



Experiments

Enrollment

Guidebook for UG

Students

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Introduction

Welcome to the Undergraduate Lab Reservation Guidelines. This document is designed to help students efficiently utilize our Laboratory Information Management System ([LIMS](#)) for reserving experiments, equipment, and workbenches. LIMS is an integrated platform that streamlines the process of managing lab resources, ensuring that all students have fair and organized access to the tools they need for their academic work.

By using LIMS, students can easily schedule their lab activities, ensuring that they have the necessary resources when they need them. However, to maintain a smooth and equitable system, it is essential that all users follow the guidelines outlined in this document. These regulations are in place to maximize the availability of lab resources, ensure safety, and promote a collaborative learning environment.

Please take the time to familiarize yourself with these guidelines before making any reservations. Adhering to these rules will help ensure a productive and respectful lab experience for everyone involved.

Accessing LIMS System

Students can access the LIMS system through several convenient methods:

1. **Course Enrollment Emails:** Upon enrolling in a course, students will receive an email containing a link to the LIMS system as well as the lab's website. This link provides direct access to LIMS for making reservations and managing bookings.
2. **Lab Website quick links:** Visit our lab's website (<https://ugtl.hkust-gz.edu.cn>), where you will find three quick links:
 - a. **Experiment Booking:** For reserving lab experiments.
 - b. **Equipment Booking:** For reserving lab equipment.
 - c. **Workbench Booking:** For reserving workbench space.

Clicking on these links will redirect you to the LIMS system.

3. **HKUST(GZ) My Portal:** Access LIMS through the HKUST(GZ) My Portal. Navigate to the Teaching & Research section under My App, where you will find the LIMS app available for direct access.
4. **LIMS Address:** <https://lims.hkust-gz.edu.cn/>

Regulations and Policies

Part I: Experiments Reservations

Our lab provides various experiment projects, which are categorized into:

1. **Lab Projects for Lecture Courses:** Directly linked to specific lecture courses, these experiments are essential for completing course requirements.
2. **Interesting Projects:** Designed to help students develop their skills, explore lab experiences, and become familiar with technical tools and programming languages.

Types of Experimental Projects:

- **Onsite Projects:** Conducted in the lab, requiring physical presence.
- **Online Projects:** Conducted virtually, allowing students to participate online, .
- **Remote Projects:** Involves accessing lab equipment remotely, enabling students to perform experiments from off-campus locations.

Reservation and Enrollment Rules

1. **LIMS Reservation:** All reservations for lab experiments must be made through the LIMS system. Multiple time slots are available for flexibility in scheduling.
2. **Extra Instruction:** For online and remote lab projects, extra in-person instruction is available. Instructors will list their available times on LIMS for students to reserve these sessions if additional guidance is needed.
3. **Enrollment Requirement for Lecture Courses:** Before reserving lab experiments linked to a lecture course, students must first enroll in the corresponding course through the SIS system. Without this enrollment, lab experiment reservations on LIMS may not be successful.
4. **Lab Project Requirements:** Each lecture course has specific lab requirements. While multiple lab experiments may be offered, students are usually required to complete only two or three to fulfill the course's lab component. However, students are encouraged to explore additional projects by reserving equipment and workbenches, provided they give a reason for the extra reservations.
5. **Time Conflict Check:** All lab experiment reservations will be checked for time conflicts to avoid overlapping sessions.
6. **Enrollment Timing:** Lab experiment enrollments will open in phases throughout the semester. Students should regularly check their email, Canvas notifications, and LIMS notifications to avoid missing enrollment opportunities.

Quota and Reservation Rules

1. **Maximum and Minimum Quotas:** Due to limited seating in labs and the need for teamwork and time for complex sample preparation, students must adhere to the maximum and minimum quotas for each lab experiment. This information is available on LIMS.
2. **Advance Reservation and Cancellation:** Reservations and cancellations must be made in advance. The required notice period varies depending on the experiment's complexity. Late cancellations must be processed by emailing the lab instructor, as they will not be accepted through LIMS. Failure to cancel properly may prevent students from reserving the same project later.

Safety and Materials

1. **Materials and Resources:** All materials, including project descriptions and safety guidelines, are provided on the UGTL website, the project details page, and LIMS. Students must review these materials thoroughly before starting any experiment.
2. **Safety Rules:** Compliance with safety protocols is mandatory. Students must read and understand the safety rules related to each experiment to maintain a safe lab environment.

