

In order to optimize the use of the common work areas at the Centro de Investigación en Computación (Computing Research Center) of the Instituto Politécnico Nacional and based on the provisions established in articles 107, section XIII, and 173, sections I, V, and XVIII of the Internal Regulations of the Instituto Politécnico Nacional, the following are issued:

## Guidelines for the use of common work areas at the Centro de Investigación en Computación of the Instituto Politécnico Nacional

### First. Purpose.

The purpose of these guidelines is to establish the rules to which all students and users who carry out academic activities (such as internship students, project students, thesis students, community service providers, etc.) must adhere, in relation to the use of common work areas at the Research Center in Computing of the National Polytechnic Institute.

For the purposes of these guidelines, common work areas are considered to be the 2NP, 2NO, 3NP, 3NO, 3SP, and 3SO zones, which are detailed in the plan attached to this document as the only annex.

### Second. Assignment and care of furniture and lockers.

- The Departamento de Investigación en Ingeniería de Cómputo, DIIC (Department of Computing Engineering Research) is responsible for registering and assigning furniture and lockers to students and users at the beginning of each semester.
- One desk, one chair, and one locker (optional) will be assigned to each registered student, as well as to any other user with academic activity, upon request by the responsible professor, and these cannot be moved or have their control labels removed.
- The student or user must bring and place their own padlock on the day the locker is assigned.
- The locker is solely for the safekeeping of academic materials (books, notebooks, sheets, etc.); storing any kind of food inside them is not allowed.
- The locker must be kept free of strange odors, so dirty clothes, shoes, or any substances or liquids are not allowed.
- Any request for a change in location or furniture must be directed to the DIIC. Authorization will depend on availability at that time.
- The student or user will be responsible for their personal belongings left on their table and inside the assigned locker.
- At the end of their studies or in case of temporary or definitive withdrawal, the student must notify the DIIC to make the request for delivery and release of furniture, and must remove all personal belongings from the desk and locker. Users must make the corresponding notification at the end of the program they participated in or the duration of their stay.
- The student or user will have one week from their graduation, withdrawal, or the end of their stay period to return the assigned furniture and locker. If at the end of that period the objects have not been removed, the DIIC will require them to do so through

notification via email to remove the aforementioned objects within the next three business days. In case they are not removed, the DIIC will remove them, filing the corresponding report for abandoned objects and storing them for a period of 30 calendar days. Subsequently, the CIC will not be responsible for those items.

- If the student or user loses the key to the locker or is unable to open the padlock for any other reason, they must ask for assistance from the DIIC so that authorized personnel can assist in opening the locker.

**Third. Behavior in common work areas.** The students and users in the common work areas must:

- ✓ Use appropriate and respectful language at all times.
- ✓ Moderate the volume of their voice and use headphones when listening to music or participating in online events (conferences, virtual classes, courses, etc.); common areas are study and work areas that require concentration.
- ✓ Respect the spaces of other classmates.
- ✓ Respect the spaces of the professors.
- ✓ Keep the assigned work spaces and lockers organized and take care of the assigned furniture.
- ✓ Avoid playing in the common areas, as they are work areas. Recreational activities should be carried out in spaces designated for that purpose.
- ✓ Request a specific space in the DIIC in case it is needed to hold work meetings.
- ✓ Refrain from moving and disconnecting equipment without authorization from the laboratory head or thesis director.
- ✓ Avoid consuming food in the common areas, which can be done in designated areas for that purpose.

### Fourth. Sanctions.

- The students and users who fail to comply with the provisions established in these guidelines will be subject to the penalties set forth in Chapter VIII, Title Three, of the Internal Regulations of the Instituto Politécnico Nacional, and if necessary, the DIIC will immediately withdraw their use of the assigned locker and furniture.
- These guidelines come into effect on the next business day following their approval at the Ordinary College Meeting on June 30, 2022.

Observing at all times the provisions of the **Internal Regulations** of the IPN, regarding the rights (Chapter V Art.106), obligations (Chapter VI Art.107), responsibilities (Chapter VII Art. 108) and sanctions (Chapter VIII Art.110-119) applicable to all students of the Institute, and the General Regulation of Studies (RGE Art. 63) applicable to our mobility students.



Sincerely,

Department of Research in Computer Engineering (DIIC)