

# Pledge for Laboratory use for Research purposes

Department of Biomedical Engineering, KUET, Khulna-9203, Bangladesh

(As decided by Departmental Monitoring Committee on 09/04/2019)

**The steps have to be obliged by a user (student/faculty member/staff) for conducting any research work in any laboratory of the department of Biomedical Engineering:**

**Step-1. Application from user:** An application has to be submitted by the User/ Student to the head of the department clearly specifying the objective/purposes of his/her research work.

**Step-2. Providing lab. Information:** Department will arrange support for the Student assigning some faculty/lab member to provide lab information, manuals, scope of the lab that is related to the purpose of his/her goal.

**Step-3. Preparation of Experiment protocol:** Student will fix the tentative study/experiment protocol with the consent of his/her mentor/supervisor in details to the head of the department along with

- a. Objective
- b. Equipment/Accessories supposed to be used
- c. Required raw materials
- d. Tentative time frame
- e. Approximate number of experiments

**Step-4. Approximate cost estimation:** The responsible faculty member will take initiative to calculate the approximate cost to conduct each experiment and place it on Department monitoring committee (DMC), BME meeting.

**Step-5. DMC meeting approval:** Chairman will take a decision along with DMC for approval of the experiment and provide suggestion if necessary considering the experiment protocol and predictive cost.

**Step-6. Partial Payment:** After approval from DMC and partial payment a page will be open in the lab registrar book by the name of the student in which all information will be recorded by the respective lab assistant.

**Step-7. Preparation of experimental Setup:** After performing the above steps assigned faculty member/staff of BME will take initiative to make the experimental setup ready and provide necessary instruction to the student for conduct his/her experiment.

❖ **If it is necessary to update the study protocol, the student must have to start from step 3.**

**Step-8. Settlement of total Expense:** After conducting/ completing all experiments, the student has to settle the total expenses, according to the decision of DMC in step 5; as well as any damage incurred by the student.

**Step-9. Article Submission:** Written permission has to be obtained (in the prescribed form) from the DMC, BME, KUET before submitting the work in any conference and/or journal and have to update the status after decision from the reviewer's board of the conferences/ journal authority. Any research work, conducted in any lab of Dept. of Biomedical Engineering must acknowledge in an appropriate way and should give credit to the faculty members who actively supported during their experiment.

I understand and accept all the matters stated above for using lab in the Department of Biomedical Engineering and hereby apply for using ..... lab.

**Applicant's signature with date** : .....

**Applicant's name** : .....  
(in block capitals)

**Department** : .....

**Roll no** : .....

**Status (UG, PG-FT, PG-PT)** : .....

**Graduation date (Tentative)** : .....

**Email (Block letter)** : .....

**Mobile No** : .....

UG: Undergraduate Student  
PG-FT: PG Full Time Student  
PG-PT: PG Part Time Student