

REGULATIONS FOR SPACES AND EQUIPMENT

Transitional lab _T-lab

approved by the Department Council on July 17, 2025

Art. 1 - General Provisions

These regulations govern the management and operation of the Transitional Lab (hereafter referred to as T-lab).

The assets of the T-lab consist of fixed and mobile spaces and equipment, whose use is managed in accordance with these Regulations.

The T-lab is a facility of the Department of Architecture at the University of Naples Federico II, located in designated premises and open to all permanent and non-permanent staff. It serves as a strategic infrastructure to strengthen DiARC's competencies, foster interaction with stakeholders, and attract international scholars and researchers. Conceived as equipped and adaptable spaces, the T-lab offers a collaborative environment dedicated to project-based experimentation and knowledge production in the fields of architecture, design, cities, and territories.

The T-lab is organized into four interconnected, flexible, and open sections:

1. Understanding & Knowledge _UNDER-KNOW
2. Design & Visioning _DEVI
3. Prototyping & Fabrication _PROFAB
4. Interaction & Engaging _INTENG

The equipment available in the Lab constitutes a high-value technical and scientific resource, whose management requires shared criteria of access, use, and maintenance.

Art. 2 - Scientific Responsibility

The T-lab is managed by the Scientific Director together with the Scientific Committee.

Art. 3 - Scientific Director

The Scientific Director of the T-lab is appointed by the Department Director and is responsible for guiding and coordinating the laboratory's scientific activities.

In particular, the Scientific Director:

- oversees the work of technical staff and contracted personnel, ensuring proper use of the facility and equipment in accordance with these Regulations;
- prepares, annually and in collaboration with the Scientific Committee, the Annual Report on research activities and the Procurement Plan for services, equipment, and materials needed for the T-lab's operation. Both documents are submitted to the Department Council.

Art. 4 - Scientific Committee

The Scientific Committee (SC) is composed of the scientific coordinators of the four T-lab sections, appointed by the Department Director.

The SC collaborates with the Scientific Director in managing the T-lab, supporting initiatives and providing scientific and/or organizational advice upon request.

The Scientific Director convenes the SC whenever deemed necessary, and in any case at least twice per year.

Specifically, the SC is responsible for expressing its opinion on:

- the Annual Report on research activities;
- the Procurement Plan for services, equipment, and materials.

Art.5 – Technical Manager

The T-lab has a Technical Manager appointed by the Scientific Director.

The Technical Manager monitors access to the spaces, oversees their preservation, and supervises the use of rooms and both fixed and mobile equipment, ensuring proper operation in line with these Regulations.

The Technical Manager must also report any violations of the Regulations by users to the Scientific Director.

Art. 6 - Provisions for the Use of T-lab Spaces

All DiARC faculty members and researchers have free access to the T-lab, as do PhD candidates, research fellows, thesis students, and interns engaged in research activities.

Access is also granted to other university faculty members and external scholars upon request.

Spaces may be reserved by completing the dedicated form available on the T-lab website.

Art. 7 - Provisions for the Use of T-lab Equipment

The equipment available in the T-lab is grouped into categories, each of which may be requested for loan. These categories are defined and listed in the dedicated inventory (continuously updated)

available on the website: <https://www.diarc.abit.unina.it/index.php/tlab-downloads/>

Equipment may be reserved by filling out the specific loan and return forms available on the T-lab website.

Loans are permitted to permanent DiARC staff (faculty, researchers, technicians) and non-permanent personnel (PhD candidates, research fellows, grant holders).

For the latter, the name of a permanent staff member must also be provided.

The maximum loan period for any single piece of equipment is 10 business days.

Loan requests require completing the designated form (available on the website) specifying the user's identity, purpose of the loan, expected duration, and the equipment requested.

Users are responsible for the safekeeping and proper use of equipment during the loan period.

Any damage or loss must be immediately reported to the T-lab Scientific Director.

Users must return the equipment by the loan deadline, after completing the appropriate return form (available on the website).

The T-lab Technical Manager will maintain a detailed loan register, indicating loan date, return date, equipment condition, and the user's name. The register will be available for consultation by all authorized users.

In case of violation of these Regulations, the T-lab Scientific Director may adopt restrictive measures, including suspension of borrowing privileges.

Any amendments to these Regulations must be approved by the Department Council and will be promptly communicated to all T-lab users.

Art. 8 - Contracts and Agreements

The T-lab may conduct studies and research in collaboration with or on behalf of other university departments, as well as external institutions, through specific agreements.

These agreements are governed by the University's Regulations for Administration, Finance, and Accounting.

All agreements are subject to approval by the Department Council.