

**PROTOCOL FOR THE USE OF THE FACILITIES
OF THE QUALITATIVE AND QUANTITATIVE RESEARCH LABORATORIES AND
RADIO LABORATORY¹
(PoliSocioLAB)**

1. INTRODUCTION

The purpose of this protocol is to:

- To provide information on the criteria for allocating space in the Qualitative and Quantitative Research Laboratories and Radio Laboratory, located in the Faculty of Political Science and Sociology at the University of Granada, for activities related to regular teaching, research or university outreach.
- Define the rules and procedures to be followed for allocating these spaces and uses.

2. DESCRIPTION OF THE POLISOCIOLAB SPACES

The *Qualitative Laboratory* consists of two spaces:

Classroom 27, space 1: a room mainly used to produce qualitative data through discussion groups, interviews, focus groups, expert groups, etc. It is equipped with furniture for **ten participants** and has enough space to double its capacity, if necessary. It also has an ambient microphone, a camera to record the sessions and a screen with a connection to electronic devices.

Classroom 27, space 2: is designed primarily for qualitative analysis and the production of audiovisual material. This room is equipped with **twelve Mac computers**, with the option of using either MacOS or Windows operating systems, connection to the University of Granada Wi-Fi network, and licences for the use of **NVivo, Graphext, DaVinci Resolve and SPSS** software on all computers. Ten Atlas.ti licences have also been incorporated into this laboratory, with the possibility of accessing this software from users' personal devices (provided that it is run simultaneously on no more than ten devices). Among the resources available, there is also a screen with a connection to electronic devices. The NVivo programme licences have been incorporated through the DEPARTMENT OF SOCIOLOGY'S practical teaching support programme, as has one of the computers.

¹ Approved by the Governing Committee on 23 June 2025.

As an additional service, the laboratory will provide, as far as possible, a transcription service for teaching and research staff (PDI) who request it as part of the technical support for research projects carried out by the departments based in the Faculty.

The **Quantitative Laboratory** consists of the following space:

Classroom 29: room mainly used for computer-assisted telephone interviewing (CATI). This room has **ten workstations**, equipped with a survey station, telephone terminal and headset. The ten computers are interconnected to a central server located in that classroom. It has a **laptop** to support Data Science research, given the power of its graphics card.

The Quantitative Research Laboratory has a licence for Gandia Qüest *software*, specifically designed for questionnaire design, and **Gandia Integra** Catinet, a tool that allows for the control and supervision of telephone surveys during the fieldwork phase. It also has specific statistical analysis and data science programmes, such as **SPSS, R and R-Studio, Orange Data Mining and Stata/BE**. The room has a screen with a connection to electronic devices. The Gandia and Stata/BE programme licences have been incorporated through the practical teaching support programme of the DEPARTMENT OF POLITICAL SCIENCE AND ADMINISTRATION.

The **Radio Laboratory** consists of three spaces:

A Studio - Broadcasting Room: this room has a circular table with four microphones and four headsets for participants to use, as well as two professional Panasonic video cameras that can be used to capture images. Located next to the Control Room, it has a glass window separating the two rooms but allowing visual contact between them. The walls are acoustically treated to ensure high-quality sound.

A Control Room: the microphones installed in the Studio-Recording Room pick up the audio signal that goes directly to this room, which is equipped with a sound desk, microphone and headphones for communicating with participants in the adjoining room, and a dual-screen computer equipped with audio editing software such as **OBS, Audacity and Spreaker Studio**.

A Recording Control Room: this space is intended for audiovisual recording and content creation and supervision.

Preferential use of the aforementioned space may be made by teaching and research staff (PDI) attached to the Department of Political Science and Administration, the Department of Sociology, or other departments that have teaching responsibilities in the Faculty of Political Science and Sociology in the current year and require its use for teaching purposes in the degree programmes offered at the Centre. Technical Administration and Services Staff (PTGAS) and students attached to the Centre who meet the requirements and conditions referred to in this document may also make use of these resources.

3. PROTOCOL FOR REQUESTING THE USE OF SPACES

To authorise the general use of PoliSocioLAB spaces and resources by teaching and research staff and technical, administrative and service staff, a request must be sent through the University of Granada's classroom and space reservation system, SUCRE, selecting the Faculty of Political Science and Sociology. Please note that to make such a request, you must log in with your UGR institutional email account.

[Reserving spaces](#)

Simply requesting a space does not automatically reserve it.

When making a reservation request through the [SUCRE](#) system, it is essential to fill in the "Comment/Justification" field, clearly specifying the use for which the space is requested. If this field is not filled in, or if the justification for use is insufficient, the request will be denied.