Part II: Equipment and Workbench Usage

General Usage Rules

1. **LIMS Reservation:** All reservations for using lab spaces, instruments, and equipment, including tool borrowing, must be made through LIMS.
2. **Personal Use Only:** Reserved time slots are exclusively for the person who made the reservation. Equipment or lab spaces must not be used outside the reserved time.
3. **Attendance and Timeliness:** Students must arrive on time for their reserved sessions. Late arrivals, no-shows, and unauthorized time extensions are prohibited.
4. **Training Requirement:** Students must complete required training and pass the associated assessment before operating any lab instruments. Unauthorized users are prohibited from using or modifying the equipment.
5. **Equipment Check and Reporting:** Students should inspect equipment before use and report any malfunctions immediately to the lab technician. Unauthorized repairs or failure to report issues is forbidden.
6. **Data Management and Cleanup:** Students must back up their data, follow lab protocols for data transmission, clean their workspace, store equipment accessories, and log their usage. Safety checks must be completed before leaving the lab. Removing lab-owned items is prohibited.

Rules for Equipment Rental

1. **Rental and Use:** Equipment rental for offsite use requires registration on LIMS. The equipment must be used according to its instructions and returned promptly. Any issues during use or upon return must be reported immediately.

Safety and Materials

1. **Materials and Resources:** All materials, including project descriptions and safety guidelines, are provided on the UGTL website, the project details page, and LIMS. Students must review these materials thoroughly before starting any experiment.
2. **Safety Rules:** Compliance with safety protocols is mandatory. Students must read and understand the safety rules related to each experiment to maintain a safe lab environment.

Part III: Consequences for Violations

3. **Reduced Access to Future Reservations:** Repeated absences or late cancellations without proper notice may lead to restricted access to lab reservations, placing students on a lower priority list for future bookings.
4. **Penalties on Lab Grades:** Absences or improper cancellations may result in grade penalties specific to the lab component of the course.
5. **Mandatory Make-Up Sessions:** Unapproved absences from reserved lab sessions may require attendance at mandatory make-up sessions, potentially scheduled at less convenient times.
6. **Loss of Access to Advanced or Interesting Projects:** Continuous violations might result in losing the privilege to participate in advanced or Interesting Projects.
7. **Responsibility and Accountability:** Violations that result in accidents or damages will hold the responsible student accountable, potentially leading to revoked access privileges.
8. **Reentry Conditions:** Students responsible for significant issues may need additional evaluations, training, and assessments before resuming lab activities.

Reservation Procedures

Part I: Experiment Reservation

On the LIMS platform, navigate to the **All Experiments** under the **Experiments Reservation** section to view all available lab experiment projects.

Step-by-Step Reservation Process:

1. Utilize the 'Current Class Schedule' Tool:

- On the **All Experiments** page, make use of the **'Current Class Schedule'** tool. This feature integrates with SIS, KLMS, and LIMS to display your complete course schedule.
- This tool helps you identify available time slots for lab sessions, minimizing the risk of scheduling conflicts. Ensure to check your schedule before making any reservations. (See Figure. 1)

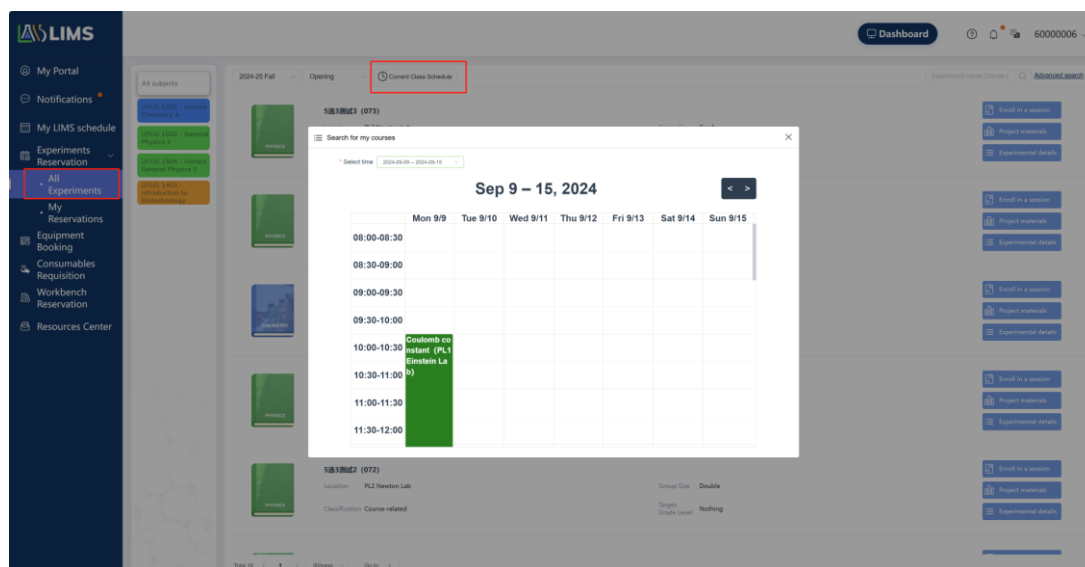


Figure. 1

2. Explore Available Projects:

- After accessing the All Experiments, you'll see all available lab projects. Use the filters provided to select the relevant semester and check the status of the projects. (See Figure. 2)

