

HERIOT-WATT UNIVERSITY MALAYSIA SDN BHD

Standard Operating Procedure: Guideline on Usage of Psychology Labs and Materials SOP Owner: School of Social Sciences	SOP No: HWUM-SOSS-PSY-PSYLAB-1.0
	Effective Date: 1 st February 2021
	Version: 1.0/2021

(A) Psychology Labs

1. Lab Usage

The Psychology Lab & Resource Centre (PLRC) is designated as a psychology teaching, learning and skill practice space. We seek your cooperation to adhere to this guideline so that the PLRC will be the place for psychology students to enhance their practical skills. The usage of PLRC will be timetabled. During non - timetable period, the room is open for all students to use (except Loftus Lab and Beck Lab).

Loftus Lab and Beck Lab are situated within the PLRC for psychology students to perform their research and may only be used through the booking system. Guidelines for lab booking and lab usage is as per Section 2 and Section 3 below.

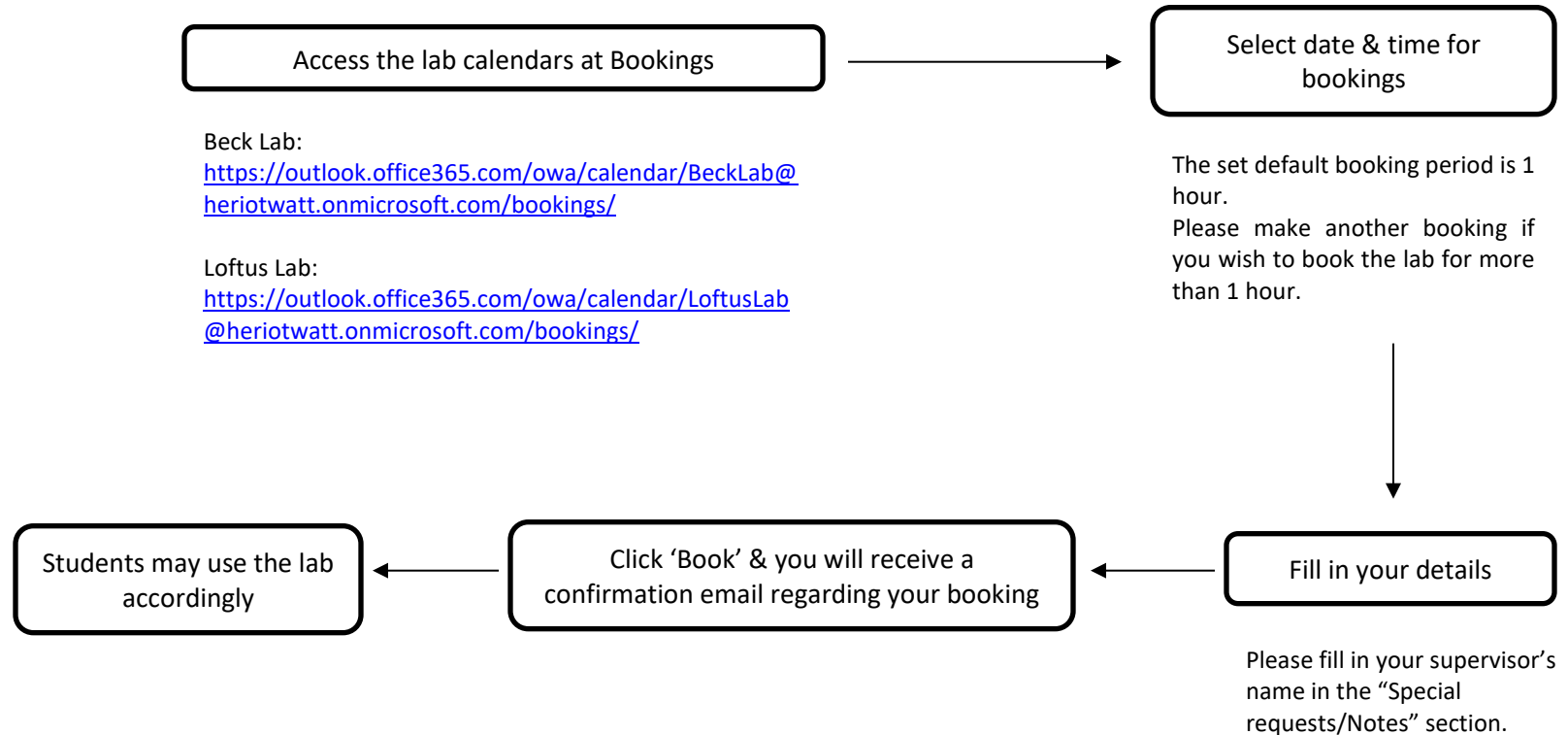
Students are to refrain from behaviours that disrupt, cause unpleasantness, or harm the activities of other users, including but not limited to disruptive noise, loud music, loud singing, loud phone conversation, loud games and providing access to outsiders for usage. Anyone who exhibit inappropriate behaviour may be directed by University staff to leave the Psychology Lab immediately.

