



School of  
Graduate Studies

**PERMOHONAN  
PENGUNAAN RUANG  
PASCASISWAZAH  
POSTGRADUATE WORKSPACE  
APPLICATION FORM**

Gambar Pasport /  
Passport Picture

3 pcs

<b>1. MAKLUMAT PEMOHON APPLICANT'S PARTICULARS</b>	
<b>Nama Pemohon</b> <i>Name of Applicant</i>	
<b>No. Kad Pengenalan / Pasport</b> <i>IC No. / Passport No.</i>	
<b>Jantina</b> <i>Gender</i>	
<b>No. Matrik</b> <i>Matric No.</i>	
<b>Peringkat Pengajian</b> <i>Level of Study</i>	
<b>Bidang Pengajian</b> <i>Field of Study</i>	
<b>Fakulti</b> <i>Faculty</i>	
<b>Alamat Terkini</b> <i>Current &amp; Active Address</i>	
<b>No. Tel. Bimbit</b> <i>Handphone No.</i>	
<b>Alamat Emel</b> <i>Email Address</i>	
<b>2. SOKONGAN PENYELIA SUPERVISOR RECOMMENDATION</b>	
<b>Status Sokongan</b> <i>Recommendation Status</i>	<input type="checkbox"/> <b>Disokong / Recommended</b>
	<input type="checkbox"/> <b>Tidak Disokong / Not Recommended</b>
<b>Nama Penyelia</b> <i>Supervisor's Name</i>	
<b>Tandatangan &amp; Cop Rasmi</b> <i>Signature &amp; Official Stamping</i>	
<b>Tarikh</b> <i>Date</i>	

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Johor Bahru

Tel : 07-5537773

Fax : 07-5537800

<b>3. SOKONGAN TIMBALAN DEKAN (AKADEMIK) FAKULTI</b> <i>FACULTY'S DEPUTY DEAN (ACADEMIC) RECOMMENDATION</i>	
<b>Status Sokongan</b> <i>Recommendation Status</i>	<input type="checkbox"/> <b>Disokong / Recommended</b>
	<input type="checkbox"/> <b>Tidak Disokong / Not Recommended</b>
<b>Nama Timbalan Dekan (Akademik) Fakulti</b> <i>Faculty's Deputy Dean (Academic) Name</i>	
<b>Tandatangan &amp; Cop Rasmi</b> <i>Signature &amp; Official Stamping</i>	
<b>Tarikh</b> <i>Date</i>	
<b>4. PERSETUJUAN PELAJAR</b> <i>STUDENT'S AGREEMENT</i>	
<p>Saya bersetuju bahawa saya akan menggunakan kemudahan yang disediakan dengan betul dan akan mengambil tanggungjawab penuh terhadap kebersihan, peralatan yang disediakan dan keselamatannya sepanjang tempoh penggunaan ruang kerja ini. Bersama-sama ini disertakan deposit sebanyak RM100.00 (Ringgit Malaysia Seratus Sahaja) untuk mendapatkan salinan kunci. Deposit ini akan dipulangkan semula selepas kunci dikembalikan.</p> <p>Saya juga bersetuju untuk mematuhi peraturan yang dinyatakan. Selain itu, saya juga turut bertanggungjawab di atas segala tindakan yang diambil sekiranya berlaku kehilangan dan kerugian yang disebabkan oleh kecuaiian dari saya.</p> <p><i>I agree that I will use the facilities appropriately and will take full responsibility towards sanitation, equipment and safety during the period of use the workspace. Herewith enclosed a deposit of RM100.00 (Ringgit Malaysia: One Hundred only) for the purpose of obtaining a copy of the key. The deposit will be refunded after the keys are returned.</i></p> <p><i>I also agree to adhere to the rules stated. In addition, I assume full responsibility and any action taken against me for the loss and damage caused resulting from my negligence.</i></p>	
<b>Tandatangan Pemohon</b> <i>Applicant's Signature</i>	
<b>Tarikh</b> <i>Date</i>	

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5. KEGUNAAN PEJABAT SAHAJA (BPPHP) <i>OFFICE USE ONLY (BPPHP)</i>	
<b>Status Permohonan</b> <i>Application Status</i>	<input type="checkbox"/> <b>Diluluskan / <i>Approved</i></b>
	<input type="checkbox"/> <b>Tidak Diluluskan / <i>Not Approved</i></b>
<b>Tandatangan &amp; Cop Rasmi Penolong Pendaftar (BPPHP)</b> <i>Signature &amp; Official Official Stamp (PDCR Assistant Registrar)</i>	
<b>Tarikh</b> <i>Date</i>	
<b>No. Bilik</b> <i>Room No.</i>	
<b>Jenis Blok</b> <i>Type of Block</i>	<input type="checkbox"/> <b>Blok C09</b> <i>Block C09</i>
	<input type="checkbox"/> <b>Blok P23</b> <i>Block P23</i>
	<input type="checkbox"/> <b>Blok G07 (Perempuan)</b> <i>Block G07 (Female)</i>
	<input type="checkbox"/> <b>Blok G08 (Lelaki)</b> <i>Block G08 (Male)</i>
<b>Catatan</b> <i>Note</i>	

