**R.T.**

**ISTANBUL GELISIM UNIVERSITY RECTORATE**

**Laboratory Coordinationship**

**Laboratory Use Form**

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| --- | --- |
| **Laboratory Campus / Name** |  |
| **Course Code / Course Name** |  |
| **Name and Surname of Lecturer / Instructor** |  |
| **Using Section** |  |
| **Purpose of Use / Materials to be Used (Model-unit-projection)** |  |
| **Education Period, Date / Time to be Used** |  |
| **Request / Course Date / Signature** |  |
| **Signature of the relevant Dean / Director when requested outside the relevant department** |  |
| **Opinion of the Head of Laboratory** |  |
| **Experiment** |  |
| **Fault or Missing Material Detection** |  |
| **Laboratory Coordinator Approval** |  |

***Note: The form will be filled in accordance with the explanations on the back page.***

**Rules of Use of Laboratories:**

1. Laboratory Request Forms will be completed and submitted for approval at the beginning of each semester before the syllabus is made.
2. It will be opened to the lecturer / officer who will work in the laboratory on the specified day and time by the laboratory floor attendant. The door will be locked with the notification of the course.
3. Students will not work when the responsible lecturer / instructor is not present in the laboratory.
4. The laboratory / faculty member / instructor is responsible for the devices, cables, accessories, treatment aids, mock-ups and materials in the lockers.
5. At the end of the course, the laboratory will be ready for the next lesson, air conditioners and windows will be closed.
6. Portable devices, consumables and measurement and evaluation devices, models will be locked at the end of the course by lifting the lockers.
7. The consumables, which are finished at the end of the course, will be notified in writing to the Laboratories Coordinator with a list signed by the instructor / instructor when the cleaning request is handed over to the key.

*I ask you to pay attention to the rules and wish you success in your work.*

**Laboratories Coordinator**