PHOTO	**UTM** UNIVERSITI TEKNOLOGI MALAYSIA	**SCHOOL OF COMPUTING** Faculty of Engineering	Application Status SUCCESS ◯ FAILED ◯

WORKSPACE APPLICATION FORM

NAME: …………………………………………………………….. IC /PASSPORT NUMBER: …………………………..………..

NATIONALITY: ………………………………. RACE: …………………………. MATRIC NUMBER: ……………………………………………

MARITAL STATUS: ………………………………………………………… GENDER: ☐ MALE ☐ FEMALE

STUDENT STATUS:

☐ PHD   ☐ MASTER BY RESEARCH   ☐ MASTER BY TAUGHT COURSE /DISSERTATION   ☐ RO/ARO/RA   ☐ OTHERS

Note: Please attach a copy of your appointment or offer letter and present your matric card during registration

PROGRAMME OF STUDY (CODE & NAME): ………………………………………………………………………

SEMESTER/SESSION START: ………………………………. SEMESTER/SESSION END: ………………………. TOTAL YEAR:……….

CORRESPONDING OR UTM ADDRESS: ……

……

TELEPHONE (HOME): ……………………………….... MOBILE: ……………………… EMAIL: ……………………………………………..

SUPERVISOR/HD/PC/PL: ……..

RESEARCH GROUP:

☐ SCRG   ☐ SERG   ☐ PCRG   ☐ IASRG   ☐ AIBIG   ☐ ISSI   ☐ INFOBEE   ☐ ViCube Lab   ☐ ALIAS

USER ACKNOWLEDGMENT:

I certify that the information given in this form is correct. I promise to take care of the any and all equipments and facilities provided and I will be responsible for any damages or problems incurred during my usage. I will adhere to all rules imposed on the use of said equipments and facilities. I understand that if I abuse the facilities or violate the rules imposed, the right to use the equipments and facilities will be revoked immediately and I shall accept all consequences pertaining to my actions following the regulations and policies of the faculty.

……………………………………….   ………………………………………   ……………………………………………

(Signature of student)   Official Stamps
 (Signature of Supervisor)   Official Stamps
 (Signature of HRG / Lab Manager)

Date: ……………………………..   Date: ………………………………..   Date: …………………………………..

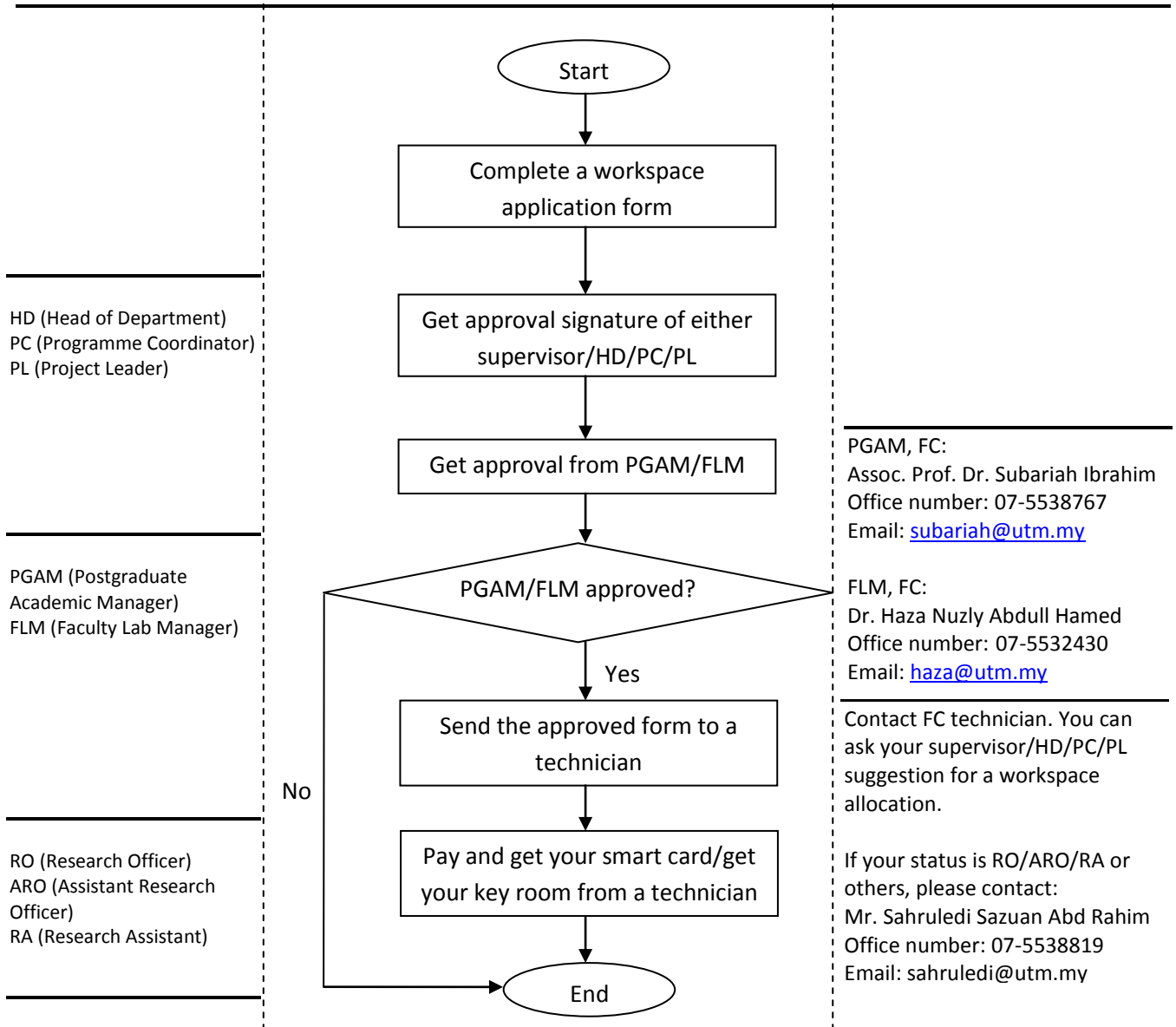**Room/Lab Number:_____ Smart Card/Key Information**

