



LABORATORY ACCESS GUIDELINES

CMKL UNIVERSITY

Version 1.0

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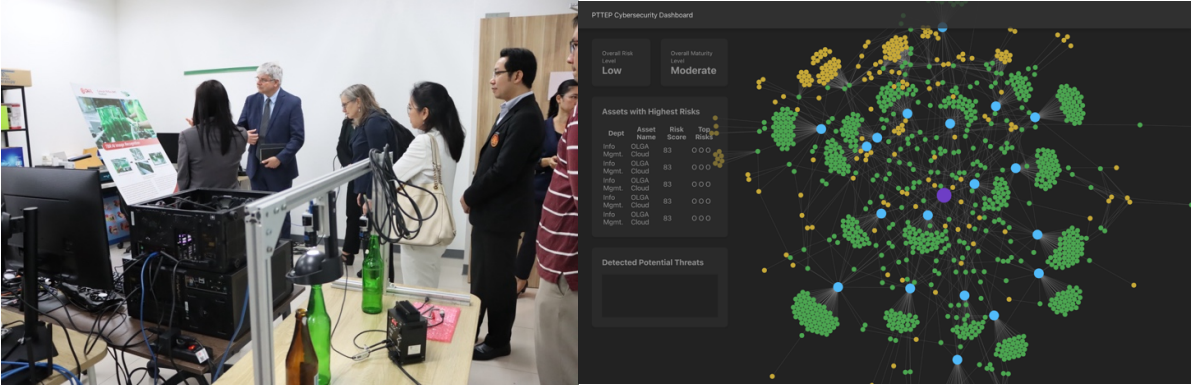
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1. Laboratory Introduction

CMKL University offers a wide array of research facilities, available to students, faculty members, and researchers. These facilities support high-quality research endeavors that make a meaningful impact on our community. Some are funded privately, while others are free for use. In this document, we will introduce our current laboratories and research facilities.

1.1 Research Laboratory Funded by Private Entities.



On the sixth floor of CMKL University, there is a laboratory (Room 604) dedicated to research projects sponsored by organizations like Thai Beverage Company Limited (ThaiBev) and PTT Exploration and Production Public Company Limited (PTTEP). Access to this laboratory is restricted to students and researchers involved in these projects.

Projects funded by ThaiBev, PTTEP, or other private entities may involve sensitive and confidential data from actual production processes. To protect this information, students and researchers are required to sign a Non-Disclosure Agreement (NDA) or research internship agreement with CMKL University before accessing the laboratory. However, access is limited to participating researchers; students cannot enter independently.

The laboratory is equipped with high-performance computers, network peripherals, embedded systems, dedicated servers, and other hardware devices to support research activities. These resources are funded by the project's sponsors and can only be borrowed for other uses with formal authorization from the project's principal investigators (PIs). Borrowing terms are customized based on agreements between the borrower and the PIs.

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1.2 Mixed Reality Laboratory



Our latest addition is the Mixed Reality Laboratory (or MR Lab), located in room 603. This state-of-the-art facility is equipped with a range of high-end desktop computers and specialized equipment, making it ideal for research related to creativity and graphics. The laboratory is primarily designed to support tasks such as Machine Learning and AI model training, Game Engineering and Development, as well as the development of interactive data visualization interfaces.

Students and researchers are welcome to utilize this laboratory for their studies, research projects, or personal endeavors. However, as this is a shared public space, we kindly request that all users be mindful of fair usage practices.

