THE UNIVERSITY OF HONG KONG
DEPARTMENT OF SURGERY

RESEARCH LABORATORY STAFF MANUAL

SEPTEMBER 2005
(SECOND EDITION)
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I. INTRODUCTION

1.1. Staff Structure

The Department of Surgery is composed of both clinical and research-based academic staff, together with administrative and supporting laboratory staff.

1.1.1. Clinical Academic Staff

Head of Department and Chief of Services : Professor John Wong

Chair Professors : Professor S.T. Fan, Professor Paul Tam, Professor William Wei and Professor C.M. Lo

Professors : Professor Simon Law, Professor Stephen Cheng and Professor P.W. Yuen

Associate Professors : Dr. Louise Chow, Dr. K.M. Chu, Dr. C.Y. Lo, Dr. NG Patil, Dr. RTP Poon and Dr. Steve Lin

Assistant Professors : Dr. Gilberto Leung, Dr. W.K. Ho, Dr. Dennis Au, Dr. Kenneth Wong

1.1.2. Research-based Academic Staff

Associate Professor : Dr. John Luk

Assistant Professor : Dr. Vincent Lui, Dr. Man, Kwan

Research Assistant Professors: Dr. S.T. Cheung, Dr. Garcia-Barcelo, MM, Dr. Chen Yan, Dr. Elly Ngan, Dr. Yang Zhen Fang, and Dr. Wang Xiao Qi
1.1.3. **Laboratory Staff**

Senior Technicians: Mr. David Ho, Mr. Ken Wong (IT) and Ms. Lisa Wong

Animal Technicians: Mr. Jensen To (Large animals) and Ms. Jana Woo (Small animals)

Postdoctoral fellows
Research Technicians
Research Assistants
Technical Assistants
Laboratory Assistants/Attendants
Workman

1.2. **Laboratories and Core Facilities**

There are eight research laboratories and 12 core facilities:-

1.2.1. **Experimental surgery (animal lab) [L10]**
- Large operating theatres
- Small operating theatres
- Postmortem room
- Animal recovery room
- Minimal disease area
- Animal holding room and open exercise yard

1.2.2. **Histopathology laboratory [L.9-21]**
- Crystat (Shandon)
- Microtome (Leica)
- Automatic tissue processor
- Histostaining workstation

1.2.3. **Cell culture labs [L.9-46, 47,48]**
1.2.4. **Molecular biology** [I.9-25]
DNA sequencer ABI3100
Nucleic acid workstation ABI6700
Microarray scanner
Taqman Q-PCR ABI7700

1.2.5. **PCR Room** [I.9-24]

1.2.6. **General equipment room** [I.9-26]
Spectrophotometer
Centrifuges
Gel documentation systems
Distilled water systems
Ice maker
Shaking incubator

1.2.7. **Imaging lab** [I.9-50]
FACSCailbur flow cytometer
Laser microdissection system
Image capture systems

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1.3. Identities & Securities

Each departmental staff is issued with a “Surgery” staff card, which also serves the “Key” for your access to the departmental areas and for logging staff attendance. Please wear your staff card all the time at work.

Access to the laboratories and core facilities is controlled by smart card system. There are different levels of securities. For access to certain core facilities, please submit your application with your supervisor’s endorsement to Mr. Ken Wong (ITU).

Level 1 (Smart card only) : Access to departmental laboratory areas
Level 2 (Smart card only) : Access to Surgery laboratories & general equipment room
Level 3 (Smart card only) : Access to limited core facilities (imaging lab, cell culture, molecular biology)
Level 4 (Smart-card + access code) : Access to Experimental Surgery (24 hours)

Your 5-digit staff ID No. is also the access code for using the photocopying machine. For registration, please contact Dr. Vincent Lui [LB09-55]
II. GOOD LABORATORY DISCIPLINES

2.1. Good Laboratory Practice (GLP)

Good Laboratory Practice (GLP) is an important message conveyed to all of you involved in laboratory practices. The following is a brief summary:-

2.1.1. To be aware of laboratory safety issues in general;
2.1.2. To be conscious and conscientious of what you are doing;
2.1.3. To be considerate to other people’s works and their materials;
2.1.4. To follow strictly the established laboratory protocols and procedures as well as the relevant regulations and manuals of the Department (see Appendix);
2.1.5. To conduct the laboratory procedures in a cost-effective manner with appropriate defined controls;
2.1.6. To take good care of the equipment particularly those housed in the core facilities, such as to turn off the equipment after usage and sign the logbook for auditing;
2.1.7. To be cooperative and willing to share your expertise with other colleagues and fellows within the department; and
2.1.8. To document all performed (or planned) laboratory tests, experiments, and assays in logbook on a daily basis (The logbook should be made available for inspection by supervisors and belongs to the Department).

