



Dear new group member,

Welcome to Learning and Vision Lab @ NUS. Following tips may help you quickly fit in.

1. Get the NUS NET Account, which is usually enclosed in the envelope from HR. And our lab technician, Mr. Hoon Keng Chuan (you may call him Francis) is responsible for all technical issues w.r.t NUS assets.

2. www.lv-nus.org

This is our official website where you may find much useful information, including brief introduction of the lab and contacts of current lab members. Please provide your information (name, position, university, email address, etc. as on the webpage) with one recent photo of yourself to Ms. Fu Quanhong (elefq@nus.edu.sg) so that we can update you to the “people” page.

3. <https://groups.google.com/forum/?fromgroups#!forum/current-lv-lab-members>

It is an online google forum used as group email. You should provide an email address to Ms. Fu Quanhong so that she can add you within the list. Gmail is strongly suggested and other mail addresses like NUS email may fail to receive any information. Note that only current members are included, and once you end working or studying in the lab, your name will be deleted from this forum.

4. Cluster Usage

Our group owns a powerful cluster for group member's usage **ONLY**, including 14 IBM x3450 servers with ~130 core (3.0GHZ) and totally 32GB/48GB per server (4GB per core) memory, and 40 GPU nodes, each with 4 TITAN X. 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 the user name to Mr. Chen Yunpeng (chenyunpeng@u.nus.edu) or Mr. Yan Hanshu (e0024466@u.nus.edu) so that they can open an account for you.

****Please backup your personal data on the cluster upon you leave or the data will be deleted.****

5. Dell Workstation

We have three powerful workstations for your use, each with 32G memory and 8 cores. You can remotely control these workstations using your NUS net account and run/debug your code on them. The workstation names are: evdells1, evdells2, evdells3.

6. Borrow devices from Lab.

Some devices can be borrowed from lab (ask Francis) for research usage. Once you borrow one, you need to take full responsibility and sign in a form. And if another member borrows a device



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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.

7. 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. And you are also required to register in the form

(<https://docs.google.com/document/d/1NgZKuLVw63-beRYitOiVpoJwwhoyc3yA2X8ywIGr2yw/edit?usp=sharing>) for the supervisor's reference.

8. 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.

9. Please note that your residence address proof which may be used in application of bank account or other should be obtained from the student service center, HR officer or your landlords, not the lab.

10. Every new member of NUS is required to receive compulsory security training. Please consult Francis for more information and notice the school emails. Sleeping overnight is not allowed by our lab technician. For other security regulations, please also consult Francis.

11. Re-assignment of a staff requires one-month early notice, or you may suffer salary loss.

12. 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 Registrar Office.

Please find more details in Paragraph 1c of <http://www.nus.edu.sg/registrar/event/gd-thesisexam.html>.

13. 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.

14. We also have regular two-weekly one-one meeting with the boss. Boss will arrange the time slot for you. However, it does not mean you only meet our boss one time in two weeks.

Any other information, please consult the person beside you, who is for sure glad to offer help.

Wish you good luck :D