Here, we provide an overview of the facilities, equipment, and devices available in this laboratory:

Kind	Description/Specification	Quantity
High-End Desktop Computer	<input type="checkbox"/> CPU: Intel Core I9-13900K 3.0 GHz (Socket LGA 1700) <input type="checkbox"/> VGA Card: Asus RTX 4070Ti 12Gb GDDR6x <input type="checkbox"/> Memory: 32Gb DDR4 3200MHz Ram <input type="checkbox"/> Storage: 1TB SSD PCIe/NVMe M.2 2280 <input type="checkbox"/> Monitor: Dell U2722D 27" IPS Panel, 2k, 60Hz, USB-C Port	4
	<input type="checkbox"/> CPU: Intel Core i9-9900x 4.5 GHz (Socket FCLGA 2066) <input type="checkbox"/> VGA Card: GIGABYTE GFORCE RTX 4090 24Gb OC GDDR6x <input type="checkbox"/> Memory: 94Gb DDR4 3200MHz Ram <input type="checkbox"/> Storage: 1TB SSD PCIe/NVMe M.2 2280 <input type="checkbox"/> Monitor: Samsung Odyssey G9 Gaming Monitor LS49CG934SEXXT 49" (OLED 240Hz, 4K)	1
VR Headset	Meta Quest Pro	1
	Oculus Quest	4
Drone	Parrot Bebop 2	1
	Parrot Bebop 2 FPV	1
	Parrot Bebop 2 Power	1
3D Printer	Flashforge Creator Pro	1

1.3 Other Laboratories

Currently, CMKL University provides only two dedicated laboratories for students and researchers to use for their study and research purposes. However, we are planning to expand on-campus research facilities to support students, researchers, as well as staff members to enjoy technology-leading environments. This document will be updated as soon as CMKL University establishes more research facilities and laboratories.

2. Laboratory Access Policy and Procedure

In addition to the general facilities available to students, researchers, and staff members, laboratories are dedicated environments designed to support students and researchers in their research activities and competency-related tasks. While many of these laboratories are free to use, it's essential to understand that 'Free to Use' does not imply that all equipment and facilities can be utilized without taking precautions. Most of the technical equipment and facilities, such as computers and VR headsets, are both expensive and delicate. Any damage resulting from improper or careless usage could incur costs for the university in terms of maintenance and repairs. To mitigate these risks, we have established a laboratory access policy and procedure that all students, researchers, and staff members must adhere to. These policies and procedures serve as essential guidelines that you should be familiar with before, during, and after each laboratory use. If you have any concerns or questions about these policies and procedures, please don't hesitate to reach out to the CMKL Service Assistant / Helpdesk via email at help@cmkl.ac.th for assistance.

2.1 Basic Rules for Using Shared Resources

There are basic rules for using shared resources and facilities that organizations generally adopt. CMKL University acknowledged that basic rules for using shared resources and facilities should also be adopted for our resources and facilities. Please note that the following basic rules are not required but please keep in mind that these basic rules are important to make our on-campus environments be a great workplace for everyone.

- 1) **USE WITH PROPER PURPOSES.** Shared resources and facilities are limited. Please be considerate of others who may need to use them. If your current usage is not urgent or research-related, kindly allow others to use the resources and facilities. Please refrain from activities such as gaming and cryptocurrency mining on shared resources and facilities unless they are research or competency related. If you have questions about the suitability of your activities, don't hesitate to contact CMKL staff for clarification.
- 2) **EATING AND DRINKING ARE STRICTLY PROHIBITED.** Laboratories may contain computers, VR headsets, and other electronic devices that are sensitive to waters, foods, or insects. Liquid spilling, and snack crumbs in laboratories might attract insects and/or cause some damages to the electronic devices. Please make sure that you finish your meal before or after getting into the laboratory.
- 3) **PLEASE KEEP YOUR VOICE DOWN.** Laboratories did not only provide resources and facilities to students and researchers, but they might be offices of some full-time researchers. Chatting noise may disturb them and obstruct their work. Due to this concern, please make sure that you keep your voice in a reasonable level while talking with others in laboratories.

2.2 Laboratory Access Policy and Procedures

Additionally, laboratories have an access policy in place. This policy outlines the validation and verification processes required before granting access to students, and researchers.

