

# Registration Procedure for Category 1 Users (PhD/ Master/ RA/post-doctoral researcher) to the INBIOSIS Laboratory

## INBIOSIS STUDENT ONLY

**Action: INBIOSIS students and research fellows (permanent/ contract/ joint appointment/ associate)**

Acceptance of student admission through UKM's official application

- PhD/Master Student (<http://quest.ukm.my>)
- Research Assistant (<https://research.ukm.my/download/pembantu-penyelidik-siswazah-gra-pembantu-penyelidik-ra>)

**STUDENTS / USERS OUTSIDE INBIOSIS (including inside and outside UKM)**

**Action: External researcher INBIOSIS**

1. Officially appoint responsible fellows / staff of INBIOSIS as co-supervisor / co-researcher with the project (please refer <https://www.ukm.my/inbiosis/en/basic-information-of-services-equipment-rental/> for WITHOUT official appointment)
2. Official letter / email\* request to the Director of INBIOSIS ([pghinbio@ukm.edu.my](mailto:pghinbio@ukm.edu.my)) cc. Head of CGAT/CPB ([kcgatinbio@ukm.edu.my](mailto:kcgatinbio@ukm.edu.my))

\*state the purpose, student/user personal information, study title, experimental period, laboratory information and tools to be used, as well as fellow / staff information in charge at INBIOSIS



Director of INBIOSIS Approved

**Action: Students and lab users**

Fill and submit the Entry Form (<https://shorturl.at/ltY57>) to INBIOSIS general office



**Action: INBIOSIS research fellow / responsible staff**

1. Introduction session and placement of students (obligatory to refer to the Laboratory Coordinator / Lab PIC)
2. New students are encouraged to be pierced with students or senior staff under the supervision of the INBIOSIS research fellow
3. Laboratory access cards will be issued subject to certain conditions and deposits (refer to En. Muhammad Faros Jaafar [faros@ukm.edu.my](mailto:faros@ukm.edu.my))



**Action: Lab PIC**

1. Update the new username/student into "SENARAI AKTIF STAF, PASCA DOKTORAL, PELAJAR, INTERN, RA, DLL MENGIKUT MAKMAL & PEJABAT" in Google Drive of Lab Management
2. Enter the student's / user's phone number to the lab whatsapp group if necessary
3. Explain about the laboratory rules in general to students / users



**Action: Students and lab users**

1. Refer to the One-stop information Corner (OiC) in the laboratory or on the INBIOSIS website for a quick guide.
2. Undergo Laboratory Safety Induction Course (IKEM) before start research project. OiC and IKEM can be reached at the link (<https://www.ukm.my/inbiosis/en/guidelines/>)