

Rules for the use of Electronic Teaching Laboratory – Classroom B3

1. The Electronics Teaching Laboratory is a structure designed for the educational needs related to the instrumental lectures of the courses of Electronics. All students, who access the B3, must sign the Safety Documents.
2. The Professors of the Electronics courses that use the instrumentation available on the workbenches and the hardware boards available in the Laboratory and associated with personal computers have the right to carry out the lectures in the Laboratory and their requests will be treated with top priority.
3. Students of the third year of the Bachelor's Degree in Electronics and Telecommunications who need the instrumentation available in Room B3 to carry out the activities aimed at obtaining the degree (Electronic Project, Telecommunications Project) can use, authorized by their Supervisor and the Head of the Lab, workbenches not used by the lectures.
4. The requests of the Professors of the courses of Electronics that do not make use of the workbench instrumentation and other degree courses of the Class of Information Engineering will be authorized by the Head of the Lab, depending on the availability of the Laboratory and taking into account the constraints in points 2 and 3.
5. No course will be able to book a weekly number of hours of lectures greater than that provided by the timetable, except for special cases that will be evaluated by the Head of the Laboratory.
6. Compatibly with the requests of the Professors, the Laboratory is available for use by the students for free exercises.
7. For safety reasons, given the characteristics of the instrumentation and tools present in the Laboratory, all activities are possible only in the presence of the Technician or a Professor in charge.
8. For all the safety rules of the Laboratory, refers to the "Safety Rules" of the Electronics Teaching Laboratory, which becomes an integral part of this Regulation.
9. The professors of the courses will have to book the Laboratory within a week from the official publication of the timetable of the lectures, respecting the rule of chronology and communicating the request via e-mail to the Technician. After the week it will be possible to assign the Laboratory to other courses.
10. The booking of the Laboratory for guided lectures will be valid for the whole semester. Any professor who starts classes later or finishes them before the end of the semester or decides not to use all the hours required during the semester, is asked to inform the Technician in advance.
11. The Professors of the courses will have to contact, with a reasonable advance on the beginning of the lectures, the Technician for preliminary arrangements. The Professor will have to provide any software and hardware needed for the exercises, follow its installation (with the System Administrator) and electrical connection and to verify its operation with a final test. The list of students of the course, complete with surname, first name, ID number, year and Degree Course, must be received by the Technician at least one week before the beginning of the exercises.
12. Students cannot connect personal equipment to the electrical sockets of the Laboratory, unless explicitly authorized by the Technician.
13. Students cannot connect personal equipment to the laboratory network outlets, unless explicitly authorized by the Technician.

May 20, 2020.