

**Department of Psychology
Faculty for Social Wellbeing**

Psychology Laboratory

Conditions and Terms of Use

General Regulations

All users of the psychology lab at the University of Malta must adhere strictly to the following regulations. These conditions and terms of use may be revised from time to time by the lab coordinator in association with the Head of the Department of Psychology without prior notice:

- Users are free to make use of equipment available at the lab for the purpose of conducting research. No material available for use in the lab, however, may be taken out of the lab for any reason. This includes use of video-cameras, dictation recorders, headphones, SD cards, and any other equipment.
- Users will be held responsible for any damage that is incurred by any equipment available in the lab through misuse.
- Expenses incurred by the lab on the researcher's behalf are the users' responsibility and must be paid for by the user. These including printing material, any memory cards that the user might want to keep themselves, and any other consumables made available by the lab.
- Users are to ensure that their use of the lab does not cause unnecessary disturbance or inconvenience to other users. This includes the use of the lab in general. Users are to ensure that they leave the lab in a good state of cleanliness and all equipment in good condition. Any faulty equipment or accidental damage must be reported to the lab coordinator immediately. Moreover, users are to ensure that their research activities in the lab do not inconvenience others, such as through playing loud audible content. Any use of equipment that limits the research activities of other users, such as the use of audiovisual material or the lab's therapy room requires the approval of the lab coordinator in advance.

Department of Psychology

Resident faculty (TR post or higher) of the Department of Psychology can make use of the lab to conduct their own research activities on designated days. Assistant Lecturers pursuing doctoral studies are given priority and specific days have been allocated for their use of the lab. No other bookings may be made by other members of staff outside the designated days. Members may book use of the lab through the departmental secretary. If no prior booking has been made, members may use the lab freely. The use of specialist equipment or software, such as NVIVO, AMOS, dictation recorders or the observation room may be booked up to 1 month in advance and for a maximum period of 2 hours. The departmental secretary must be informed of any cancellations in advance at the earliest opportunity. Failure to do so will incur a cancellation of subsequent bookings made in the user's name. In the event of recurring bookings, priority will be given to new users following 1 month of bookings. Users are to ensure that they abide by the general regulations listed above. Users are to obtain access to the lab through the departmental secretary. The last person to leave the lab during the designated hours must return the key of the lab to the departmental secretary. Furthermore, they are to ensure that after their use the lab is left in the same condition it was in prior to use. Users are to ensure that at the end of the designated hours, the lab is fully locked, lights, computers and all equipment switched off, that curtains are drawn and that the lab is ready for use by following users. Any costs incurred by the lab as a result of misuse of the lab including accidental damages by users are to be borne by the Department of Psychology. Users are to report any malfunctions in equipment, damages or accidents to the lab coordinator immediately.

Faculty for Social Wellbeing

Resident faculty (TR post or higher) of any department in the Faculty for Social Wellbeing can make use of the lab to conduct their own research activities on designated days. Members may book use of the lab through the departmental secretary. If no prior booking has been made, members may use the lab including all specialist equipment freely. The use of specialist equipment or software, such as NVIVO, AMOS, dictation recorders or the observation room may be booked up to 1 month in advance and for a maximum period of 2 hours. The departmental secretary must be informed of any cancellations in advance at the earliest opportunity. Failure to do so will incur a cancellation of subsequent bookings made in the user's name. In the event of recurring bookings, priority will be given to new users following 1 month of bookings. Users are to ensure that they abide by the general regulations listed above. Users are to obtain access to the lab through the departmental secretary. The last person to leave the lab during the designated hours must return the key of the lab to the departmental secretary. Furthermore, they are to ensure that after their use the lab is left in the same condition it was in prior to use. Users are to ensure that at the end of the designated hours, the lab is fully locked, lights, computers and all equipment switched off, that curtains are drawn and that the lab is ready for use by following users. Any costs incurred by the lab as a result of misuse

of the lab including accidental damages by users are to be borne by their respective departments. Users are to report any malfunctions in equipment, damages or accidents to the lab coordinator immediately.

Students

Students of the University of Malta may use the lab during designated hours. Any equipment available in the lab may be used on a first come first served basis and no bookings may be scheduled in advance. No priority is given to students following any particular programme of study, as per University of Malta regulations.

Bookings Schedule*

Monday: Reserved for bookings by members of the Faculty for Social Wellbeing

Tuesday: Reserved for bookings by Assistant Lecturers, Department of Psychology

Wednesday: Reserved for bookings by members of the Department of Psychology

Thursday: Reserved for student drop-in sessions

Friday: Reserved for laboratory events

For bookings contact sara.mizzi@um.edu.mt

*The Psychology lab administration reserves the right to withhold reservations from time to time for the purposes of conducting maintenance work, host specific events that are within the interest of the laboratory to host, or for any other activity or event that the lab administration deems useful and in the interest of the same laboratory.

Dr Gordon Sammut

Lab Coordinator

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11th September 2014