2.2. Work Attendance

In general, your work hours should be about 40 hours per week, and the official working hours should be 9:00 a.m. to 5:30 p.m. (Monday to Friday), with alternating working Saturday, 9:00 a.m. to 1:00 p.m. Logging your smart card in a designated reader monitors your work attendance. Please consult with Mr. Ken Wong for details.

Failure to logging your attendance may be considered your absence of work.
2.3. Leave

2.3.1. Your leave entitlements are normally stipulated in your employment contracts explicitly. Please be reminded the maximum number of days of leave that can be carried forward to the next leave year. To apply for leave, all staff should use the proper and latest leave application form (see Appendix) and obtain signatures from your immediate supervisors as well as of those covering your duties, and submit the completed leave application form to the departmental administration well in advance.

2.3.2. For annual leave exceeding 3 days, your leave application should reach the administration office at least ONE MONTH PRIOR TO your intended leave. Late submission will not be considered unless accompanied by a written justification addressed to the Head of the Department.

2.3.3. For conference leave involving a poster and/or oral presentation, you are asked to follow the steps as outlined clearly on the Quality Assurance for Conference Presentations form. Please also attach the HKU special leave form together with the general leave request application of the Department of Surgery and the Conference acceptance letter.

2.3.4. For sick leave, staff are requested to report, by phone or e-mail, your illness to the immediate supervisor as well as Mrs Lisa Wong at 2855-4969. Please produce your medical leave certificate or official medical consultation receipt together with the leave request form on the day when you resume duty. Under certain circumstances, staff may be requested to consult with physicians from the University Health Services as stated in the Staff Manual.

2.4. Computer Usage

2.4.1. All staff:

   (i) are NOT permitted to copy any software or program that are installed in their assigned computer;

   (ii) should NOT install, in the assigned computer, any software or program that infringe copyright laws;
(iii) are NOT allowed to copy, for their personal use, any software or program licensed to the Department or to give such illegally copied software or program that is licensed to the Department; and

(iv) are NOT allowed, over the Internet, to download any software or program that infringe copyright laws, or to upload any software or program that is licensed to the Department.

2.4.2. Users of the Department’s computer system must respect and adhere to the highest ethical standard. Therefore, users must agree not to engage, or attempt to engage, in the following conduct:

(i) Unauthorized access or use of the computer system; and

(ii) Deception, false use or impersonation of another user’s individual login identification, source of funds, password or user code.

2.4.3. Users should not tamper with any parts of the computer equipment including the cable and wire connections.

2.4.4. In case of abuse of the facilities, the Department reserves the right to suspend a user from future usage of the facilities.

2.4.5. Users are wholly responsible for all licensing requirements on any software that they themselves provide.

2.4.6. Users shall be responsible for the care and use of the Department’s equipment and may be liable for the costs of repair of any damage caused by negligence and/or failure to adhere to the proper operating procedures on their part.

2.4.7. For further enquiries, please contact I. T. Unit at 28554469 or 28554708.
2.5. Guidelines and Regulations for Users in the Animal Laboratory

2.5.1. Security

(i) It is advisable to have a restricted access to the animal laboratory in order to prevent the entry of intruder or unauthorized staff. And the Animal Laboratory staff can question anyone whom they do not recognize as being authorized personnel and should report any suspicious circumstances to their supervisor.

(ii) The smart card system and an electric digital lock are installed at the main entrance of the Animal Laboratory. Regular users of the Animal Laboratory have to use the password of the digital locker together with their smart card (issued by Surgery) to gain entry to the animal facilities. They have to complete the form of “Registration/ Issue of Password” to seek a prior approval to gain the password (see Appendix).

