

PROCEDURES AND GUIDELINES

TO USING THE FNAS SCIENCES LABORATORY FACILITIES

The FNAS Sciences Laboratory facilities, which are under the auspices of the Department of Sciences (DS) of the FNAS, are open for NDU full-time faculty members and only students who are officially enrolled in laboratory-related courses (including senior seminars and graduate theses) to carry out course-required experiments and related research. All faculty members and students are expected to abide by the safety measures of the laboratory, as well as by the laboratory guidelines for handling animals.

Laboratory work, which may involve full-time faculty and/or students, can be part of course requirements, senior projects, or master thesis-related studies. The following are guidelines that guard faculty/student use of the sciences laboratory facilities:

1- Courses Using the Sciences Laboratory Facilities

For courses (both undergraduate and graduate) offered within DS in a given semester, a faculty member is expected to communicate with the respective senior laboratory instructor the list of experiments to the course he/she is teaching*, along with the class list. In case the course instructor assigns student groups pre-laboratory tasks (e.g. solution or material preparation for an upcoming laboratory session), coordination with and pre-approval of the department is necessary.

For courses offered outside the DS and/or the FNAS, a pre-approved request is to be gained from the department chairperson*. The written request should include a briefing on the intended experiments, the facilities needed, a timetable about the expected laboratory activities, and the involved students. All experiment-related consumables and chemicals are to be provided by the requesting department and should be clearly stated in the request statement. In addition, the concerned faculty will be charged depreciation costs for using analytical/laboratory equipment when applicable.

2- Research Projects Which Use the Sciences Laboratory Facilities

For funded research studies, all study-related consumables and chemicals (including chemicals/gases needed to run analytical equipment) are to be purchased through or provided by the grant (and not from the laboratory stock of chemicals or consumables). The Department and senior laboratory instructor are to be notified, in writing, of any personnel from outside NDU (including NDU alumni) who might be working in the laboratory (for example as research assistants) on the study and in what capacity.

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* Notification of the laboratory instructors and/or DS should be done, at least, 2 weeks prior to the beginning of the semester (in which the lab.-based course is offered).