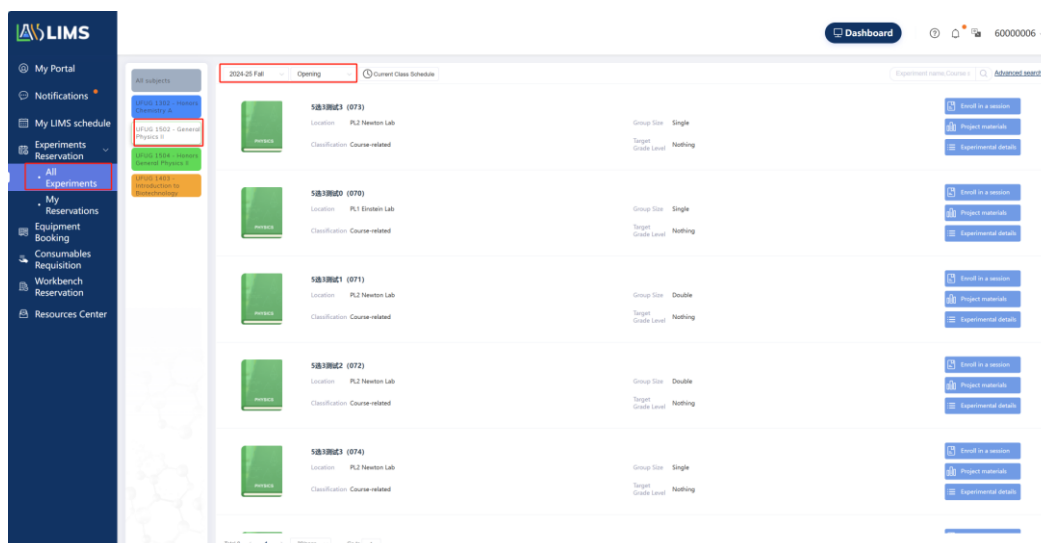


Figure. 2

3. Select and Reserve a Session:

- Click on the Experiment details to view available sessions and other information.

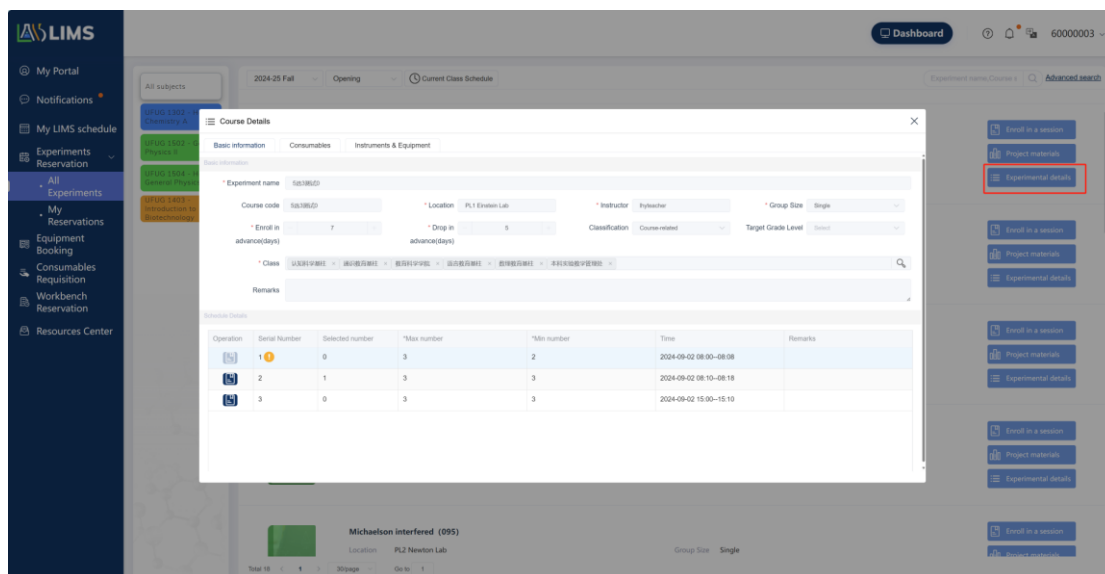


Figure. 3

- When you click 'Enroll in a session', a calendar with available slots will appear.