2.5.2. General regulations and procedures

(i) All users who work with lab animal must have a valid animal license issued by the Department of Health of the Government, and an approval animal protocol from the Committee On The Use of Live Animals in Teaching & Research of The University of Hong Kong. Application forms for licenses are obtainable from animal office or call 28199697 or 28199243 to apply (see Appendix). The Animal Laboratory will only issue the password to those valid animal licensees and an approved protocol. The CULATR Ref. No. is also required for record keeping purpose.

(ii) The visitor of the Animal Laboratory is required to sign in and sign out the logbook at the main entrance.

(iii) The user must dress appropriately while working in the Animal Laboratory. Before entering the Animal Laboratory area, the user must take off his/her own laboratory coat and change the laboratory coat provided by the Animal Laboratory. If user needs to perform the operation, he/she must change the green O.T. gown.

(iv) Place the personal belongings in the lockers if it is necessary.
(v) Wear the disposable caps, shoe cover, face masks that placed at the scrub room.

(vi) Clean and tidy up the working area in the Animal Laboratory before departure.

(vii) All animals are required to be identified at all times. User must label cages clearly, especially the CULATR Ref. No., the strain, treatment that have been done and the name of the operation etc.

(viii) User must place soiled cages at the “Designated Side” at the corridor.

(ix) User must keep the door closed at all times in order to prevent the cross-contamination.

(x) All the pre-operation procedures must be done in the scrub room, only the animals under the experiment are allowed to take into the operation theatre.

(xi) Eating and drinking are prohibited inside operation theatre.

2.5.3. Safety Policies and Biohazardous Materials Management

User should always take precautions to minimize the risk of infection. User should protect themselves & others against self-inoculation. All user shall do the followings :-

(i) Biohazardous wastes or animal carcasses should be placed in a leak-proof plastic bag and put into the freezer at the corridor for incineration.

(ii) User must discard the “sharp objects” e.g. used needle, scalpel blades into the “sharp box”.

(iii) Post-mortem examinations of animal which die unexpectedly should always be performed in cabinet or post-mortem room and not in an experimental area.

(iv) Animal carcasses must be placed in a leak-proof plastic bag and put into the freezer at the corridor.
(v) Cancer tissue, cancer cell-line and specimens must be placed in the freezer in covered bins if they cannot be disposed immediately.

2.5.4. Surgical Facilities/Operating Room Bookings

As a priority, the Animal Laboratory large operation theatre facilities are reserved for ATLS course. For the other time, bookings are accepted in a first come first serve basis.

There are two large animal operation theatre and 5 surgical microscopes and 10 working stations for small animal surgical in the Animal Laboratory. Bookings are accepted no more than 3 days prior to the date of operation. The booking will be automatically canceled if you turn up late for more than 1 hour. Bookings can be made in person at the office of the Animal Laboratory or by calling at 28199243 or 28199697 at the following times:

- Monday-Friday: 9:00am-17:30pm
- Saturday: 9:00am-13:00pm

2.5.5. Procedures for Emergencies (After Office Hour)

(i) Fire
Break the fire alarm glass at the nearest point. Evacuate from the nearest emergency exit. Go to the ground floor and report to the security guard.

(ii) Flood
Phone the Estates Office Emergency Request at 25401999 or 28199303 and call one of technical staff.

(iii) Power Failure
Phone the Estates Office Emergency Request at 25401999 or 28199303 and call one of technical staff.

Contact telephone number of technical staff:
- Mr. David Ho: 98317522
- Mr. To Yuen Tsan: 62098769
- Ms Jana Woo: 93790582
III. RESEARCH POSTGRADUATE STUDENTS

3.1. Research Protocol

3.1.1. Approval of Protocol

Research project must be accompanied with an approved experimental protocol in following manners:

(i) Experimental protocol that includes use of human sample requires an approval from the ethic committee.

(ii) Experimental protocol that includes use of animals requires an approval from the Committee on the Use of Live Animals in Teaching & Research (CULTAR).

(iii) Experimental protocol that involves bio-hazardous materials must seek advice and approval from the University Safety Office.

(iv) Experimental protocol that involves use of large dose of radio-isotope must seek advice and approval from the University Radio-isotope Unit.

3.1.2. Record of Experimental Protocol

(i) Experimental protocol must be written down in a hardcover laboratory record book and not on loose papers that can be lost easily.

