***Application Form To Use Laboratories Within/Outside IMEN***

* ***Application should be made in advance at least one day before the proposed duration usage and submit this form to the lab staff before using the lab.***
* ***Applicant must register in the logbook / form that is available in the lab for each time they use the lab.***
* ***Applicant could be asked to leave the lab should the need arises due to valid reasons.***
* ***No item / equipment to be taken out from the lab unless with approval and following proper procedure***
* ***Applicants would be billed for any damage or spoilt items / equipment used.***
* ***Students are not allowed to hold the lab keys. Only IMEN Staff are allowed to hold the lab keys.***
* ***Staff must get the lab key from the office if they want to work in the lab after office hours***
* ***Students must be accompanied by their Lab Supervisor/Science Officer when working in the lab after office hours. The Lab Supervisor would get the lab key from the office if their students are to work in the lab after office hours.***
* ***For non- IMEN students and Non-IMEN staff, they can only use the lab with approval from the IMEN DIRECTOR. Their lab supervisor must accompany in the lab. For after office hours, besides their lab supervisor, the science officer must be stationed in the lab throughout the duration of usage. Any overtime claim by IMEN Staff would be billed to the center or faculty of the applicant and this must be approved by their Head center / faculty before they are allowed to use the lab.***
* ***The lab key held must be returned to the office the next day and no duplication of the keys are allowed.***
* ***IMEN postgraduates who would like to work in laboratories outside of IMEN, will need to be get the consent of their supervisor and IMEN Director***
* ***Disclaimer: The INDIVIDUAL acknowledges that he/she is ultimately responsible for his/her own Activity and that the UNIVERSITY does not in any way warrant or assure the success of the Activity. INDIVIDUAL further acknowledges and agrees that UNIVERSITY makes no warranty whatsoever regarding the EQUIPMENT AND FACILITIES.***

**Section A – To Be Filled Up By Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Student ID/ IC / Passport No: |  |
| Contact No: |  | E-mail: |  |
| Address: |  | | |
| Name of Lab: |  | | |
| Type of Activity: | Research – BSc / MSc / PhD / Intern / Visiting Fellow / Others | | |
| Activity Title: |  | | |
| Duration of using lab: | Within Office Hour :- Yes / No | | |
|  | Date: to | | |
|  | Time: to | | |
|  | No of days: | | |

**Cancel where irrelevant:** I am IMEN staff / IMEN student / Non IMEN Staff / Non IMEN student

|  |  |
| --- | --- |
| **For Student’s Application & Non IMEN Staff,**  **Photocopy of ID at the back of this form** | Applicant Signature:………………………………… |

|  |  |  |
| --- | --- | --- |
| **Section B – Approval By Student’s Lab Supervisor (Academician )**  ***- For Student Applicant*** | **Section C – Approval By Lab Science Officer**  ***- For All Types Of Applicant*** | **Section D – Approval By Director**  ***- For Non IMEN (Staff & Students)*** |
| -----------------------------------  ( Signature & Stamp & Date ) | -----------------------------------  ( Signature & Stamp & Date ) | -----------------------------------  ( Signature & Stamp & Date ) |

|  |  |  |
| --- | --- | --- |
| Lab Name:  ……………………………………. | Applicant’s Name: | …………………………… |
| Applicant’s ID: | …………………………… |
| Duration Using The lab: | ……/……/…. to  ……/……/….. |
| Time Of Usage: | From …..…. to ……….. |
| **---------------------------------------------**  (Lab Staff Signature, Stamp & Date) | *\*This slip must be kept by Applicant as proof of approval* | |