Number	Signature	Date taken	Signature	Data received	Deposit (RM30)
					Accept ◯ Return ◯

HRG (Head of Research Group) RO (Research Officer) ARO (Assistant Research Officer) RA (Research Assistant)

SCHOOL OF COMPUTING
Faculty of Engineering

WORKSPACE REGISTRATION PROCEDURE

Start

Complete a workspace application form

Get approval signature of either supervisor/HD/PC/PL

Get approval from PGAM/FLM

PGAM/FLM approved?

Yes

Send the approved form to a technician

Pay and get your smart card/get your key room from a technician

No

End

HD (Head of Department)
PC (Programme Coordinator)
PL (Project Leader)

PGAM (Postgraduate Academic Manager)
FLM (Faculty Lab Manager)

RO (Research Officer)
ARO (Assistant Research Officer)
RA (Research Assistant)

PGAM, FC:
Assoc. Prof. Dr. Subariah Ibrahim
Office number: 07-5538767
Email: subariah@utm.my

FLM, FC:
Dr. Haza Nuzly Abdull Hamed
Office number: 07-5532430
Email: haza@utm.my

Contact FC technician. You can ask your supervisor/HD/PC/PL suggestion for a workspace allocation.

If your status is RO/ARO/RA or others, please contact:
Mr. Sahruledi Sazuan Abd Rahim
Office number: 07-5538819
Email: sahruledi@utm.my

	FC Technician	Lab	Mobile	Email
1	Ibrahim Khalid	PG Shared Research Lab & Master Dissertation/Taught Course Lab, Level 2 (N28a)	013-7236227	ibrahimk@utm.my
2	Ferdaus Md Said	PG Shared Research Lab & Master Dissertation/Taught Course Lab, Level 2 (N28a)	017-7905515	ferdaus@utm.my
3	Norhani Mohd Haitami	Research Group Lab, Level 4 (N28a)	013-7002143	norhaniy@utm.my
4	Zanariah Sulaiman	PG Research Lab, Level 5 (N28a)	019-7807281	zanariahy@utm.my
5	Mohd Rohaizam Mat Rasid	PG Research Lab, Level 2, SE Dept. (N28)	013-7987670	rohaizamy@utm.my
6	Halila Hazlin Jawahir	PG Research Lab, Level 3, SE Dept. (N28)	017-7348480	halila@utm.my
7	Zahari Supene	PG Research Lab, Level 3, CS Dept. (N28)	019-7459141	zahariy@utm.my
8	Mohamad Shamsul Fitri Sulaiman	PG Research Lab, Level 4, CS Dept. (N28)	012-7499069	mshamsuly@utm.my
9	Mohmad Azmi Latonak @ Ismail	PG Research Lab, Level 4, IS Dept. (N28)	019-7510783	azmi_ismail@utm.my

SCHOOL OF COMPUTING
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RESEARCH LABORATORY GENERAL POLICY

A. DO

1. Take your shoes off before entering the laboratory.
2. Any damage or incident must be reported immediately to the technician on duty.
3. Make sure your desk and the surrounding environment is clean and in order.
4. Make sure to shut down computers and monitors after use.
5. Make sure the lights and air conditioners are switched off, doors and windows are closed before leaving the lab if you are the last user of the laboratory to conserve energy and ensure lab safety.
6. YOUR BELONGINGS ARE YOUR RESPONSIBILITIES, THE FACULTY WILL NOT BE RESPONSIBLE FOR ANY LOSS.
7. Update your status to the head of the research group or technician, if you are to be away for a certain period of time. Failure to do so gives the faculty to recall and reassign the facilities and equipment given to you.
8. Understand and follow the University rules and regulations throughout your use of the lab and its facilities. Failure to follow rules will subject your privileges to be taken away.