(ii) The record must be in such a detail that other people can repeat the experiment by following the protocol.

(iii) If established protocol from other laboratory were used, make a copy of the protocol and stick it to your laboratory book. Write down the source of the protocol (the article or book where the protocol was detailed).
3.1.3. Record of Experimental Data

(i) Raw experimental data, including pictures and printouts, must be recorded in a hardcover laboratory record book and not on loose papers that can be lost easily.

(ii) Analysis of data, conclusion and suggestion should follow the raw experimental data.

(iii) NO falsification of data is allowed.

3.1.4. Experimental data and materials generated from the study belong to the supervisor and the Department.

3.2. Research Supervision

It is the responsibility of the research postgraduate students AND the supervisors to make sure the research projects are performed safely and up to the international scientific standard (i.e. publishable in international peer-view journal).

Each research postgraduate student is under the supervision of his/her Principal supervisor plus co-supervisors. In addition, student is also under the supervision of the Departmental Research Committee and the Departmental Research Postgraduate Committee.

Research postgraduate students must comply with guidelines, operating procedures and regulations governing the use of equipment, disposal of waste and duties.
3.3. Progress & Annual Report

3.3.1. Progress of a research postgraduate student is assessed by the following criteria:-

(i) Publications (full paper, abstract in international and local meeting);

(ii) Presentation (oral and poster presentations in international, local and departmental meeting);

(iii) Percentage of completion of the proposed study and thesis; and

(iv) Overall performance (see the following list) of each student will be graded by his/her supervisor:

- Creativity/Innovation
- Criticism & Analysis
- English presentation skill
- Hardworking
- Initiatives
- Knowledge of work
- Lab book documentation
- Mastering of techniques
- Relations with colleagues
- Trouble shooting

Once every three months, supervisor is required to fill in a progress assessment for each of his/her student. The progress of each student is discussed in the Departmental Research Committee Meeting and reported twice a year in the Departmental Academic Staff Meeting.

3.3.2. Annual Report

Student is required to submit a progress report in a format of a scientific paper to the supervisor and the Chairman of the Departmental Research Postgraduate Committee every year.
3.4. Conference and Meeting Attendance

3.4.1. Departmental Meeting Attendance

(i) Research postgraduate student must attend the Tuesday morning research meeting.

(ii) Research postgraduate student must attend the Thursday laboratory research meeting.

(iii) Attendance record will be monitored and student with poor attendance record will be reported to the Departmental Research Postgraduate Committee.

(iv) Those students showing poor departmental meeting attendance with no good reason will be subject to disciplinary action.

3.4.2. Conference Attendance

(i) No special conference leave for research postgraduate student.

(ii) Conference leave will be deducted from the annual leave.

(iii) Extra leave for conference will be granted to the student only if prior approval has been obtained from his/her supervisor and the Head of Department.

3.4.3. Presentation at Departmental Meeting

(i) Student is required to present in the laboratory research meeting.

(ii) Student may need to present in the Tuesday morning research meeting if being asked by his/her supervisor.

(iii) Students are required to plan their leaves according to the schedule for presentation and make sure to have sufficient time for the preparation of the presentation.
3.4.4. **Presentation (Oral & Poster) at Local and International Conference**

(i) Student must seek advice from his/her supervisor in the preparation of the presentation.

(ii) For oral presentation, student must rehearse with his/her supervisor.

3.5. **Scientific Integrity**

Scientific integrity is basic to the research work of every student. Student has to conduct his/her research work not only in safe but also in ethnic manner.

3.5.1. **Plagiarism**

The University defines plagiarism as “the unauthorized use, as one’s own, of work of another person, whether or not such work has been published”. Plagiarism includes the presentation in theses, examinations, tests, term papers, other assignments and research works, of someone else’s work without attribution, including the presentation of other’s argument and/or idea in one’s own words without proper acknowledgement. Student is required to make sure that he/she only presents his/her own work as his/her own and acknowledges unequivocally, or otherwise identify, the work of others.

