



## Lab Rotation Guidelines

**Effective from September 2017 and applicable for CBMB students enroll after 2017**

1. Students should register for the lab rotation course in the spring semester. This course consists of two lab rotation/research; each rotation/research period is two months in length at least.
2. Students are personally responsible for choosing the labs for their rotations or research, one for each semester of their first year. Students should start lab rotations from the beginning of the autumn semester and complete the rotations by the designated date posted on the CBMB's website.
3. Students should submit a summary report of at least 2500 words for each lab rotation/research. The report should contain clear descriptions of the research topic, scope of the research project, experimental design, results, discussion, and references. The report should be uploaded to Turnitin.com to generate a similarity report. **One week before the start of the final exam week**, students should submit the report with Turnitin annotation and an evaluation form to their rotation/research advisor.
4. Failure to complete the research or late submission of the evaluation forms along with the written reports will result in the failure of this required course.
5. The evaluation form should be signed by the lab supervisor with comments and score (0-100) given to the programme secretary in an envelope or scanned and emailed to her by the **designated date** posted on the CBMB's website.
6. Each faculty member can only take one student at a time.  
Note: Under exceptional circumstances, late submission of the reports and evaluation forms are considered only if the programme secretary is notified before the deadline.
7. Students should include a cover page in their reports. See below for template.
8. Students will be evaluated by the research advisor: 70% of the grade is based on overall performance throughout the semester, and 30% on the written report.  
Note: Failure to submit the written report is considered a failure of the course.
9. **Plagiarism is strictly prohibited** and will result in immediate failure of the course (score=0).
10. The monthly stipend will have deduction the following year if the student does not score above 75.



*TIGP CBMB*

**TIGP-CBMB Lab Rotation Cover Page**

**Year / Term:**

**Student Name:**

**Laboratory Supervisor:**

**Title of Project:**



### TIGP-CBMB Lab Rotation Evaluation Form

1. Each faculty member can only take one student at a time.
2. This form should be signed by the lab supervisor with comments and score (0-100) given to the programme secretary in an envelope or scanned and emailed to her by the designated date of the spring semester.

**Year / Term:**

**Student Name:**

**Laboratory Supervisor:**

**Title of Project:**

Start Date			
End Date			
Grade (0-100)	Lab Performance (70%)	Written Report (30%)	Total
Comments			