As a student of the University, you are required at all times to behave in accordance with the University's Ordinance, Regulations, Policies, Procedures and Rules:-

<http://www.hw.ac.uk/students/studies/record/discipline.htm>

2. Lab Booking

- Kindly refer to the flowchart below for the booking process:



3. Rules and Regulations

3.1 General

- 3.1.1 Labs are available on Monday to Friday (except public holidays), 9am to 5pm ONLY.
- 3.1.2 Usage of labs on weekends are allowed under special circumstances and ONLY if the students received permission from their respective supervisor(s) and the University Management. An email should be sent to the lab technician by the supervisor(s) at least 3 working days before the booking date.
- 3.1.3 All students and staffs can make lab bookings via the Microsoft Bookings application.

3.2 Lab Usage

- 3.2.1 Students are advised to show up at least 15 minutes before the set booking time.
- 3.2.2 Students are advised to complete their experiment at least 15 minutes before booking time ends to allow the next student to set-up their experiment.
- 3.2.3 Students are responsible to clean-up/re-arrange the items used during an experiment.
- 3.2.4 Students are responsible to make sure all electronics are properly shut down after use.
- 3.2.5 Students are responsible for all their experiment data and are advised to name their documents/experiments properly to avoid confusion as the PC is used by multiple students.
- 3.2.6 Once the students are done, they should inform the lab technician or the staff-in-charge.
- 3.2.7 The lab technician or staff-in-charge is responsible to check the lab and make sure everything is in place after each booking.
- 3.2.8 In the case of booking cancellation, kindly do so via Microsoft Bookings 24 hours in advance.
- 3.2.9 In the case of no-show without early notification:
 - i. 1st time: The student will receive a warning via email
 - ii. 2nd time: The student will receive a warning via email and the respective supervisor(s) will be notified
 - iii. 3rd time: The student will not be allowed to use the lab in the future
- 3.2.10 Booking is based on 'first come-first serve' basis.
- 3.2.11 In the case of high volume and high demand to use the lab, a student is only allowed to book the lab for a maximum of 3 days in a week, 4 hours daily.*
- 3.2.12 Walk-in is allowed ONLY IF the labs are vacant and the students have ready participants for their experiments. However, walk-in is highly not recommended, and students should book the labs in advance.
- 3.2.13 Students are advised to plan ahead and make their bookings early.
- 3.2.14 The lab technician or staff-in-charge reserves the right to decline any bookings should any of the rules are not followed accordingly.

****subject to change***

(B) Psychology Materials



1. Rules and Regulations

- 1.1 To borrow an item, kindly refer to the lab technician or other staff-in-charge in case the lab technician is not available.
 - i. Some items are FOR STAFF ONLY which can only be loaned to staff
 - ii. Some items are FOR STAFF and STUDENTS. In the case of students, they will need to present a Letter of Authorisation endorsed by a staff. Only students stated in the Letter of Authorisation can collect the item(s) from the lab technician or staff-in-charge. The student will also be required to present their student ID card.
- 1.2 When checking out the item(s), please make sure you have checked the inventory list and fill in the logbook. This is to make sure that you have collected the item(s) in a complete set.
- 1.3 The item must be returned by the stated date and time in the Letter of Authorisation (within the Psychology Lab operating hours).
- 1.4 Any loan extension must be supported with the Letter of Authorisation.
- 1.5 When returning the item(s), please make sure you count the inventories in the presence of or witnessed by the lab technician or staff-in-charge.
- 1.6 Any check-out and return of items must be recorded in the 'Logbook of Psychology Materials' and filled in accordingly.
- 1.7 Staff and students who check out the item(s) will be held fully responsible. They will be held liable for any loss or damage of items, and for late return.
- 1.8 Photostat and duplicating materials are strictly prohibited. Permission and licenses from author are required to use the questionnaires.
- 1.9 For any Inquiries, kindly contact the lab technician or staff-in-charge.

2. Lost, Stolen and Damaged

The borrowers are responsible for the cost of replacing any items that are lost, stolen or damaged. Please inform the lab technician or staff-in-charge as soon as this happens.

If an item is damaged while in the borrowers' possession, they will be responsible for the cost of repair, if this is possible, or for the cost of replacing it if it cannot be repaired.

Prepared by:	 Aisyah binti Zulkipli Lab Technician, School of Social Sciences
Approved by:	<i>Sharul</i> Mohd Sharul bin Mohd Yassin Chief Laboratory Technician
	 9/7/21 Edward Eu Siang Chong Manager, Health and Safety
	<i>Satesh</i> Prof Ir. Dr. Satesh Namasivayam Associate Head, School of EGIS