3.5.2. **Scientific Misconduct**

Student must plan and execute the experiments as well as report the results obtained thereby honestly and truthfully, including but not limited to recording the data and preparing the manuscript for publication and thesis accurately and without any falsification.
IV. RESEARCH SUPPORT STAFF

4.1. Workman / Laboratory Assistants / Technical Assistants

4.1.1. Duties

(i) To carry out the work as assigned by your laboratory in-charge/Department;

(ii) To discuss the work progress and problems encountered with your senior at regular interval, every week/bi-weekly basis or as needed; and

(iii) To comply with the guidelines, operating procedures and regulations governing the use of equipments and laboratories of the Department and University.

4.2. Research Assistants I/II

4.2.1. Research Duties

(i) To carry out the research work as led by your supervisor;

(ii) To discuss the work progress with your supervisor at regular interval, every week/bi-weekly basis or as needed;

(iii) To comply with the guidelines, operating procedures and regulations governing the use of equipments and laboratories of the Department and University;

(iv) To prepare a LOGBOOK to record all your experimental works in the following manners :-
- Experimental protocols should be kept in your LOGBOOK
- Experimental protocols should be in details such that other people can repeat the experiment
- Experimental protocols should be cited with references/ modification from original laboratory
- Experimental data should be recorded in your LOGBOOK
- Originals of the experimental data, including print outs and pictures, should be kept in the LOGBOOK
- Interpretations, conclusion and suggestion based on the experimental data should be recorded in the LOGBOOK

(v) Experimental work should be performed with approval from University Safety Office and Ethic Committee if necessary.

- The use of chemical hazardous and bio-hazardous materials should seek advice and approval from the University Safety Office
- The use of radio-isotope materials should seek advice and approval from the University Radio-isotope Unit
- The use of human samples should seek approval from the University Ethic Committee
- The use of experimental animals should seek approval from the University Committee on the Use of Live Animals in Teaching and Research (CULTAR). Appropriate licence to conduct the experiments should be obtained from Department of Health.

4.2.2. Meetings

All the departmental activities should be attended regularly and punctually. It is the responsibility of the research assistants to prepare and present at the Research Laboratory Seminar. Details should be arranged with your supervisor.
4.3. **Technicians / Senior Technicians / Laboratory Superintendent**

4.3.1. **Research Duties**

(i) To carry out the research work as led by your supervisor or laboratory in-charge;

(ii) To discuss the work progress with your senior at regular interval, every week/ bi-weekly basis or as needed;

(iii) To comply with the guidelines, operating procedures and regulations governing the use of equipments and laboratories of the Department and University;

(iv) To prepare a **LOGBOOK** to record all your experimental works in the following manners :-

- Experimental protocols should be kept in your **LOGBOOK**
- Experimental protocols should be in details such that other people can repeat the experiment
- Experimental protocols should be cited with references / modification from original laboratory
- Experimental data should be recorded in your **LOGBOOK**
- Originals of the experimental data, including printouts and pictures, should be kept in the **LOGBOOK**
- Interpretations, conclusion and suggestion based on the experimental data should be recorded in the **LOGBOOK**

(v) Experimental work should be performed with approval from University Safety Office and Ethic Committee if necessary.

- The use of chemical hazardous and bio-hazardous materials should seek advice and approval from the University Safety Office
- The use of radio-isotope materials should seek advice and approval from the University Radio-isotope Unit
- The use of human samples should seek approval from the University Ethic Committee
- The use of experimental animals should seek approval from the University Committee on the Use of Live Animals in Teaching and Research (CULTAR). Appropriate licence to conduct the experiments should be obtained from Department of Health.
4.3.2. Management and Administrative Duties

(i) To carry out the management and administrative works as assigned by your supervisor/laboratory in-charge/Department;

(ii) To discuss the work progress and problems encountered with your senior at regular interval, every week/bi-weekly basis or as needed;

(iii) To comply with the guidelines, operating procedures and regulations governing the use of equipments and laboratories of the Department and University; and

(iv) To coordinate staffs from different research teams and departments.

4.3.3. Meetings

All the departmental activities should be attended regularly and punctually. It is the responsibility of the technicians and superintendents to prepare and present at the Research Laboratory Seminar. Details should be arranged with your supervisor or laboratory in-charge.
V. SENIOR RESEARCH STAFF

5.1. Postdoctoral Fellows (PDFs)

5.1.1. Each PDF is under the supervision of his/her supervisor. In addition, PDF is also under the supervision of the Departmental Research Committee.

