

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.

1. 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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Johor Bahru

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.

*Kindly submit this form to Program Development & Customer Relation Division, School of Graduate Studies, UTM
Johor Bahru*

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