Laboratory Access Policy

The main purpose of the laboratory access policy is to support the access granting decision. This policy will be used as a checklist when staff members go through the granting procedure for **ONLY THE PUBLIC LABORATORIES**. Below is the list of laboratory access policy:

- 1) Students and/or researchers are allowed to use the laboratory facilities if they can ensure to comply with the basic rules.
- 2) Students and/or researchers are allowed to use the laboratory facilities if they can ensure to use the facilities with care and do not intentionally cause any damage to them.

- 3) Students and/or researchers are allowed to use the laboratory facilities if they can ensure that no resources are brought out of the laboratory without any prior approval from the authority person.
- 4) Students and/or researchers are allowed to use the laboratory facilities if they will not over occupy the resources and consider unfair uses.
- 5) Students or researchers are allowed to use the laboratory facilities if they are engaging in one or more research projects that require resources or equipment in the laboratory.
- 6) Students or researchers are allowed to use the laboratory facilities if they enrolled in one or more competencies that require resources or equipment in the laboratory for conducting assignments, or assessment activities.

Students and/or researchers who can satisfy the above-mentioned laboratory access policy can use the laboratory facilities freely. However, the access granting process should be conducted first. Non-compliance students and/or researchers will be restricted to use the laboratory facilities according to the authority's careful consideration.

Laboratory Access Procedures

To access the public laboratories, students and/or researchers must follow the laboratory access procedures below.

For students and/or researchers engaging in one or more research projects:

- 1) If the requesting students and/or researchers are engaging in one or more research project, they must contact to the project advisor or principal investigator and ask his/her approval prior to the request.
- 2) The requesting students and/or researchers contact the IT department via [the laboratory access request form](#) or the CMKL Service Assistant email address <help@cmkl.ac.th> with the following information.
 - a. Name of the requesting student and/or researcher,
 - b. Contact information of the requesting student and/or researcher, including email address and phone number,
 - c. A short statement indicating the purposes of use (1-2 paragraphs),
 - d. A proposal for time reservation (if any) *, and
 - e. Evidence indicating an approval of the project advisor.
- 3) The authority person will verify the request and arrange the time reservation according to the current schedule.
- 4) IT staff members will contact the requesting students and/or researchers to stop by the staff office on the 7th floor to grant an access to the laboratory into their student/employee card.
- 5) On the reserved time slots, the requesting students and/or researchers can go to the laboratory and use the facilities.

* The proposal should indicate how frequent you will use the laboratory facilities, such as twice a week for 3 months. Please aware of others to use the shared resources. The authority person will consider the reservation on the fair use basis.

For students and/or researchers who want to use the laboratory facilities on their own purposes:

- 1) The requesting students and/or researchers contact the IT department via [the laboratory access request form](#) or the CMKL Service Assistant email address <help@cmkl.ac.th> with the following information:
 - a. Name of the requesting student and/or researcher,
 - b. Contact information of the requesting student and/or researcher, including email address and phone number,
 - c. A short statement indicating the purposes of use (1-2 paragraphs).
- 2) The authority person will verify the request.
- 3) IT staff members will contact the requesting students and/or researchers to stop by the staff office on the 7th floor to grant an access to the laboratory into their student/employee card.
- 4) The requesting students and/or researchers can go to the laboratory and access with their card.
- 5) The requesting students and/or researchers must check the use registration form (which should be placed on the table inside the laboratory) to ensure that the resources are available on that time.

- 6) If the resources are available, the requesting students and/or researchers must mark down the use time** in the use registration form and then they are free to use the facilities.

** For the fair use control, we asked for your corporation to keep the use time **UNDER THREE (3) HOURS AT A TIME** and allow other to use the facilities.

2.3 Laboratory Equipment Borrowing Policy and Procedures

In addition to the laboratory access, there are some equipment that can be borrowed to use outside the laboratory. Students and/or researchers who would like to use the equipment on any purposes are allowed to borrow them out of the laboratory with the prior approval. However, students and/or researchers must agree on the laboratory equipment borrowing policy and procedures.

