



## KTH- Applied Information Security Lab

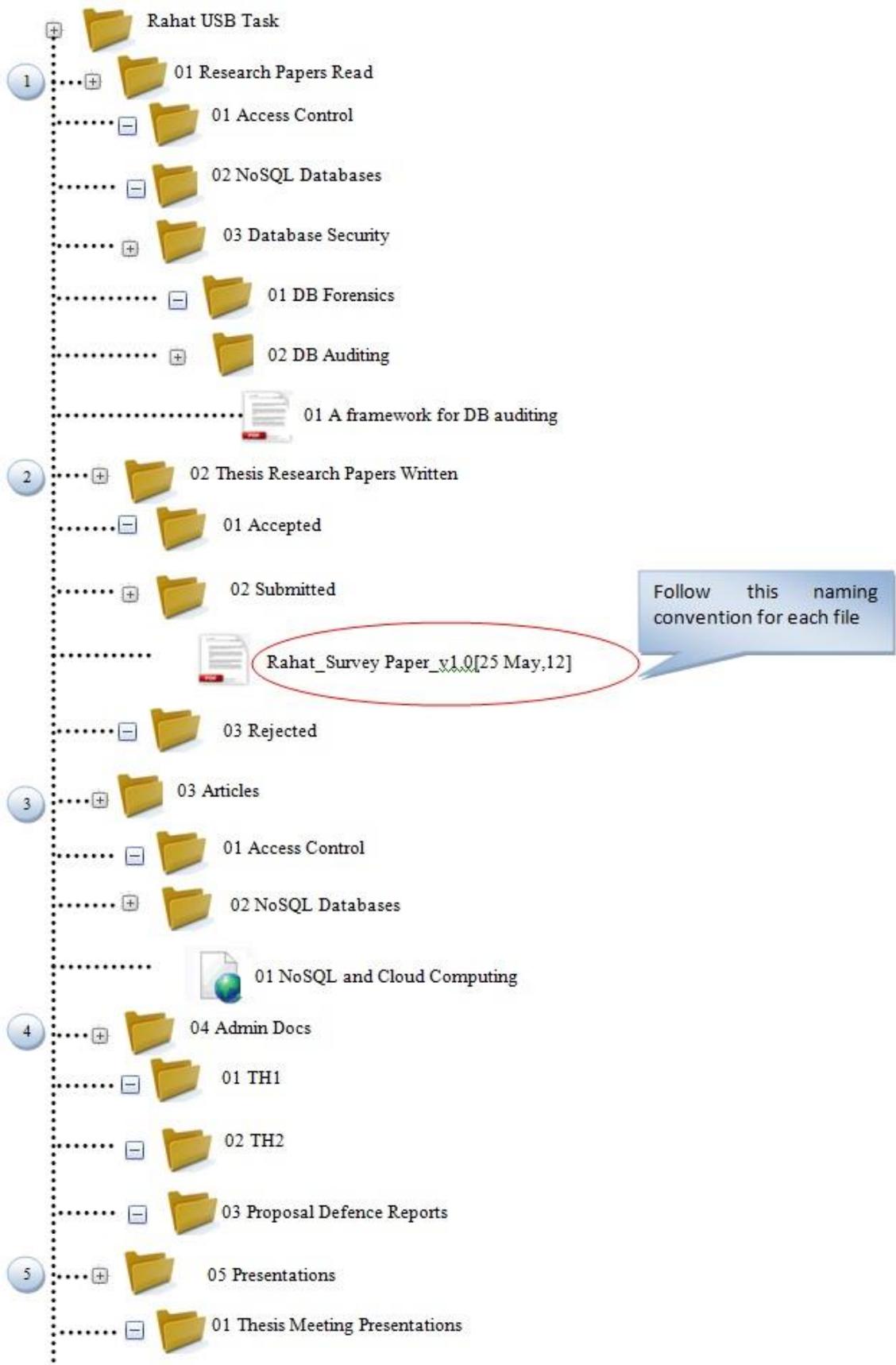
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### CHECK LIST FOR MS STUDENTS

Please tick the relevant box.

1.	<b>Follow Lab Timings:</b> It's mandatory for all the research students to strictly follow the lab timings i.e. 9am-5pm (Monday-Friday).	
2.	<b>Add Dr. Awais Shibli on Skype:</b> Dr. Awais Shibli's skype id is: "shibli1410". When you come into lab send a message "clocked in" and when you leave the lab send a message "clocked out" to sir.	
3.	<b>Follow Lab Structuring Rules:</b> <ol style="list-style-type: none"> <li>Follow the naming convention of files. e.g. 01_papername_date.pdf</li> <li>Place everything (files, articles, research papers, presentations etc.) in a folder titled as "thesis usb folder".</li> <li>Create hard folder of your thesis and attach summaries along with the research papers you read. All important material regarding your thesis must be present in hard folder. Please have a look at the figure below.</li> </ol>	
4.	<b>Leave Policy:</b> For leave period less than 2 days you need to inform Ms. Rahat Masood. You need to take permission from Dr. Awais Shibli for a leave period of more than 2 days.	
5.	<b>Timelines:</b> Define your timelines, goals and deliverables. Example: <ol style="list-style-type: none"> <li>If you are starting your research in <b>August 2013</b>, your proposal defense must be held within two months i.e. till <b>October 2013</b>.</li> <li>Your mid defense should be completed by <b>4-5months</b> i.e. <b>March</b></li> <li>Final defense should be done within <b>6 months</b> i.e. <b>September</b></li> </ol>	
6.	<b>Short profile &amp; Website page:</b> After you are finished with your proposal defense, you need to provide a short profile of yourself, along with a summary and diagram of the problem you are working on. This summary will be added to the website page. Please visit <a href="#">KTH-SEECS AIS Lab</a> website and have a look at short profiles and projects section.	
7.	<b>Discipline:</b> You are not allowed to bring your friends in the lab. Please go through enclosed lab rules for your information.	



**Rahat's USB Thesis Folder**

## LAB RULES

Welcome to the KTH-Applied Information Security (AIS) Lab. The Lab facilities are open only to AIS lab members. Lab members must adhere to the following policies issued by the director of AIS.

- Only lab members with permission slips are permitted to use the lab.
- Computers in labs may be used only with authorization.
- Absolutely no food or drink is allowed in the lab.
- Members are welcome to access the Internet, read and send email, search on work assignments but they should surf responsibly. Surfing the web for entertainment like social media websites, audio & video streaming and games are strictly prohibited.
- Members are not permitted to bring friends or outsiders to the lab.
- Collaborative work and quiet conversations are encouraged, but please refrain from loud talking, laughter, or music.
- No cell phone calls are allowed in computer labs at any time. Members must step outside the computer lab to conduct a phone call.
- Members desiring to listen to music or any audio on the computers must use headphones.
- Do not destroy or deface any part of a computer (including mouse pads). Members should not engage themselves in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with lab equipment and unauthorized removal of equipment components.
- Any equipment malfunction within a computer lab should be reported to the lab supervisor immediately.
- Chairs should always be pushed back in close to the desks.
- The lab is not responsible for the damage or loss of files, or any other personal belongings.
- Listen to the lab supervisor -- they have authority in the lab.
- Finally, remember to clean up after yourself, close out of all programs and remove your disk.

**Any member who is found to be in violation of these rules shall be subject to the following:**

- Suspension and/or termination from lab & computer privileges.
- Disciplinary action by appropriate officials.