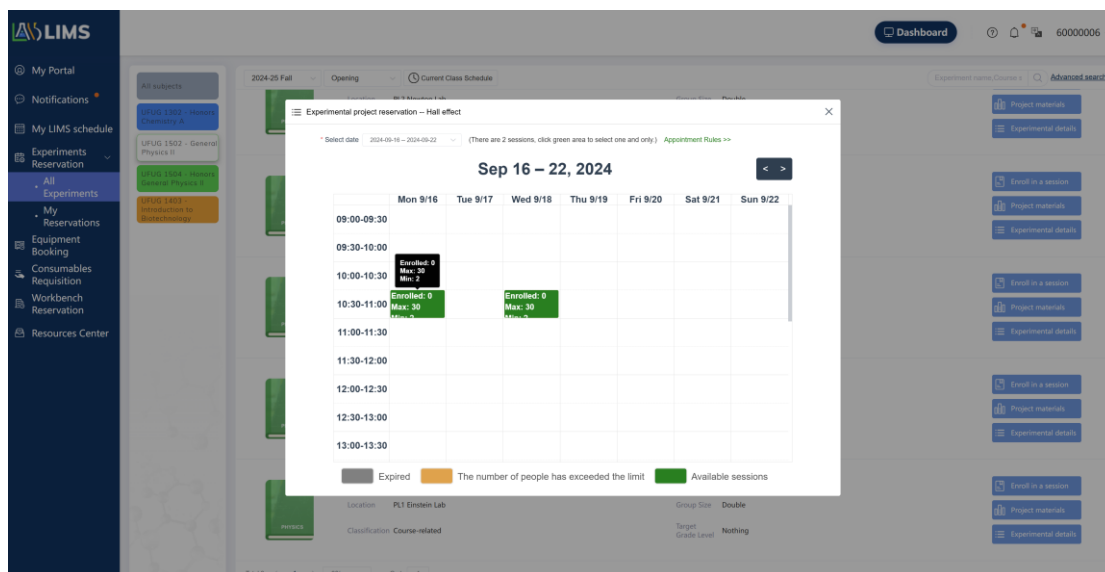


Figure. 4

- Choose a time slot that fits your schedule, then click 'Confirm' to complete the reservation. The experiment will then appear in your 'My Reservations' list.

4. Managing Reservations:

- Once a reservation is made, the other sessions of the same experiments will no longer appear in the opening All Experiments by default. If you need to change your reservation, you must first cancel it by the specified deadline and then rebook the session. (See Figure. 5)

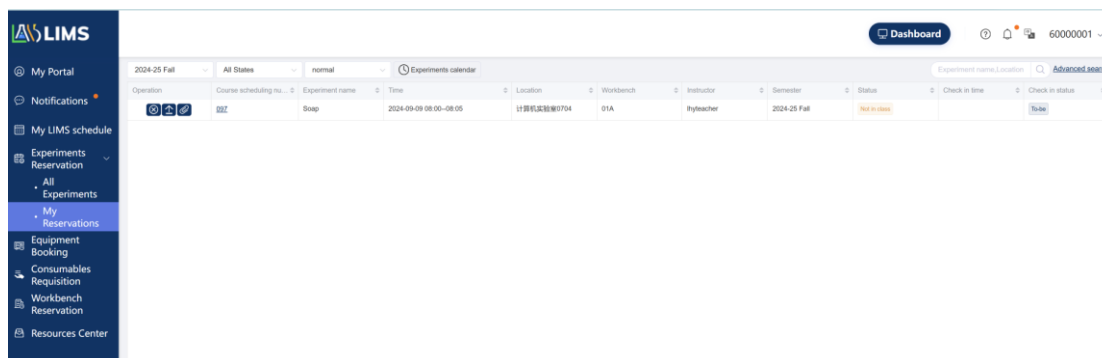


Figure. 5

5. Handling Duplicate Projects:

- You may notice duplicate listings for the same name project due to updated schedules, different location or different instructors. Each entry will have a unique scheduling sequence number (e.g., 093 vs. 083). If the available times do not suit your schedule, check the other entries with different sequence numbers for alternative options. (See Figure. 6)

