

## APPLICATION LETTER FOR LABORATORY PROBATIONARY TRAINING (240H)

Student name \_\_\_\_\_ Student number \_\_\_\_\_

I am writing to formally request permission to undertake a probationary training period under the guidance of \_\_\_\_\_ to learn essential experimental techniques. The proposed period for this training is from \_\_\_\_\_ to \_\_\_\_\_.

I confirm that I have thoroughly reviewed and will strictly adhere to all laboratory safety protocols, standard operating procedures, and “laboratory application regulations” throughout this period. I understand that any failure to comply with these rules may result in appropriate disciplinary action, for which I will assume full responsibility.

Student name (signed): \_\_\_\_\_ Date : \_\_\_\_\_ (dd/mm/yyyy)

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Senior student \_\_\_\_\_ ☐ Agreed ☐ Disagreed to lead and take responsibility for the study and activities in the laboratory of the above-mentioned student.

Signature : \_\_\_\_\_

Academic staff \_\_\_\_\_ ☐ Agreed ☐ Disagreed to lead and take responsibility for the study and activities in the laboratory of the above-mentioned student.

Signature : \_\_\_\_\_

Date of application received by laboratory technician: \_\_\_\_\_ (dd/mm/yyyy) Signature : \_\_\_\_\_

Remark:

1. Either one hard copy or soft copy should be kept by the student.
2. The application letter and the “Laboratory student probationary training registration form” should be safekeeping and submit to the laboratory technician during the laboratory registration for the purpose of the calculation of total training time.
3. The student should be accompanied by the senior student and bring this application letter for the responsible personnel to review during probationary training.
4. The “laboratory application regulations” should be strictly followed when entering the laboratory
5. The senior student, assigned to assist the new student by academic staff, should follow the instructions strictly. If the student does not follow the instructions, he/she shall be disqualified in the training section for that specific occasion and placed on record. This student should re-apply for the training.
6. The students should register in laboratory technician’s office to collect experimental materials prior to starting an experiment.
7. The new master students should finish the 240 hour probationary training prior to the official laboratory registration.
8. The new students are encouraged to join the “Training for instrument operation” and “Examination for instrument operation” during the probationary training period.
9. Students can use the instruments (Training is required) after completion of the “Instrumentation training”. For other instruments (Examination is required), they can only use these when the qualified user is present, and can only act as the second user to assist the qualified user. The student is prohibited to operate the instrument independently without the qualify certificate.