6. KEGUNAAN PEJABAT SAHAJA (KEWANGAN) <i>OFFICE USE ONLY (FINANCIAL)</i>	
<b>Status Permohonan</b> <i>Application Status</i>	<input type="checkbox"/> <b>Payment</b> <b>RM</b>
	<input type="checkbox"/> <b>Receipt Number</b>
<b>Tandatangan &amp; Cop Rasmi</b> <i>Signature &amp; Official Official Stamp</i>	
<b>Tarikh</b> <i>Date</i>	
<b>Catatan</b> <i>Note</i>	

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## **POLICY TITLE: STUDENT WORKSPACE ALLOCATION POLICY**

### **1. Occupancy**

- 1.1 All allocated workspace are for the whole period of study (until graduation).
- 1.2 Students are required to pay **RM 100** deposit for their access card/keys. The deposit is refundable on the return of the workspace access card/key provided that the work space is cleared without any damages at the end of the period of occupancy.
- 1.3 Unreturned access cards will automatically be disabled at the end of the agreed period of occupancy.
- 1.4 Any materials left by a student in their study space will be removed and disposed of once the period of tenure is over to make space for new occupants. SPS is not in a position to store materials left in the study space.
- 1.5 All cooking appliances are **NOT ALLOWED** in the “graduate workspace” working area without authorization excluding designated areas (pantry).
- 1.6 All sleeping materials and additional clothing are also prohibited.

### **2. Absences**

- 2.1 Students planning to be away for a period greater than 28 days must advise SPS in writing and inform SPS so that their workspace will not be allocated to other students.

### **3. Conditions of Occupancy**

- 3.1 Allocated workspace must be used frequently. All occupants must meet the minimum requirement of using the allocated space for at least three days per week.
- 3.2 Occupants found not making full use of the space will be asked to vacate in order to allow the space to be allocated to other students.
- 3.3 Students must not in any way disturb other occupants and must observe the rules and regulations issued by SPS.
- 3.4 Any damage should be immediately reported to the Officer in Charge.
- 3.5 Key duplication is strictly prohibited.
- 3.6 Occupants of the workspace are not allowed to use or remain in other rooms or space besides their own.
- 3.7 Students can appeal against any notice to vacate the space due to policy violation in writing to the SPS within **SEVEN DAYS** of the notice, and may continue to occupy the dedicated workspace until the appeal is heard.
- 3.8 Should one occupant commits a violation of the policy and other regulations issued by the university, the other occupants of that same room will receive also be reprimanded.

### **4. Vacating**

- 4.1 Student need to inform the Officer in Charge **1 MONTH** earlier before returning the access card and the space must be cleared by the time the card/key is returned.
- 4.2 All students are expected to leave the space in the same condition as they first received it.

### **7. Others**

- 5.1 All vehicles belong to the occupants must not be parked at “Graduate Workspace” compounds. Any traffic offence will be dealt by UTM security.
- 5.2 Graduate Workspace is a non-smoking area. Such violation is punishable according to the Students Regulation Book issued by the Office of Student Affairs.
- 5.3 The Graduate Workspace occupants must **FOLLOW** the dress code of UTM and to wear the student ID card at all time.
- 5.4 The Graduate Workspace is a 24 hour accommodation for registered occupants.
- 5.5 Male students and visitors are **STRICTLY** not allowed at female student’s block/room and vice versa. However for discussion purposes please use the designated areas at G08 and P23.
- 5.6 All matters related to the tidiness of the “working space” lies with the graduate responsibility.
- 5.7 SPS has the right to revoke the facilities provided to the graduate if the infringement of the policy occurs.
- 5.8 Any requirements to use other facilities in the workspace such meeting rooms, class rooms must be submitted atleast **3 DAYS BEFORE** the intended usage and a conditional approval letter will be issued.

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5.9 Occupants must also observe the rules and regulations stated by the Students Regulation Book and noncompliance are punishable according to the penalties provided in the book.

I ..... (Student's Name) agree to adhere to the above policies.

*Applicant's Signature:*

.....  
*Name:*

*Date:*

*Supervisor's Name & Stamping:*

.....  
*Name:*

*Date:*

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