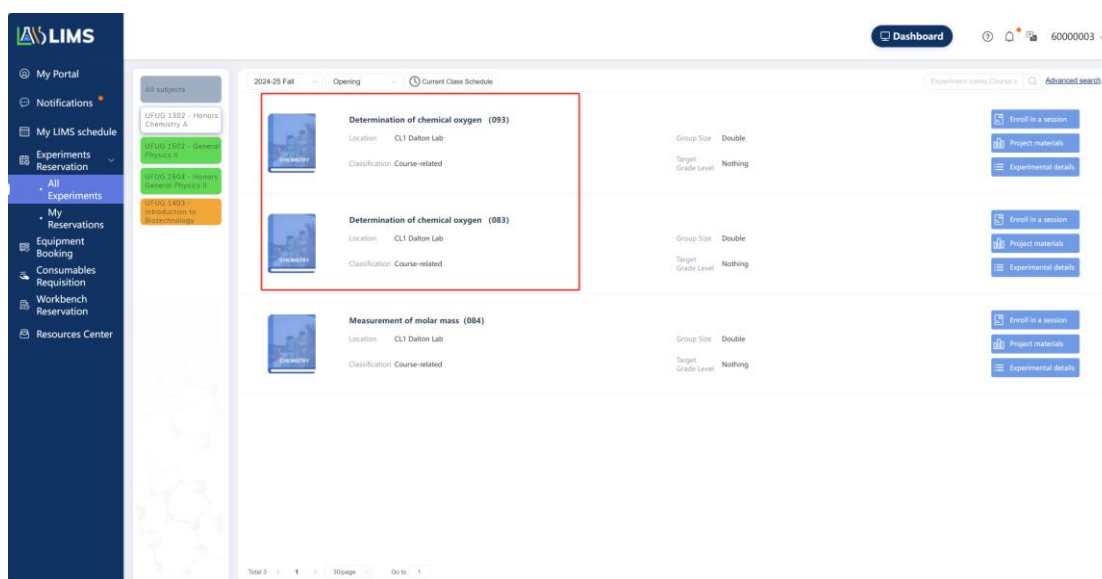


Figure. 6

Part II: Equipment Reservation

Step-by-Step Reservation Process:

1. Accessing Available Equipment

- Navigate to the Equipment Booking page, where all available equipment is listed. To make a reservation, click on the 'Appt' button. (See Figure. 7)

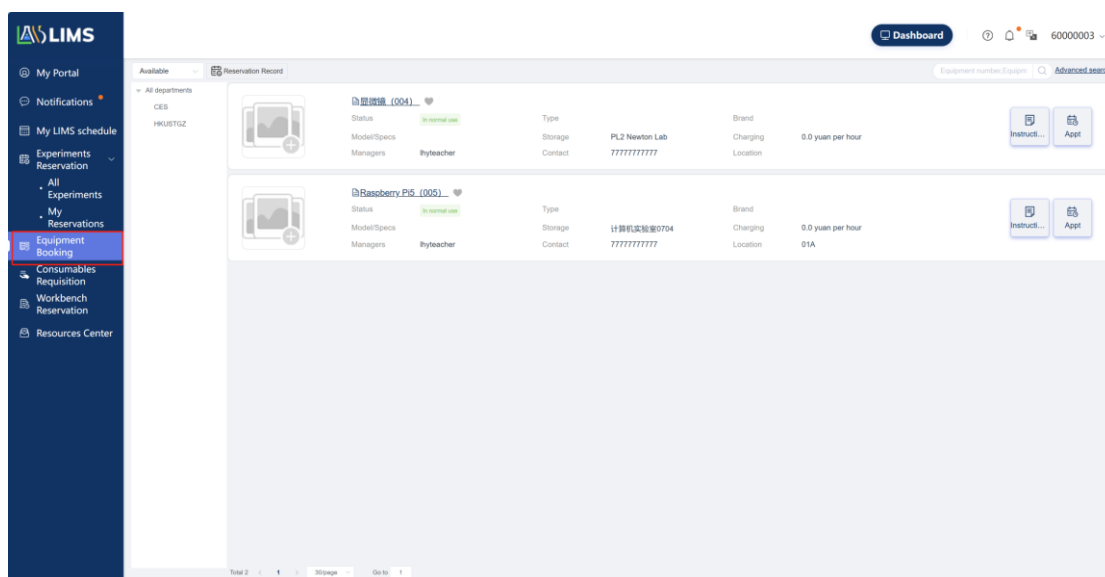


Figure. 7

2. Making a Reservation

- You can choose one or more blocks to make a reservation, filling in the purpose of use, click 'Submit'. (See Figure. 8)

