AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

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

REGULATIONS (TERMS OF USE)
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

Location:

Room 205, Okopowa Street 59, Warsaw, Poland

This document regulates the operation, access, and use of the Laboratory of Phonetics and Oral Interpretation and provides guidelines to ensure the effective and safe use of the laboratory by all authorized users.

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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Laboratory of Phonetics and Oral Interpretation

Regulations (Terms of Use)

1. Overview and Objectives

The **Laboratory of Phonetics and Oral Interpretation**, **Room 205** at **Okopowa Street 59**, Warsaw, Poland, is an integral part of the **School of Humanities and Fine Arts** at the University of Economics and Human Sciences. Its mission is to provide a **state-of-the-art** teaching, research, and innovation environment in phonetics, oral interpretation, and linguistic studies. The laboratory facilitates *hands-on learning experiences* and **interdisciplinary collaboration**, empowering students and researchers to develop advanced linguistic and cultural competencies.

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2. Academic Focus and Supported Disciplines

The laboratory supports academic activities in phonetics, linguistics, translation studies, language education, and cultural studies. It is a resource for students and faculty engaged in **Practical English: Phonetics**, **Practical English: Speaking, etc.** The facility is also designed to host workshops on voice projection, accent training, and oral fluency, enhancing academic and practical skills. It also supports acoustic analysis and *language acquisition research*, making it a versatile resource for theoretical and applied studies.

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3. Access and Authorization

The laboratory is accessible only to authorized users, including students enrolled in relevant courses, faculty members, and approved external collaborators. Entry is permitted during **operational hours, from 8:00 a.m. to 8:00 p.m.**, Monday through Saturday. To gain access, users must present a **valid University ID**. Reservations for using the laboratory or its specialized equipment must be made **online 48 hours before** (p.hunicz@vizja.pl). Any access outside scheduled hours requires *prior approval* from the Head of the Laboratory (y.kapranov@vizja.pl).

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4. Health, Safety, and Emergency Procedures

Ensuring safety is a **top priority** in the laboratory. Users must familiarize themselves with the facility's marked **fire exits, fire extinguishers**, and **first-aid kits. They**

should also note and use emergency contacts, including **university security** and **local authorities**, in case of incidents. Additionally, users must handle all equipment carefully to prevent accidents and immediately report any **hazards** or **malfunctions** to the laboratory supervisor. **Food, drinks**, and other potentially damaging items are *strictly prohibited* to maintain a safe and clean working environment.

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5. Equipment and Technology

The laboratory has **advanced technology** to support its educational and research goals. This includes **simultaneous interpretation consoles**, **high-fidelity microphones**, **noise-canceling headphones**, and specialized software such as **Praat** and **Audacity**. To ensure proper usage, all users must attend a **mandatory orientation session**. Reservations are required to access specialized equipment, and users are responsible for **handling all devices carefully**. Any damage or malfunction should be reported **immediately** to ensure timely maintenance.

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6. Data Management and Recordings

All data and recordings generated in the laboratory are the **property of the University** and must be stored securely on its **servers**. Users are *prohibited* from using personal storage devices to transfer or store laboratory data. Any recordings involving participants must comply with **GDPR**, including obtaining *written consent*. Research and project files must be clearly labeled with **course codes** and **project names** to facilitate easy retrieval and compliance with data management policies.

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7. Code of Conduct

Professional behavior is always expected in the laboratory. Users must respect the **facility**, its **equipment**, and other users. Disruptive activities, such as **loud conversations** or improper equipment use, are not tolerated. M**obile phones** are restricted to silent modes, and all personal belongings must be kept in designated areas to avoid clutter. Users are responsible for *cleaning their workspaces* after use to maintain the laboratory's **professional and welcoming environment**.

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8. Booking and Scheduling

To ensure **fair resource use**, all laboratory sessions and equipment must be **booked in advance**. Reservations must include details such as the **purpose of use**, the **specific equipment needed**, and the expected **duration** of usage. Users who arrive more than **15 minutes late** may forfeit their reservations, allowing the laboratory to accommodate others on the waiting list. **Cancellations** should be communicated at least **24 hours before** the scheduled session.

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9. Violations and Disciplinary Measures

To uphold the laboratory's standards, **violations** of its regulations will result in appropriate **disciplinary action**. Minor infractions, such as **noise disturbances**, may lead to **warnings** or temporary restrictions on laboratory access. Serious violations, such as **damaging equipment** or **unauthorized data sharing**, can result in suspended **privileges** and **financial penalties** to cover repair costs. Repeated offenses will be reported to **university authorities** for further disciplinary action.

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10. Maintenance and Updates

The laboratory undergoes **regular maintenance** to ensure the functionality and safety of its equipment. Maintenance schedules are communicated via **email** and posted on the laboratory **noticeboard**. These regulations are **reviewed annually** to align with the university's evolving policies and user feedback. Any **updates** to the rules will be shared promptly with all users.

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

December 01, 2024