

Terms of Use for the WISO Research Lab

The WISO Experimental Lab and the WISO Telephone Lab are sub-units of the WISO Research Lab and a central part of the Faculty of Business, Economics and Social Sciences' infrastructure.

Every member of the WISO Faculty and, on request to the lab management, other members of University staff and external parties may use the Experimental Lab and the Telephone Lab, insofar as these Terms of Use are agreed to in writing, and the fee determined by the Regulations for Calculating Fees for the WISO Research Laboratory is paid.

Signatory for the purposes of these Terms of Use is the dean of the Faculty of Business, Economics and Social Sciences, represented by the head of the WISO Research Lab.

User, for the purposes of this agreement, is the party conducting a project in the WISO Research Laboratory. A Terms of Use Agreement must be made between the head of the party using the Research Lab and the head of the Research Lab governing the project to be carried out.

1. Terms of Use

1.1 Fees are charged for use of the Experimental Lab and the Telephone Lab to cover the costs of their operation. These fees are governed by the Regulation for Calculating Fees for the WISO Research Lab.

1.2 The User is responsible for verifying and determining that the Research Lab is suited to the intended use. The User is obliged to comply with confidentiality requirements. Users of the Telephone Lab are further obligated to comply with the Arbeitskreis Deutscher Markt- und Sozialforschungsinstitute e.V. (ADM) guidelines for telephone surveys, including amendments, in its current valid version.

- 1.3 Eating, drinking, and smoking are strictly forbidden in the Research Lab. All technical equipment must be handled carefully.
- 1.4 The User must be trained in the conditions and operation of the Research Lab by a staff expert, and confirm that the Research Lab is suited to conducting the project.

A member of staff trained in the use of the Research Lab system (supervision / technical support) must be present at all times while the Lab is in use to ensure functionality. This staff member (student assistant) is provided by the Research Lab, at the User's cost.

- 1.5 Administration of the participants in the experiments is carried out exclusively via hroot (Hamburg registration and organization online tool). This includes recording the individuals who have taken part in specific experiments. Where participants are recruited from outside the hroot system, their information must subsequently be recorded in the system.
- 1.6 The use or presentation of incorrect or misleading information is not permitted in experiments conducted in the Experimental Lab. This includes in particular the dissemination of inaccurate or inappropriate information during the experiment by those conducting the experiment.
- 1.7 Test subjects in the Experimental Lab are granted a bonus payment for punctuality or an incentive payment. For more details, see the appendix to the Terms of Use for the WISO Research Lab.
- 1.8 Required software may be installed by the head of the lab only, or WISO IT as contracted by the head of the lab.
- 1.9 Other deviations from these rules are possible only with prior negotiation and written consent from the lab management.

2. Times of Use

- 2.1 The use of the Experimental Lab and Telephone Lab for research purposes has priority over teaching purposes.
- 2.2 Use of the Experimental Lab must be reserved with the staff at least 6 weeks in advance, and for the Telephone Lab at least 8 weeks in advance. To ensure optimal use of the Telephone Lab, entire weeks or days should be booked consecutively.
- 2.3 Where multiple experiments or research projects are booked simultaneously, the possibility for shared use of the Experimental Lab or the Telephone Lab will be explored. Otherwise, the experiment or survey that was booked first will have priority. Lab management will decide in the event of any conflict.

Reservations of specific weekdays over a period of more than 4 weeks is only permitted when no other projects indicate an interest in the desired time frames.

Use for related experiments or projects in which individual days have already been reserved (overlapping of 2 projects) require that a new decision on the use be made, with the goal of finding a solution that benefits all projects.

Conflicts should be decided by the Research Lab management.

- 2.4 Where a previously registered use cannot take place, this must be communicated immediately to the Telephone Lab staff, at least 10 days before the reserved time, to enable the time slot to be given to another project. Failure to inform the Telephone Lab staff may result in a non-use fee pursuant to the Terms of Remuneration for the WISO Research Lab. If you can prove that a recruitment drive initiated in good time has been unsuccessful, you do not need to make any payment.

3. Miscellaneous provisions

Statutory provisions shall apply unless otherwise provided for in these Terms of Use. Alterations and additional provisions to these Terms of Use must be made in written form.

If individual terms or provisions of these Terms of Use be or become invalid or unenforceable, this shall not affect the legal validity and enforceability of the remaining terms and provisions. The invalid term or provision must be replaced by a suitable substitute regulation.

The regulations in the appendix to the Terms of Use for the WISO Research Lab can be enacted separately by the Office of the Dean.

These Terms of Use will become effective on 1 September 2019.

Hamburg, 20 August 2019, G. Löschper

Date, signature (Dean of the Faculty for Business, Economics and Social Sciences)

Appendix to the Terms of Use for the WISO Experimental Lab, 1 September 2019

1. Test subjects who arrive on time, but are not required due to the overbooking process necessary to ensure a full turn out, will be paid EUR 5.00 (“punctuality reward”).
2. On average, payment amounts to at least EUR 12.00 per hour and test subject („incentive payment“). The amount of the incentive payment varies according to the risk to and assumption of such risk by the test subject. Minimum payment may not be less than EUR 0.00.
3. Payment exclusively in kind (chocolate, ice cream, etc.) is not permitted. Payment in the form of vouchers (e.g., Amazon, cinema, ...) with a value corresponding to the value set in 2 is permitted.
4. For documentation purposes, a copy of all expense receipts and experiment instructions must be provided to the Research Lab in both electronic and hard copy.