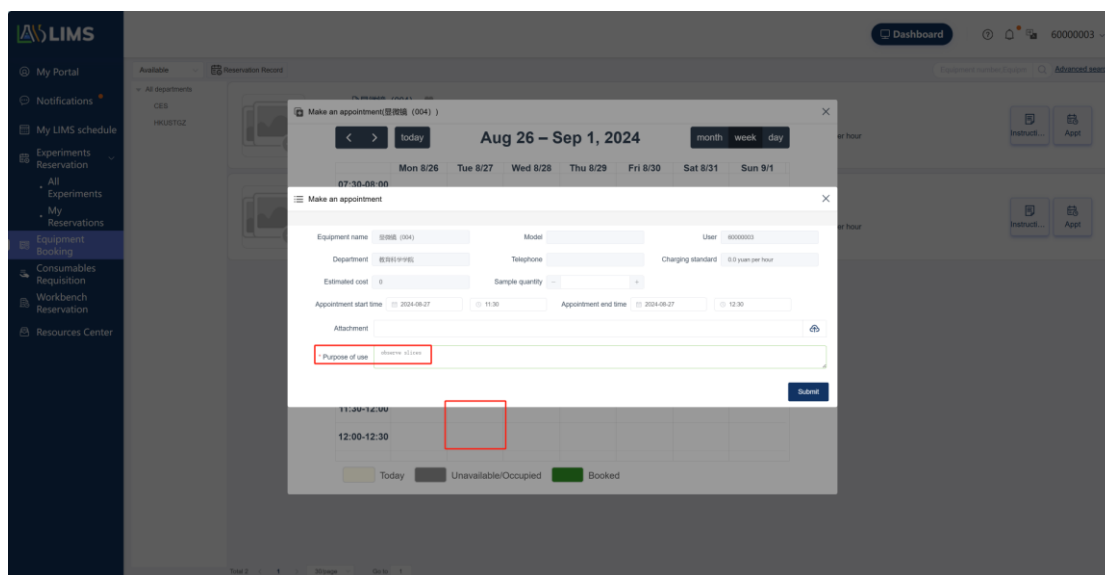


Figure. 8

3. Viewing Reservation History

- To review your past reservations, click on the 'Reservation Record' button located at the top left of the page. (See Figure. 9)

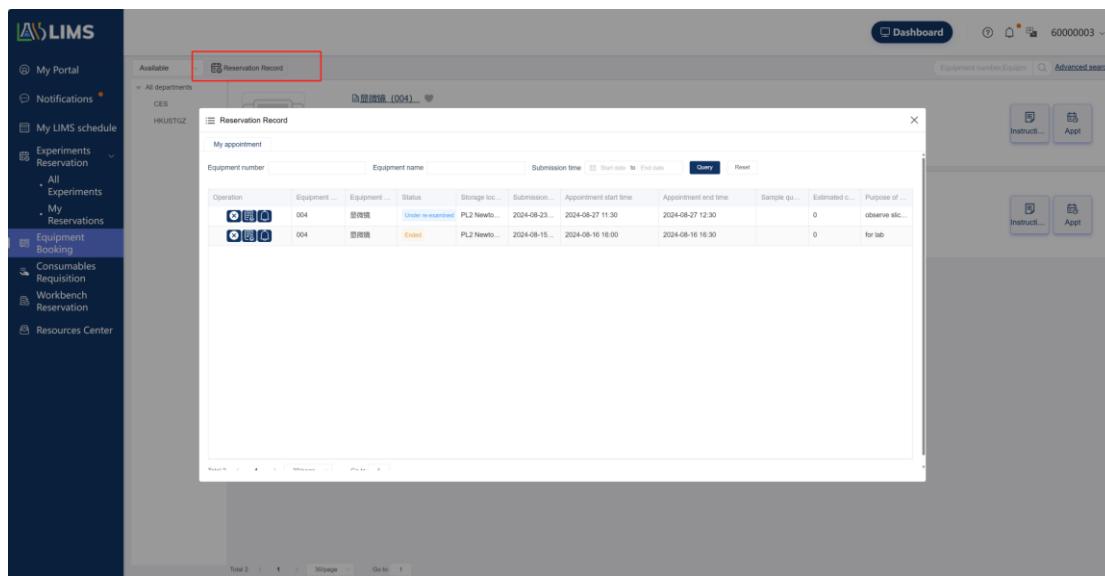


Figure. 9

4. Confirmation of Reservation

- After the Laboratory manager approving your reservation, the reservation will appear at your Portal. (See Figure. 10)

