

## APPLICATION LETTER FOR LABORATORY PROBATIONARY TRAINING (LAB'S RECORD)

Dear Dr. /Prof. \_\_\_\_\_:

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

Since it is required to complete laboratory probationary training prior to conduct experiment, I earnestly request to follow senior student, \_\_\_\_\_, to learn the experimental method from him/her, whose thesis topic is \_\_\_\_\_  
\_\_\_\_\_. The period is from \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)  
(Total: \_\_\_\_\_ days). During this probationary training period, I shall comply with the "laboratory application regulations" and all other regulations, otherwise I shall accept any appropriate punishment and assume the consequences by myself.

Thanks for your kind attention.

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

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. This application letter is in duplicate. One copy should be kept by the student and the other should be archived by the laboratory technician.
2. The student's record of 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 student should register in laboratory technician's office to collect experimental materials prior to starting an experiment.
7. The new student should finish the 240 hour probationary training prior to the official laboratory registration.
8. If the student requires registering prior to the completion of 240 hour probationary training on some special occasions, the student should show the application letter with the academic staff's approval signature.
9. The new students are encouraged to join the "Training for instrument operation" and "Examination for instrument operation" during the probationary training period.
10. 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.