

Equipment and Laboratory Request Form for Student Project

The Center for Scientific and Technological Equipment

1. Course Course Number..... Credit(s)
2. Project Title
(Attach the approved project proposal)
3. Project Advisor
 3.1.....3.2
 3.33.4
4. Students Name
 4.1 ID No.....4.4..... ID No.....
 4.2..... ID No.....4.5..... ID No.....
 4.3..... ID No.....4.6..... ID No.....
5. Estimated project expense Baht
6. Starting of work period, DateMonth Year.....
7. Ending of work period, DateMonth..... Year.....
8. Total project work durationMonth(s).....Day(s)

Timetable (fill up the work schedule)

Date /Time Room No.	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			
	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	9.00-12.00	13.00-16.30	16.30-20.00	

9. Required Equipment
10. Additional Note
11. Contact Person..... Tel

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 (.....) (.....) (.....)
 Advisor Chair, School of..... Dean
/...../...../...../...../...../.....

- Note**
- 1) The estimated project expense (5) can be reimbursed but cannot exceed the registration credit fee.
 - 2) Timetable should not overlap with regular laboratory class schedule in each term.
 - 3) Should clearly indicate equipment and room number.
 - 4) Please notify the CSTE's staff at least 3 working days before the intended usage date.
 - 5) Student name and phone number in (11) should be of the student who works on the project.
 - 6) If the form is not completely filled, the CSTE reserves the right to send the form back to the school.

Procedure for Undergrad Student Project

1. Research assistant or undergrad student who work at least 2 weeks consecutively on special project, special problem, research or other kind of work that utilize equipment and laboratory in facility building of CSTE is requested to attend the training course on “Safety in Laboratory and Chemical Practices. After passing the test, one would get the safety card to be use with the Equipment and Laboratory Requesting Form.
2. Fill out the Equipment and Laboratory Request Form with endorsement by advisor, head of school, and the dean (Please go to the website for downloading the form <http://cste.sut.ac.th/2014/index.php?lang=en> or <http://cste.sut.ac.th/2014/?p=222&lang=en>)
3. In case that student need to work on project after the office hour (after 4.30 pm), requesting form for working overtime (FM-ฟสป-08/Rev.No.1/01/7/54) should be submitted to the director of the CSTE.
4. The completed P1 form attached with a copy of approved project proposal and a copy of Safety Card should be submitted to the administration office, facility building 1. (F-1)
5. For the project expense, please contact the laboratory staff. Note that, the reimbursement cannot exceed the project registration fee.
6. Please contact to the Graduate & Research Support Unit at facility building 1, Tel. 3263, 3214-5 for more information.