B. DON'T

1. Bring any other students or outsiders (other Faculty of Computing student) into the lab without the knowledge and consent of the head of the research group or technician on duty.
2. Transfer hardware or any equipment into or out of the lab without the approval of laboratory technicians or research group leader.
3. Browse content are not relevant to the research.
4. Chat or browse the adult sites, especially any form of pornography.
5. Bring any food or drinks.
6. Disturb others in the laboratory.
7. Duplicate room keys without authorization from a technician or head of research group.
8. Change the layout of the lab, by moving equipment or furniture, without prior approval from the head of the research team and laboratory manager.
9. Leave your valuables in the laboratory. Any loss is yours to incur.

WORKSPACE POLICY

A. OCCUPANCY
1. All dedicated workspace allocations are for a period of 6 months (or less where a candidate expects to complete earlier).
2. Students will be required to pay a RM30 deposit for smart card access. The deposit is refundable on the return of the workspace key provided that the workspace is cleared at the end of the period of occupancy. A charge of RM100 will be put in place for replacement of missing cards and RM15 will be charged for replacement of broken cards.
3. Smart cards will automatically be disabled at the end of the agreed period of occupancy.
4. Any materials left by student in their workspace will be disposed of once the period of tenure is over to make space for new occupants. Academic Office will not store materials left in the workspace.
5. NO electrical cooking appliance is allowed in the "graduate workspace" working area.

B. ABSENCES
1. Students planning to be away for a period greater than 30 days, must inform the Academic Office Administrator or Technician in writing, and vacate their allocated workspace.
2. A workspace left unattended for more than 30 days without permission will be recalled and reassigned immediately.

C. EXTENSIONS
1. Students can apply for a 6 months extension on top of the initial 6 months allocation in the circumstance that they are not able to secure suitable dedicated workspace within their Department or Faculty.
2. All applications for extensions must be approved by the student's Supervisor, and the Faculty's Dean.
3. Applications for extensions should be submitted at least 6 weeks prior to the expiration of initial allocation to give ample for assessment.
4. Extensions will be assessed along with new applications. Extensions beyond a total of 12 months will not be considered.

D. CONDITIONS OF OCCUPANCY
1. Dedicated workspace must be used frequently. All students must meet the minimum requirement of using the allocated space for at least 3 days per week and the days/times indicated in their application.
2. Students not using the space frequently will be asked to vacate the "graduate workspace", so the space can be reallocated to another student.
3. Students must behave in a manner not to disrupt other "graduate workspace" users and must observe the code of conduct of the university and Academic Office.
4. Any damage is to be immediately reported to the Academic Office Administrator or Technician.
5. Students can file a written appeal to the Graduate School Committee against any notice to vacate on the basis of usage or behavior. Appeals must be submitted within 7 days of the notice, and students may continue to occupy the workspace until the appeal is heard.

WORKSPACE POLICY

E. VACATING
1. Students are required to vacate dedicated workspace by the vacate date recorded on their application acceptance form.
2. Reminder emails will be sent approximately 4 weeks prior to this date, and it is the responsibility of the student to make arrangements to return the smart card and clear the space by the date advised.
3. It is expected that students will leave the space in the same neat and tidy condition as they received it.
4. The RM 30 deposit will be returned by the Academic Office Administrator or Technician once the workspace is returned to its original condition.

F. OTHERS
1. Each registered students has to record their daily attendance (in and out) through smart card registration system provided by Academic Office.
2. All vehicles belong to the graduate occupants must not be parked at "Graduate Workspace" compounds. Any traffic offence will be dealt with by UTM security.
3. Graduate Workspace is a non-smoking area. Any offence will be recorded by the disciplinary board.
4. The Graduate Workspace occupants must follow UTM dress code and must wear the student ID card at all time.
5. All matters related to the cleanliness of the "workspace" are the student's responsibility.
6. Academic Office has the right to revoke the facilities provided to the graduate if any policy infringements occur.
7. Periods of absence is included in the time allocation for the workspace, and returning students will receive priority allocations upon their return. They can then occupy a dedicated workspace for the remainder of the month allocated to them.
8. The maximum number of research students under the same supervisor is limited to 5 students per lab.

SHARED LABORATORY ADDITIONAL POLICY (Level 2, N28a)

1. Any graduate students can use the workspace at any time including research student, taught course or dissertation student.
2. The workspace facilities provided for a student are a table, a chair and internet access.
3. Students must write in the logbook prepared by Academic Office technician as a record before they can use the workspace.
4. Students must empty the workspace before leaving.
5. The workspace is available for use from 8.00 am to 5.00 pm, Monday to Friday.