Laboratory Equipment Borrowing Policy

The main purpose of the laboratory equipment borrowing policy is to regulate how students and/or researchers borrow an equipment from the laboratory on their personal or study purposes. This policy serves as a checklist of the authority person who will validate the request. Below is the laboratory equipment borrowing policy:

- 1) Students and/or researchers are allowed to borrow **only movable equipment**, including VR headsets, and drones.
- 2) Students and/or researchers are allowed to borrow **only ONE equipment** at a time. Students and/or researchers must return the equipment before borrowing another one.
- 3) Students and/or researchers are allowed to borrow an equipment for **only ONE day (24 Hour)** at a time.
- 4) Students and/or researchers are allowed to use the borrowed equipment **at CMKL University only**. Students and/or researchers must not bring the borrowed equipment outside CMKL university unless you are granted with prior approval from the authority person.
- 5) Students and/or researchers who are late in returning the borrowed equipment will have a penalty. The late returning penalties will be considered by the authority person in next borrowing requests. The approval of the borrowing request is based on the authority person's discretion.

Students and/or researchers who can satisfy the above-mentioned laboratory equipment borrowing policy can borrow the laboratory equipment freely. However, the requesting process must be conducted first. Non-compliance students and/or researchers will be restricted to borrow the laboratory equipment according to the authority's careful consideration.

Laboratory Equipment Borrowing Procedures

To borrow laboratory equipment, students and/or researchers must follow the laboratory equipment borrowing procedures below.

- 1) The requesting students and/or researchers contact CMKL staff via [the equipment borrowing request form](#) or the CMKL Service Assistant email address <help@cmkl.ac.th> with the following information:
 - a. Name of the requesting student and/or researcher,
 - b. Contact information of the requesting student and/or researcher, including email address and phone number,
 - c. A short statement indicating the purposes of use (1-2 paragraphs),
 - d. The period of use that is the date you want to use,
 - e. Project or academic advisor name.
- 2) The authority person will verify the request.
- 3) A corresponding CMKL staff will contact the requesting student and/or researchers to arrange a schedule to get the equipment from the laboratory.
- 4) After the period of borrowing, the students and/or researchers must contact the corresponding CMKL staff to return the equipment to the laboratory.

2.4 Frequently Asked Questions (FAQs)

Can I use the laboratory facilities overnight?

We would not recommend you work on your projects or use the laboratory facilities overnight. Our staff support operates from 9 AM to 5 PM. If something unfortunate were to happen during the night, such as a 3D printer malfunction or getting locked inside due to door access control issues, our staff members may not be available to assist you promptly. Therefore, we kindly request that you access and use the laboratory facilities only during our operating hours.

Can I bring my friends into the laboratory facilities for participating with my project?

You are permitted to bring your friends who are actively participating in your project into the laboratory. However, it's essential to designate at least one project member who will be responsible for laboratory access requests. Please be mindful of the basic rule regarding noise levels, as excessive chatting or noise may disturb others using shared resources in the laboratory facilities.

Can I install programs used in my project in the high-end computer inside the laboratory facilities?

To safeguard our high-end computers against malicious software or computer viruses, the installation of any software or programs must be supervised by our IT staff. This ensures that the software is safe for the environment. If you require the installation of specific software or programs for your project, please don't hesitate to contact our IT staff via the CMKL Service Assistant email (help@cmkl.ac.th) or the support ticket form.

Can I borrow laboratory equipment more than one (1) day?

You have the option to borrow laboratory equipment from the laboratory facilities for more than one day. However, we kindly request that you inform our CMKL staff during your initial contact. Additionally, it is essential to submit the laboratory equipment borrowing form daily when you borrow to help us track equipment status and location.

Can I use the laboratory facilities more than three (3) hours a time if my project requires more computational time?

Yes, you can, but please consider fair use. If someone has booked the shared resource after your use, kindly inform them to allow you more time or suggest using another available shared resource. If your project can schedule resource use in advance, please inform us, and we'll manage the reservation accordingly.

LABORATORY ACCESS GUIDELINES

Final Audit Report

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