

Appendix D House Rules Genetics for Thesis students (building and laboratory)

Contact: Wytske Nijenhuis, Chair Group Secretary, wytse.nijenhuis@wur.nl

General

At arrival on the first day, your supervisor will introduce you to the chair group holder and other members of the group and will show you the department. He/she will send a picture of you, together with information about your research, to all members of Genetics using the internal mailing list. Your picture will also be added to the photo board.

Computers, desks and lockers

- You can use the flex PC's and flex desks at the student space (W2.Db.064) or silent room (W2.Ee.073) of Genetics and Biosystematics.
 - Flex desks are subject to a clean desk policy: you always have to leave an empty desk when you log off.
 - Occupy a PC or desk only if you need it. If you go to the lab, the greenhouse or a meeting you have to log off so that others can use the PC or desk.
 - If you only need to leave your desk for a short while, you can only occupy a PC or desk in your absence for a maximum of 45 minutes.
 - If you bring your own laptop, use a flex desk without a PC (silent room or ask Wytske/Wilma).
- Lockers in the corridor can be used for storing your valuables.

Meetings (scientific and social)

- Every Tuesday at 11.00h -12.00h, there is a GSS (Genetics Seminar Series) meeting in Room W01 at the ground floor. Generally, two presentations are given by staff, students or guests. Attendance to the GSS is mandatory.
- Furthermore, you also have regular meetings with the group of your supervisor. Ask your supervisor about the details.
- Our coffee break is around 10.15h, in the Starbucks coffee corner
- Most people have lunch in Starbucks from 12.30h.
- Social meetings like Easter/X-mas brunch, Lab outings, etc. are announced well in advance.

Secretariat - Wytske Nijenhuis

- A completed and signed copy of your thesis agreement must be handed in at the secretariat at the start of your project. The original version of the agreement should be given to your study advisor.
- The secretariat will organize your access to Radix and the labs. The admittance rights will be added to your WUR card.
- You cannot print with your WUR card. If you want to print, send your documents to your supervisor or to Wytske Nijenhuis (wytse.nijenhuis@wur.nl) so you can print with their card.
- Your email address will be added to the mailing list of Genetics so you will receive all information (seminars, social events etc) that is sent to the Genetics-group.

Working in the lab

- Every Tuesday at half past 10, there is a mandatory short lab meeting for all working in the lab. You will get information about the lab duties for the relevant week.
- Before you can do any work in the lab you need to be registered for access. You will receive a registration form for lab access GMO declaration from Wytske Nijenhuis. See attachments?
- You also have to pass a digital safety test, BSTS (Better Safe than Sorry) on blackboard (<http://blackboard.wur.nl>) in order to get admittance. When you passed the test you must send a print screen to wytske.nijenhuis@wur.nl and you will receive a certificate.
- Before starting in the lab, one of the technicians will give you a tour in the lab and, if required, arranges access to Unifarm.
- You are not allowed to work alone in the lab in the evening and in the weekend.