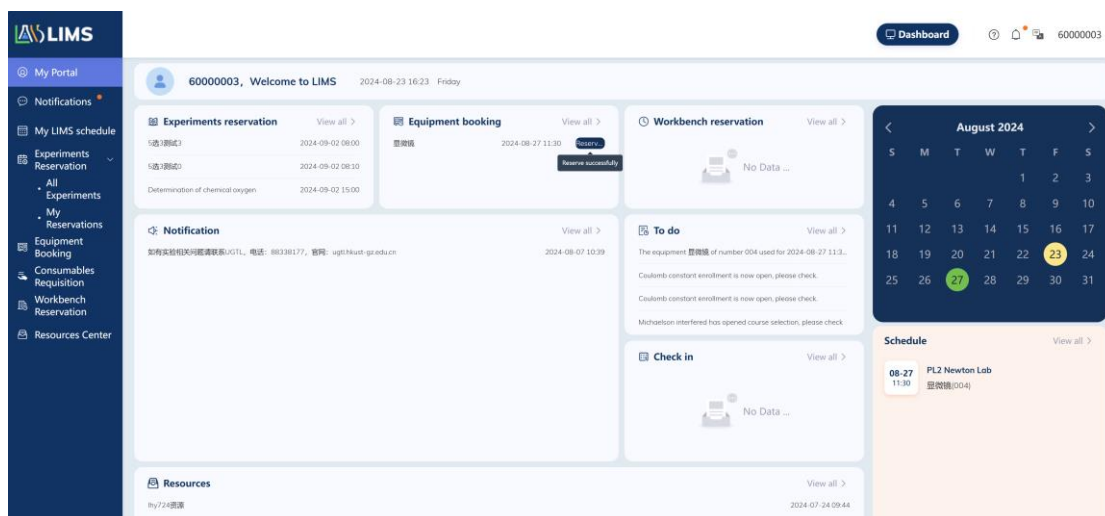


Figure. 10

Part III: Workbench Reservation

Step-by-Step Reservation Process:

1. Accessing Available Workbenches

- On the Workbench Reservation page, all the available laboratory room is listed, you can click '🕒' to make a workbench reservation. (See Figure. 11)

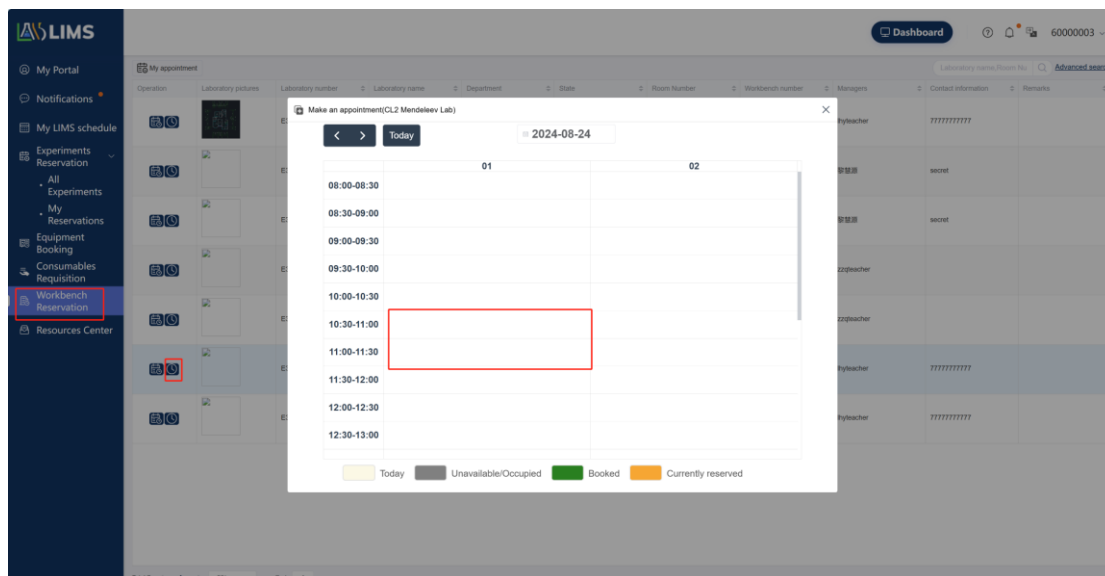


Figure. 11

2. Making a Reservation

- Choose the required time slots and fill in the purpose of use. Then, click 'Submit'. (See Figure. 12)

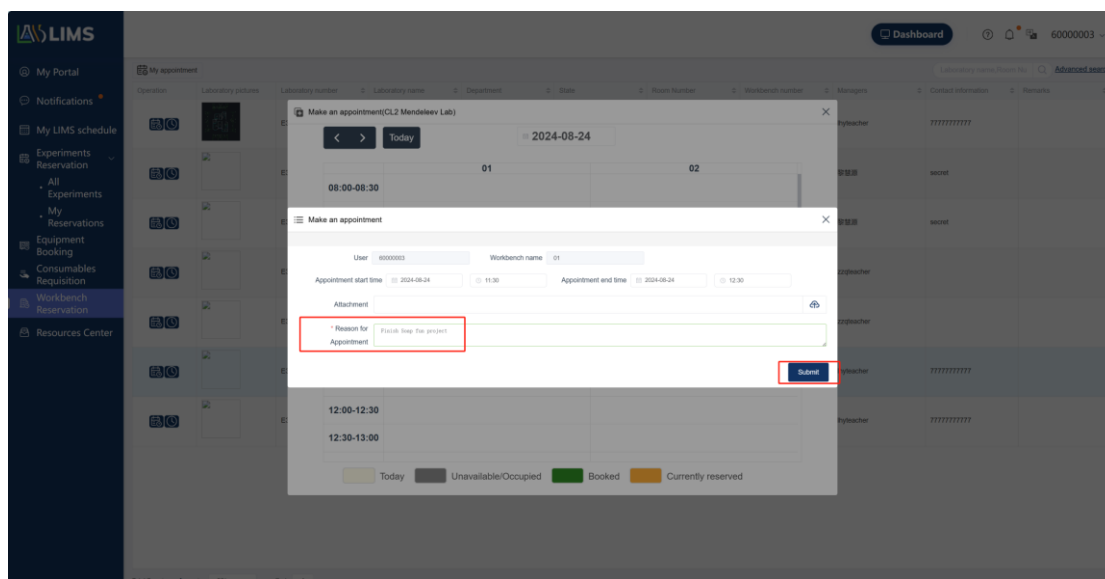


Figure. 12

3. Reviewing Past Appointments

- Click the 'My Appointment' button at the top left to check your reservation history. (See Figure. 13)

