

HONG KONG BAPTIST UNIVERSITY
Task Force on Research Student Training Framework

Research Student Development Activity (For AY2026/27)

1. Activity Title

Prototyping Room Training and Laser Safety

2. Offering Department/ Unit

Library

3. Target Student Group (e.g., All students, Research Postgraduate students)

All students (and staff)

4. Delivery Method (e.g., workshop, lecture, seminar)

Self-paced online lecture on Moodle (English videos)
<https://buelearning.hkbu.edu.hk/course/view.php?id=123967>

5. Duration & Total No. of Hours (e.g., 2 hours per session per week for 3 weeks = Total 6 hours)

All required videos and the quiz should take 1 hour to complete. The supplementary videos may take up to 1 hour in addition.

6. Aims & Objectives

- To introduce users to the Prototyping Room facilities at the CollabTech Commons and their intended use for learning, research, and creative projects.
- To develop users' awareness of the safety considerations, operational guidelines, and booking rules required for responsible use of the equipment.
- To provide users with basic knowledge of prototyping-room workflows, including preparing files and understanding the available machines and software.
- To ensure users understand the principles of laser safety, including safe operation, emergency procedures, and key hazards such as fumes and fire risk.
- To prepare users to complete the Moodle assessment successfully and become eligible for equipment booking.

7. Expected Development Outcomes or Knowledge/Skills Attainment

By the end of the course, students will be able to:

- describe the purpose, scope, and intended use of the Prototyping Room facilities;
- identify the main equipment and services available in the Prototyping Room, including the laser cutter and related prototyping tools;
- explain the general safety rules, operational guidelines, and booking requirements for using the facilities;
- demonstrate an understanding of laser safety principles and associated hazards;
- recognize the essential features and safe operation requirements of the laser cutter/engraver used in the Prototyping Room;
- prepare files appropriately for prototyping activities using the recommended software; and
- complete the course assessment successfully to qualify for booking eligibility.

8. Expected Graduate Attributes Attained

[Input will be sought after the University completes the review process]