


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: Students and lab users

1. Refer to One Stop Information Corner (OiC) and undergo Lab Safety Induction Course (IKEM) at <https://www.ukm.my/inbiosis/en/guidelines/>
- 2) Fill in the registration form to get access to the lab <http://tiny.cc/NewMembersINBIOSIS>

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. . Access to the lab will be given after the registration form is completed (PIC : 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