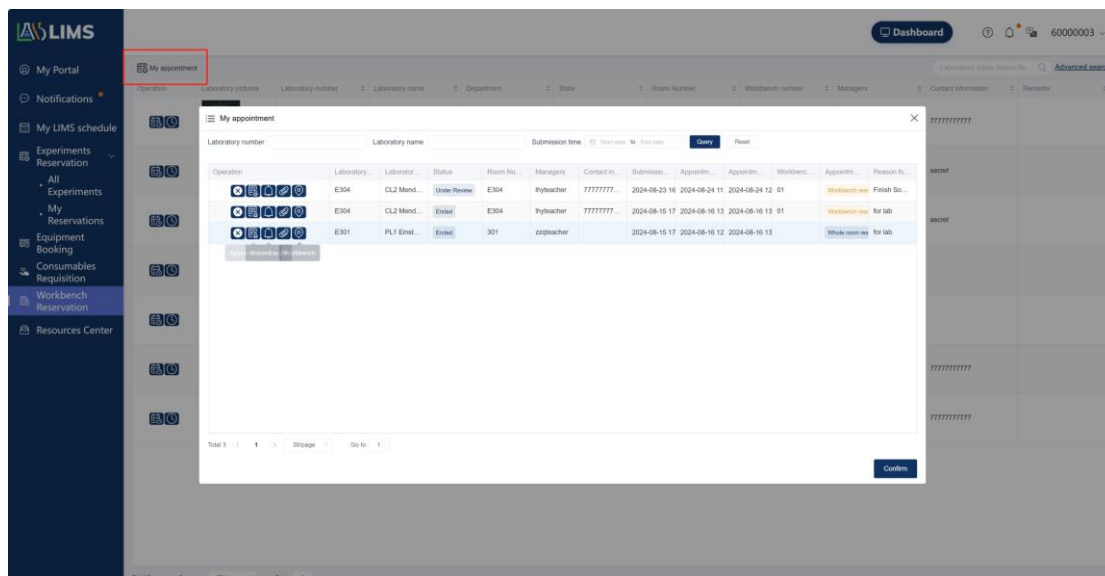


Figure. 13

4. Confirmation of Reservation

- After the Laboratory manager approving your reservation, the reservation will appear at your Portal. (See Figure. 14)

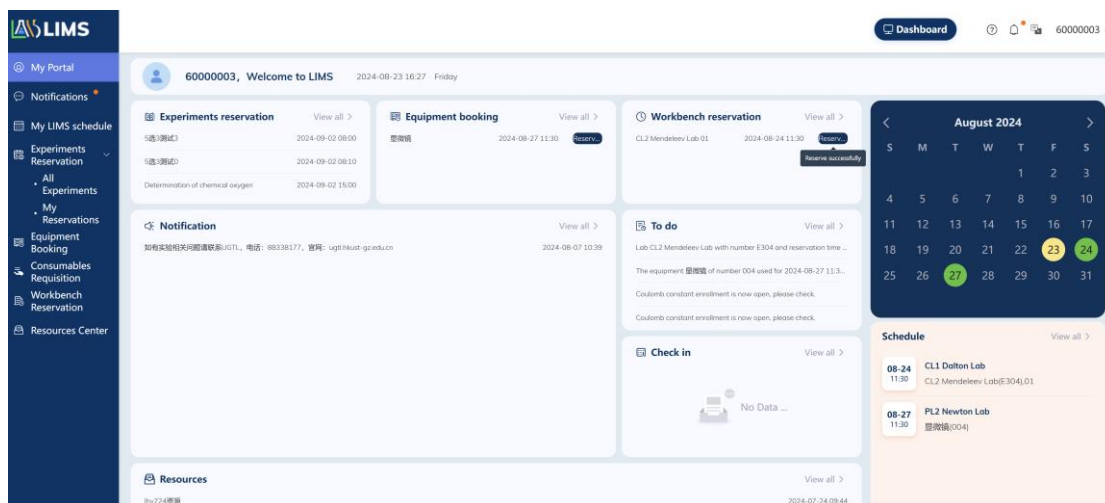


Figure. 14