



Dear new group member,

Welcome to Learning and Vision Lab @ NUS. Below are some tips that may help you quickly fit in.

1. Web Access; Lab Access; Work PC

Get NUS NET Account (usually enclosed in envelope from HR). Find our lab technician, Mr. Hoon Keng Chuan (email address: elehkc@nus.edu.sg and you may call him Francis), to get your staff/student card registered for lab access and also your work PC configured.

2. Lab Official Website www.lv-nus.org

Our official website provides important information about the lab, such as lab history, people, seminar arrangements, publications, *etc.* Ms. Quanhong FU (email address: elefq@nus.edu.sg) is responsible for editing its contents. Please write an email to her, providing your information (name, position, university, email address, personal homepage if any) with one recent photo of any format or size to get updated to the "People" page. This is the first step to let lab members know who you are, and also related to proof of working or studying at the lab that might be used in your CV.

At the "Download" page, we provide rich useful information and files, such as Instructions for PhD CQE/OQE, Tips for CSC students, *etc.* You are welcome to exploit more.

3. Group Email

Please provide an email address to Quanhong so that she can add you in. Gmail is strongly suggested and other mail addresses like NUS email may fail to receive any information. Note only current members are included; once you end working or studying in the lab, your name will be deleted from this email group.

4. Cluster Usage

Our group owns a powerful computing cluster for group member's usage **only**, including Titan V/XP/X, GTX 1080ti and RTX 2080ti, totally more than 100 GPUs. Typically, the cluster is used for large scale computation, not for code debugging. You need your own user account to enter into this system. The usage of the cluster can be viewed from our internal wiki site. Provide an email address and user name to Mr. Hanshu YAN (hanshu.yan@u.nus.edu) or Mr. Dapeng HU (dapeng.hu@u.nus.edu) so that they can set up an account for you. Please **backup** your personal data on the cluster upon you leave or the data will be deleted.

5. Weekly Group Seminar

Our lab has regular weekly seminar, usually on Friday afternoon. Check seminar schedule @ our homepage. If it is your turn to be the speaker of a seminar, you are responsible for providing some drinks (bottle water or juice, *etc.*) to other members.

6. Safety Training

Every new member of NUS (staff or student) is required to receive **compulsory** security training (See Appendix or consult Francis). After you complete the training, you will get two certificates that will be go through department checks from time to time.

7. Below are some regulations that you have to know:



Tips for New Member in Learning and Vision Research Group

- Some devices can be borrowed from the lab (ask Francis) for research usage. Once you borrow one, you need to take full responsibility and sign in a form. If another member borrows it from you, you shall ask him/her to sign out from Francis; otherwise you shall take the responsibility if he/she loses it.
You may need to report to the lab the device status (usually Quanhong is responsible for collecting your report) once there is an asset check required by ECE or NUS.
- Sleeping overnight in the lab is not allowed by our lab technician.
- Academic and personal leaves require online leave applications in your NUS system, besides the verbal approval from your supervisor. Or you may encounter insurance risks and reimbursement troubles.
- Reimbursement for conference trip or device purchase, *etc.*, need be done within one month. Or you may have to do troublesome explanations to Finance Office or even cannot get the expenses reimbursed.
- Please note your residence address proof which may be used in application of bank account or other should be obtained from the student service centre, HR officer or your landlords, not the lab.
- Re-assignment of a staff requires one-month early notice, or you may suffer salary loss.
- For a student, please do remember to submit your thesis before the 2nd instructional week of each semester. Otherwise, you need to pay 50% tuition fees, amounting to 2,500 dollars or more, according to the policy of Registration Office. Please find more details in Paragraph 1c of <http://www.nus.edu.sg/registrar/event/gd-thesisexam.html>.

For any other information, you are encouraged to consult the member besides you with a smile, who is for sure glad to offer help. Wish you good luck 😊 ~~

(Please proceed to read Appendix from the next page)



Appendix: About Safety Training

Dear new member,

Welcome to VML Lab. Please kindly take the following Compulsory Safety Training Courses:

- Safety Quiz for Research Staff and Student
https://my.ece.nus.edu.sg/safety/safety_quiz.html
- For Research Staff
<https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>
 - 1) (OSHGEN01) Laboratory Safety Induction Training w.e.f. 03/08/2015
 - 2) (OSHGEN03) NUS Requirements on Safety, Health and Emergency Management w.e.f. 03/08/2015
 - 3) (OSHGEN06) Risk Management for Laboratories w.e.f. 10/01/2017
 - 4) (OSHFS01) Online Fire Safety Training Course w.e.f. 03/08/2015
 - 5) Risk Assessment Application Hands-on Training
 - 6) Introduction to FoE Safety Program
- For Postgraduate Student
<https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>
 - 1) (OSHGEN06) Risk Management for Laboratories w.e.f. 10/01/2017
 - 2) Introduction to FoE Safety Program
- For FYP Student
<https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>
 - 1) (OSHGEN02) Introduction to Laboratory Safety and Health in NUS - Policy, Principles and Practice w.e.f. 03/08/2015
 - 2) (OSHGEN06) Risk Management for Laboratories w.e.f. 10/01/2017