5.1.2. PDF must comply with guidelines, operating procedures and regulations governing the use of equipment, disposal of waste and duties.

5.1.3. Main Duty

Main duty of PDF is to perform scientific research and to publish scientific research papers.

5.1.4. Other Duties

(i) To ensure research projects are performed safely and up to international scientific standard (i.e. publishable in international peer-view journal);

(ii) To comply with the requirements that are listed out in the Research Protocols section;

(iii) To attend departmental research meeting and laboratory research meeting (attendance is monitored. Those PDF showing poor meeting attendance with no good reason will be subject to disciplinary action);

(iv) To be scheduled to present in the departmental research meeting (Tuesday morning) if asked by the supervisor;

(v) To be scheduled to present in the laboratory research meeting; and

(vi) To assist in the supervision of postgraduate students, research assistants and technicians.
5.1.5. Conference Attendance

(i) No special conference leave for PDF.

(ii) Conference leave will be deducted from the entitled annual leave.

(iii) Extra leave for conference/study will be granted only if prior approval has been obtained from his/her supervisor and the Head of Department.

5.1.6. Performance will be monitored in annual staff appraisal.
5.2. Research Assistant Professors (RAP)

5.2.1. Each RAP is under the supervision of his/her supervisor, and the supervision of the Departmental Research Committee.

5.2.2. RAP must comply with guidelines, operating procedures and regulations governing the use of equipment, disposal of waste and duties.

5.2.3. RAP may be required to perform administrative duties and/or other departmental duties.

5.2.4. Main duty of RAP is to perform scientific research and publish scientific research papers, including but not limited to:

(i) To ensure research projects are performed safely and up to the international scientific standard (i.e. publishable in international peer-view journal);

(ii) To comply with the requirements that are listed out in the Research Protocols section;

(iii) To assist in the supervision of postgraduate students, research assistants and technicians;

(iv) To apply for research grants (internal and external grants);

(v) To attend departmental research meeting and laboratory research meeting (attendance is monitored. Those RAP showing poor meeting attendance with no good reason will be subject to disciplinary action);

(vi) To be scheduled to present in the departmental research meeting (Tuesday morning) if asked by the supervisor; and

(vii) To be scheduled to present in the laboratory research meeting.
5.2.5. **Conference Attendance**

(i) To apply for relevant leave in compliance with the University Staff Guidelines.

(ii) Extra conference leave will be deducted from the entitled annual leave.

(iii) Extra leave for conference/study will be granted only if prior approval has been obtained from his/her supervisor and the Head of Department.

5.2.6. Performance will be monitored in annual staff appraisal at the Departmental level, and also subjected to the internal and UGC Research Assessment Exercise (RAE)
5.3. **Assistant/Associate Professors (APs)**

5.3.1. AP is under the supervision of his/her supervisor, and the supervision of the Departmental Research Committee.

5.3.2. AP must comply with guidelines, operating procedures and regulations governing the use of equipment, disposal of waste and duties.

5.3.3. AP is required to be a role model for the junior research staffs and perform the following duties:-

   (i) To perform administrative duties and/or other departmental duties;

   (ii) To ensure the daily smooth and safe running of the research laboratory;

   (iii) To ensure the research in the Department reaching the international scientific standard;

   (iv) To perform scientific research and publishes scientific research papers;

   (v) To ensure research projects are being performed safely and up to the international scientific standard (i.e. publishable in international peer-view journal);

   (vi) To supervise postgraduate students, research assistants and technicians;

   (vii) To apply for research grants (internal and external grants);

   (viii) To attend departmental research meeting and laboratory research meeting;

   (ix) To attend the monthly senior laboratory management meetings;

   (x) To attend the Departmental Research Committee meetings;
(xi) To present in the departmental research meeting (Tuesday morning); and

(xii) To present in the laboratory research meeting.

5.3.4. Conference Attendance

(i) AP can apply for special conference/study leave in compliance with the University Staff Guideline.

(ii) Extra conference leave or special study leave will be deducted from the entitled annual leave.

(iii) Extra leave days for conference/study will be granted only if prior approval has been obtained from his/her supervisor and the Head of Department.

5.3.5. Performance will be monitored in annual staff appraisal at the Departmental level, and also subjected to the internal and UGC Research Assessment Exercise (RAE)