

**WORK RULES FOR STUDENTS, DOCTORAL STUDENTS AND TRAINEES  
AT THE LABORATORY FOR ENVIRONMENTAL ANALYSIS (LEA) OF THE  
FACULTY OF EARTH SCIENCES AND SPATIAL MANAGEMENT**

1. A student (from NCU-UMK, Erasmus, PhD) wanting to perform analyses at the LEA should determine the scope, type and preferable due date of analyses with supervisor (internship supervisor, dissertation supervisor, etc).
2. Before starting laboratory work, the student should send an LEA employee the data mentioned in point 1 above. Then, the student's tasks will be formally scheduled.
3. Any changes to schedule or methods should be reported by the student's supervisor to the head of the LEA or the LEA employee overseeing the task.
4. After being scheduled, the student contacts an LEA employee for laboratory procedures and undergoes technical training. Work in the laboratory is only permissible after accepting the LEA Regulations (Appendix 2) and analytical procedures.
5. An LEA employee will supervise the work of the student and verify if the analytical procedures are followed and the test results are correct.
6. LEA rooms are only accessible with the permission of an LEA employee during working days (Mon–Fri) from 8:00 to 15:00. During this time, the student should perform analyses in the laboratory only under the supervision of LEA staff. The participation of outsiders is forbidden.
7. Laboratory analyses performed beyond working hours are only possible with permission of the head of the LEA and only under care of a supervisor.
8. It is forbidden to move equipment between laboratory rooms or outside of the laboratory.
9. Cleaning of the workplace after analysis is the responsibility of the student. All instructions regarding the organisation of laboratory rooms are provided by the LEA employee.
10. After finishing scheduled analyses, the student is kindly requested to remove soil, rock, etc. samples from the laboratory rooms and place them in the place shown by the supervisor. Assistance in the transport of samples may be provided by an LEA employee, after prior notification. Water samples will be reprocessed immediately after analysis and will not be returned.
11. The analyses of a student who does not follow the LEA rules (e.g., does not appear at the laboratory on time or is not substantially prepared for work in the laboratory [e.g. is not familiar with the research methodology]) will be deleted from the work schedule.

I hereby confirm that I have read the above regulations and accept them

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*First and last name of student*

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*Date*

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*Signature*

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*First and last name of supervisor*

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*Date*

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*Signature*