

LABORATORY RULES



General Provisions.

This paper provides the standards for using the School of Engineering's Electricity and Electronics Laboratory facilities.

Only those students under the supervision of the Professor or the person in charge of the laboratory test might enter and use the facilities.

The work area must be clean and organized; undergraduates must always take good care of the equipment, the furniture, and the materials.

Discipline

Introducing any kind of drinks is forbidden. Additionally, smoking and the use of cellphones is strictly forbidden as well. Music and entertainment devices are not allowed either.

An appropriate, responsible, and respectful behavior is required, avoiding rushing, yelling, cursing, and any games.

Taking, or trying to take equipment or material away from the laboratory will be considered serious misconduct, and will be reported to the corresponding Coordination Office.

Computers available in this laboratory are exclusively destined to academic applications, not for navigating, chatting, playing, sending or receiving e-mails, not for any other personal matter.

Non-compliance with any of these standards will cause penalties defined under the School of Engineering's criterium.

Operation

If the laboratory is being used to conduct a scheduled test, this will prevail. The responsibility related to the correct use of the facilities, materials, and equipment will lie on the Professor in charge of the group.

Students and/or Faculty who need to use this laboratory's facilities, equipment, and materials – if not used for any scheduled laboratory test – must be authorized by the person in charge.

The different devices and materials forming part of this laboratory might be used only inside this facilities, and it is not allowed to take them away unless a specific written authorization by the person in charge of the laboratory.

Before starting any kind of task, students must inspect the conditions in which facilities, materials, and equipment are being received by them and must leave them in the exact same conditions. If students find any malfunction, they must immediately report this situation to the person in charge. Otherwise, students will be charged with the corresponding repair expenses.

About penalties

Students are responsible for knowing the devices' operation, as well as how to use them correctly for preventing damages thereof.

Any student or group of students who, due to negligence, or intentional misuse of material, equipment, or facilities provokes damage or malfunction thereof, will pay for the corresponding repair or replacement without prejudice to disciplinary measures.

