientation session** to understand the rules, equipment use, and safety protocols.
2. Have no outstanding penalties or disciplinary records related to prior laboratory use.

3. Present a valid **University ID** at every entry.

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## 2. LABORATORY HOURS

### 2.1 Regular Operating Hours

The laboratory operates on the following schedule:

- **Monday to Friday**: 8:00 AM – 8:00 PM
- **Saturday**: 10:00 AM – 6:00 PM
- **Sundays and Public Holidays**: Closed

### 2.2 Extended Access Requests

Users requiring extended access (e.g., research during weekends or holidays) must:

1. Submit a written request to the Dean or Head of the Laboratory at least **72 hours in advance**.
2. Provide a detailed justification for the extended use, including project specifics and required equipment.

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## 3. ACCESS PROCEDURES

### 3.1 Booking Process

1. **Online Reservation**:
   - Users must book sessions using the **Laboratory Management Portal** at least **48 hours before**.
   - Each booking must include:
     - Full name of the user.
     - Purpose of the session (e.g., research, coursework, training).
     - Specific equipment required (e.g., microphones, interpretation consoles).
     - Duration of the session (start and end times).
2. **Approval Process**:
   - The Head of the Laboratory reviews all bookings.
   - Users receive confirmation or rejection via email within 24 hours of submission.
3. **Priority Allocation**:
   - Priority is given to scheduled classes and faculty-led sessions.
   - Research projects with external deadlines are prioritized over general training.

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### 3.2 Walk-In Access

Limited walk-in slots may be available for urgent, unplanned use. These are subject to:

1. Approval by the Head of the Laboratory.
2. Availability of equipment and space.

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### 3.3 Entry Procedures

Upon arrival at the laboratory, users must:

1. Present a valid **University ID** at the check-in desk or access point.
2. Sign the **Laboratory Attendance Register**, specifying:
   - Time of entry and exit.
   - Purpose of the session.
   - Equipment being used.
3. Collect any temporary access tokens or key cards, if applicable.

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## 4. RULES FOR USAGE

### 4.1 General Conduct

1. Users must always adhere to the Laboratory Regulations (Terms of Use).
2. Respect the laboratory environment by maintaining **cleanliness and order**.
3. Do not tamper with or misuse equipment. Any issues must be reported immediately.

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### 4.2 Group Access Rules

1. Group bookings must be made by a **designated representative** who is responsible for ensuring the entire group adheres to policies.
2. The maximum capacity for group sessions is **30 users** unless otherwise approved.

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### 4.3 Equipment Use

1. All equipment must be booked in advance and specified during the reservation process.
2. Users must:
   - Inspect equipment before use.

- Report any pre-existing damage to the Laboratory Technician.
- Ensure that equipment is returned to its original state and position after use.

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## 5. RESTRICTED ACCESS AND PENALTIES

### 5.1 Temporary or Permanent Restrictions

Access may be restricted in cases of:

1. **Equipment Maintenance**:
   - Users will be notified of downtime at least 48 hours in advance.
2. **Disciplinary Actions**:
   - Misconduct or failure to adhere to this policy may result in suspension of access privileges.

### 5.2 Penalty for Violations

Violations may result in:

1. Written warnings for minor infractions.
2. Temporary suspension for repeated offenses.
3. Permanent revocation of access for severe or intentional violations.

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## 6. SAFETY AND SECURITY

1. Users must comply with all **Health and Safety Protocols**.
2. The laboratory has **security cameras** for monitoring user activity and safeguarding equipment.

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## 7. MONITORING AND REPORTING

1. Attendance and equipment usage are recorded and monitored by the Laboratory Management System.
2. Users must immediately report any technical or safety issues to the Head of the Laboratory or University Technician.
3. Misuse or negligence will be logged and may result in disciplinary action.

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## 8. REVIEW AND UPDATES

The Laboratory Oversight Committee reviews the Access **Policy annually**. Updates are communicated via email and posted on the laboratory noticeboard.

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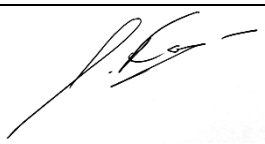
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## CONTACT INFORMATION

For inquiries or issues related to access, please contact:

**The Head of the Laboratory**
Email: y.kapranov@vizja.pl
Phone: +48791849261 (dr Yan Kapranov)

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| **HEAD of the Laboratory of Phonetics and Oral Interpretation** |  | dr Yan Kapranov |

December 01, 2024