With regard to the specific use of the Quantitative Laboratory's **telephone survey service** for research or transfer, a request must be sent via the [UGR's electronic headquarters \(temporary transfer of use of spaces\)](#) addressed to the **Faculty of Political Science and Sociology**, indicating the purpose of its use and attaching

1. Report on the activity to be carried out.
2. [Application for temporary use](#) of spaces available on the UGR Management website.

The request must be made at least one month in advance. The cost associated with the transfer of spaces, available in [ANNEX I](#), will be borne by the applicant.

Reservations for the independent use of the laboratories of the Faculty of Political Science and Sociology by *students* of our Centre, or for the use of Atlas'ti or Graphext licences outside the PoliSocioLAB spaces by *teaching and research staff*, must be made via an institutional email account (@ugr.es; @correo.ugr.es; @go.ugr.es) to the following email address [at least five days in advance](#).

polisociolab@ugr.es

Applications received less than five working days prior to the date or period for which the activity is requested, counting from the working day following the date of submission, **will not be considered**. If no response is received within the established period, it will be understood that authorisation has been denied.

Positive confirmation of the reservation will be communicated to the applicant within a period not exceeding five working days by email.

The application must expressly specify the following:

- The **identification** of the person or persons who will be responsible for compliance with the provisions of this protocol and, where applicable, for compliance with the requirements for use of the Laboratory, with identification of their ID number.
- The **date** or period of use, as well as the proposed start and end **times** for the requested activity.
- **The use** for which the space is requested shall **be detailed**. In the case of practical work for a subject, the name of the subject shall be specified.
- **Indicate** whether the use of specific open-source software that is not available or audio/video recording equipment is required.

The following links provide information on the existing resources and video tutorials on how to use each of the spaces:

- Qualitative Laboratory [Link](#)
- Quantitative Laboratory [Link](#)
- Radio Laboratory [Link](#)



Qualitative Lab



Quantitative Lab



Radio Lab

Every effort will be made to satisfy as many requests from the educational community as possible. However, when deciding on applications, the Dean's Office, which is responsible for PoliSocioLAB, has discretionary power and freedom of judgement to act in accordance with the provisions of this protocol.

4. GUIDING CRITERIA FOR THE ALLOCATION OF SPACES

1. Preferential use will be given to the Centre's teaching activities.
2. Priority in the use of this space will be given to activities that are part of projects and/or research groups that have:
 - Teaching and research staff attached to the Department of Political Science and Administration.
 - Teaching and research staff assigned to the Department of Sociology.
 - Teaching and research staff with a teaching load in the Faculty of Political Science and Sociology equal to or greater than 9 credits in the current academic year.
 - Technical and management staff from the Faculty of Political Science and Sociology.
3. Any undergraduate or postgraduate student or group of students who need to use these spaces for their studies may do so. In this case, requests must be adjusted to the working hours of the laboratory technician.
4. As a guiding principle, requests will be prioritised on a first-come, first-served basis. Likewise, in the case of students, requests from students enrolled in the degrees offered by the Centre will take precedence.

5. OBLIGATIONS OF THE APPLICANT

The use of the Qualitative and Quantitative Research Laboratories and the Radio Laboratory is subject to express prior authorisation and strictly authorised tasks.

The person responsible assumes the following obligations once the Centre has authorised the use of any of these spaces:

- Before accessing the requested space, they must sign an entry form available at the Centre's Office.
- Once the activity has been completed, the space occupied must be restored to the same condition in which it was received. In the case of the radio laboratory, this is particularly necessary.
- After completing the activity, you must return to the Centre's Office to sign the exit form.
- You must inform the Dean's Office, or the person delegated for this purpose, of any damage of any kind that may have occurred during the activity by emailing polisociolab@ugr.es.
- You must ensure that the Faculty of Sciences and Sociology and PoliSocioLAB are mentioned, and that their corporate/institutional image is used correctly, in any material associated with the authorised use, whether before or after the activity.

In the event of non-compliance with the conditions set out in this document, the Dean's Office reserves the right **not to grant access** to the facility during the current academic year to the person responsible for such non-compliance. Similarly, in the event of unlawful use of these spaces, the Faculty reserves the right to take any legal action it deems appropriate.

If, for any reason, you are unable to use the space you have reserved, you must notify polisociolab@ugr.es in writing as soon as possible so that other requests can be accommodated. Failure to notify us of this fact may result in the penalty indicated above, i.e., not being able to use the Laboratories for the remainder of the academic year.

