

A few **reminders** before you come for your lab:

1. **Safety first** -- before you are allowed to work in the Linear Electronics Lab, you must successfully complete the [General Safety Quiz](#) (and **print its certificate**) and have read and understood the lab [Safety Rules & Regulations](#). Submit these two documents together with item 2 below to the EE3032 counter on the first day of your lab.
2. Please print a copy of the [Component Issue Form](#) (*btw, all forms are available at "CA & Forms"*), fill in your particulars (*ignore the Project Team field for now*) and submit the completed form to the lab to collect your **individual components and toolkit**.
3. All components used in this project should either be collected from the lab, or bought from outside vendors. If anyone is found asking for **free components from other labs** (*remember, all lab staff know each other!*), the corresponding amount will still be deducted from his/her account, in addition to one warning served.
4. The lab is open from 9am to 5pm, while the lab Components Issuing Hours are **9-12pm & 2-5pm daily**, except weekends and public holidays. If anyone is being reported for asking for components **outside these issuing hours**, his/her name will be taken and his/her team will be given one warning.
5. Your **lab account** of \$75 (i.e. total of \$225 and \$300 for a 3- and 4-member-team respectively) **is for your EE3032 project use only**. It is inappropriate to **sign out any component for your friends** who are not in your own team, or worse still, not doing EE3032. One warning will be served if you are caught doing this. However, if you are pressured into getting components for someone who doesn't belong to your team, you should **report it straight away** and we will ensure disciplinary actions be taken against that student.
6. For any student who has **infringed the Lab's safety rules and regulation**, his/her team will be served one warning for each violation.
7. Any team that has been served **2 warnings** will be **barred from drawing components from the lab** and will have to purchase all components from outside subsequently, using the external budget only (which is \$50 per student, i.e. \$150 and \$200 for 3- and 4-member-team respectively.)
8. Last, but not least, **attendance is compulsory** for every lab. **Prior written approval is needed** for any absence. In case you miss any of the CAs (unless on medical grounds with valid MCs), be prepared to lose some marks and it is **your responsibility** to make it up.

*Thank you for your kind attention and cooperation in making EE3032
a pleasant learning experience for all!*