UTM | Faculty of Engineering
UNIVERSITI TEKNOLOGI MALAYSIA

GUIDELINE OF STUDENT MOVEMENT
FACULTY OF ENGINEERING
STARTING 10 JUNE 2020 - 31 AUGUST 2020
*Subject to change from time to time according to the references below

CATEGORIES OF STUDENTS FOR ENTRY

1.Post graduate students in research mode program who require laboratory facilities, workshops, design studios or specialized research equipment.

2.Final semester / year students of Diploma and Bachelor's degree programs in courses such as Engineering, Architecture and others, who require practical work and specialized equipment.

3. Final semester / year students who do not have the required access and environment that is conducive for online TnL.

4. New students who will register for the Academic Session 2020/2021 for Foundation, Diploma, Bachelor's Degree and Post Graduate programs.

5. Students who receive special approval from faculties or Centers of Responsibility (PTJ):

(a) Related project related to Covid-19: Approval emel/letter from Chair of School must be copied to Director of Security Division, Office of DVCRI, Office of DVCSA and Human Resource (Guideline DVCRI TNCPI 4.3.4.3).

(b) Undergraduate student (Industrial Training) who has secured internship placement in UTM or near UTM who will stay in UTM. For intern student who need to use laboratory, must have recommendation from School for laboratory scheduling/capacity purposes.

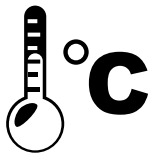(c) Other applications under Chair of School discretion.

Refer:
Administrative Circular DDVCSA 9 June 2020, SOP Faculty of Engineering

NOTE FOR STUDENTS

Research activity at Faculty/School research laboratory will start starting at 8.00 a.m until 5.00 p.m only. Extra time is **NOT ALLOWED.**

Student must undergo body temperature check at School Health Screening counter as below:
- **Faculty Office & SKBSK:** Lobby V01
- **SKE:** Lobby P19a
- **SKA:** Foyer entrance administrator parking SKA, M46.
- **SKM:** Lobby E07
- **SKT:** Lobby N01a
- **SK:** Lobby entrance N28A

Student have to **FILL IN ATTENDANCE RECORD** at laboratory/fill in laboratory usage form each time enter the laboratory.

Student will need to make an appointment using the laboratory if **RATE OF LABORATORY USAGE IS HIGH** to maintain social distancing.
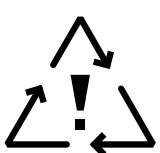
Student will be responsible to prepare and provide risk assessment document (HIRARC) for research activities conducted.
> **PREPARE -> Student**
> **CHECK -> HSE School**
> **VERIFIED -> Supervisor**

Download template:
https://www.utm.my/oshe

Student must fully understand and adhere to the SOP, Guidelines and circular issued by University from time to time.