

Guidelines and Policy in Xu lab at GTIIT (2023.06.24)

We aim to help you succeed, make great academic achievements and grow independently. Achievement means you can read and understand scholarly articles, communicate effectively, grow your critical thinking ability, work on original research projects and make intellectual contributions. We encourage originality and creativity in our lab. We promote integrity, straightforwardness and inclusiveness. We need each member of the group to help and support each other. We hope to see your passion working on innovative research projects, your inquisitive mind to explore knowledge and truth.

Here are some simple guidelines which will help you navigate your research career. This is an evolving document that may change over time.

All students (UG, postgraduate students, postdocs or RAs) who work in the lab

1. All lab members need to **complete the mandatory EHS safety training** for wet projects.
2. To encourage us to read up-to-date literature, we will leverage our WeChat official account to share literature reading and make commentary on important articles. One student will be assigned to do a literature review and analysis for a chosen article. And write a Chinese report with minimal 1200 words with figures. The other student will do the technical proofread. The finalized version will be released to our WeChat official account. Our aim is to critically read 60-100 research articles every year (5-8 news release/month). Each student will read 5-6 articles per year. Of course, students should read more articles (at least 50 research articles per year to be a qualified graduate student).
3. Based on our current research topics, we have regrouped our lab members into five subgroups. We will meet monthly for the subgroup meeting. The subgroup leader will schedule the monthly meeting. All subgroup members should share and update their progress with ppt slides during the meeting. Solid data + science + figure + thought/discussion will work for the meeting. No need to spend too much time on designing or decorating your slides.
4. We encourage a dynamic discussion environment during the subgroup meetings.
5. Apart from the monthly sub-group meeting, graduate students, RAs and postdocs are required to schedule a weekly one-on-one meeting with Dr. Xu **for students at Shantou**, or **a bi-weekly meeting for students in Haifa**.
6. UG students (*including CE students planning to do junior/senior thesis*) who would like to work on wet projects need to contact Dr. Xu. Generally, UG students will first work with a graduate student or experienced researcher to get proper lab training before they can independently work in the lab.
7. **Under rigorous selection**, it is possible for UG students to build a Tech-team to collectively work on an independent project under the guidance of Dr. Xu or other researchers, like an iGEM project (please search what is iGEM). **Due to limited time commitment in the lab**, UG students on Tech-team need to plan their experiments, keep everyone on the same page, share the lab notes and **work on day-night, weekday or weekend shift** (白天黑夜, 周中或者周末轮班制) to maximize your productivity and efficiency.
8. Students asking for recommendation letters should request the letters two weeks before the application deadline. Students who would like to attend the conference should talk with Dr. Xu one month before the abstract submission deadline, and practice at least two times with Dr. Xu and one time with team members before the conference/meeting.
9. When receiving email involving request, task or project assignment/discussion, students are expected to reply email within 48 hours.

Appendix. Here are our meeting rules for subgroup meeting or the weekly one-on-one meeting.

Prepare a few slides before the meeting and send them to Dr. Xu at least 2 hours before the scheduled meeting. In the slide, you should have

(1). What have I done since last meeting? Which genes were cloned? Which pathway was studied? Which cell culture I have run? Which metabolites were analyzed? Which genes are sequence or digestion-verified?

(2). What are my current results? Does this make meaningful improvement compared to my previous results? Does this result align with my goal? If not, what new hypothesis can I make?

(3). What are the current challenges? How am I going to test my hypothesis? What are the bottom logics or biophysical basis my project rooted in? Can I use numbers to quantify or estimate it?

(4). How Can I help you? How can the team help you?

(5). What is my next plan? By which time should I finish what? What other experiments or models/simulations can I do to help complete my project?

Please write all these things explicitly. This template should also be used for our subgroup meeting presentation.