6. RESPONSIBILITY FOR DATA, IMAGE AND AUDIOVISUAL FILES

The person requesting the use of the Laboratories will be responsible for the data, as well as for the audio/video files or telephone databases used in the activity to be carried out in the reserved space. This person must ensure compliance with current regulatory and ethical requirements in order to guarantee the correct conditions for the participation of those involved in the activity (for example, by requesting informed consent where appropriate).

PoliSocioLAB will send the files generated in the Laboratories to the person responsible for the request, via the [Consigna UGR](#) service, upon request by the interested party. This link will be active for a maximum period of **one month** after the end of the activity. After the files have been sent, they will be deleted from the physical media of the Laboratories. Otherwise, they will be deleted after 24 hours.

For any queries or clarifications regarding this process, please contact us at the following email address polisociolab@ugr.es

7. UPDATE AND REVISION OF THE PROTOCOL

At the beginning of each academic year, the laboratory's technical staff will update this protocol with the available resources. The document will also be updated in the research tab on the Centre's website and will be disseminated.

8. ACCEPTANCE OF THE PROTOCOL

Authorisation to use the Laboratories automatically implies acceptance by the user of the entire content of this protocol.

**ANNEX I. PRICES FOR THE USE OF THE QUALITATIVE AND QUANTITATIVE
RESEARCH LABORATORIES AND THE RADIO LABORATORY**

QUALITATIVE LABORATORY: SPACE 1 (ROOM 27)

Prices per room: €70.40 ½ day – €140.80 full day ¹

| Professional category | Discount |
|---|---|
| Teaching staff for teaching purposes | Exempt from payment |
| Teaching staff for research purposes: members belonging to departments based in the Faculty | Exempt from payment |
| Faculty for research purposes: members not belonging to departments based in the Faculty | 75% |
| External companies with a collaboration agreement with the Faculty and/or the University of Granada | 50% |
| External companies and public or private institutions without a collaboration agreement | 0-25% (Depending on compensation and/or contract of interest to the Faculty) |

¹ If a laboratory technician and/or audiovisual technician is required, the prices established in the [University of Granada's Public Price List](#) will apply, subject to prior authorisation by the Administrator of the Faculty of Political Science and Sociology.

QUALITATIVE LABORATORY: SPACE 2 (CLASSROOM 27)

Price per workstation: €8.80 ½ day - €17.60 full day ²

| Professional category | Discount |
|---|--|
| Teaching staff for teaching purposes | Exempt from payment |
| Teaching staff for research purposes: members belonging to departments based in the Faculty | Exempt from payment |
| Teaching staff for research purposes: members not belonging to departments based in the Faculty | 75% |
| External companies with a collaboration agreement with the Faculty and/or the University of Granada | 50% |
| External companies and public or private institutions without a collaboration agreement | 0-25% (According to counterpart and/or contract of interest to the Faculty) |

² If a laboratory and/or audiovisual technician is required, the prices established in the [University of Granada's Public Price Catalogue](#) will apply, subject to prior authorisation by the Administrator of the Faculty of Political Science and Sociology.

QUANTITATIVE LABORATORY

Price per workstation: €8.80 ½ day - €17.60 full day³

Prices per room: €70.40 ½ day – €140.80 full day

| Professional category | Discount |
|--|---|
| Teaching staff for educational use | Exempt from payment |
| Teaching staff for research purposes: members belonging to departments based in the Faculty or members not belonging to the Faculty's departments but teaching there | 50% |
| Teaching staff for research purposes: other members of the University of Granada | 25% |
| External companies with a collaboration agreement with the Faculty and/or the University of Granada | 50% |
| External companies and public or private institutions without a collaboration agreement | 0-25% (Depending on compensation and/or contract of interest to the Faculty) |

³ If a laboratory and/or audiovisual technician is required, the prices established in the [University of Granada's Public Price Catalogue](#) will apply, subject to authorisation by the Administrator of the Faculty of Political Science and Sociology.

RADIO LABORATORY

Prices per room: €30.25 ½ day - €60.50 full day ⁴

| Professional category | Discount |
|---|---|
| Teaching staff for educational use | Exempt from payment |
| Teaching staff for research purposes: members belonging to departments based in the Faculty | Exempt from payment |
| Teaching staff for research purposes: members not belonging to departments based in the Faculty | 75% |
| External companies with a collaboration agreement with the Faculty and/or the University of Granada | 50% |
| External companies and public or private institutions without a collaboration agreement | 0-25% (Depending on compensation and/or contract of interest to the Faculty) |

⁴ If a laboratory and/or audiovisual technician is required, the prices established in the [University of Granada's Public Price Catalogue](#) will apply, subject to authorisation by the Administrator of the Faculty of Political Science and Sociology.