

Registration Procedure for Category 2 Users (intern/external/FYP students inside and outside UKM) to the INBIOSIS Laboratory

Action: INBIOSIS research fellow (permanent/ contract/ joint appointment/ associate)


Admission of intern/transfer/FYP students via email/letter/official application form of respective universities


Action : INBIOSIS Research Fellow

1. Register the name of the student and the laboratory in the intern/transfer/FYP information list ONE MONTH BEFORE the student's admission (or earlier)

(<https://docs.google.com/spreadsheets/d/1jpF2Ldl88-SVpSYWc-ia90V4BBmxm826TvrJiCTelbk/edit#gid=21247639>)

2. Inform the laboratory coordinator via email (p.makmalinbio@ukm.edu.my)

The laboratory coordinator discusses with the laboratory PIC and Head of CGAT/CPB (especially in case of insufficient placement) 

FAILED with reason (by Email reply) 

Action : Laboratory Coordinator

PASS (via email reply)

Action : Laboratory Coordinator

Action: Intern/transfer/FYP students

Fill and submit the entry form (<https://shorturl.at/ltY57>) to the general office

Action: INBIOSIS research fellow/responsible staff

1. Introduction session and placement of students (refer to the Laboratory Coordinator and/or Lab PIC)
2. Students **MUST** be accompanied by students or senior staff under the supervision of the INBIOSIS Research Fellow (if there is none, the fellow must supervise the student himself INSIDE the laboratory)*
3. Laboratory access cards will be given subject to certain conditions and deposits (refer En. Muhammad Faros Jaafar 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 phone number to the lab whatsapp group, if necessary
3. Explain about the laboratory rules in general to students / users

Action: Intern/transfer/FYP students

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/>)

*Sebarang kos penyelenggaraan kerosakan disebabkan kecuaiannya pelajar tersebut adalah di bawah tanggungjawab felo penyelidik.