

**ADMINISTRATIVE CIRCULAR**  
**DEPARTMENT OF DEPUTY VICE CHANCELLOR (STUDENT AFFAIRS)-**  
**STUDENT RE-ENTRY TO CAMPUS FROM MOVEMENT CONTROL ORDER ZONE (MCO), CONDITIONAL MOVEMENT**  
**CONTROL ORDER ZONE (CMCO), RED ZONE OR COVID-19 PANDEMIC RISK AREA**

The media statement on Student Re-Entry to Campus starting March 2021 and the decisions of the University Management Committee Meeting dated 02 February 2021 are referred:

2. The University has prepared student re-entry plans in stages for the categories of students as follows:
  - i. Students with “Incomplete” status and semester II Session 2019/2020 and Semester I Session 2020/2021;
  - ii. Final year research mode Post-Graduate students who require the use of the laboratory;
  - iii. Students who take courses that require physical teaching and learning (T&L) such as workshops, studios, laboratories or specialized equipment;
  - iv. Students who sit for the year-end examination on Campus;
  - v. Students who fall into special cases category (other than categories mentioned above): and
  - vi. Students who face situations not conducive to learning such as internet connections, limited study space at home and others.
3. Accordingly, the affected students must take note and understand that the re-entry process is subject to the application from the students.
4. Undergraduate students must submit their application to the School / Faculty and must have their respective academic advisor support, while for postgraduate students the application must go through the School / Faculty and must have the supervisor support.
5. All applications will be reviewed and coordinated for approval or disapproval by the Student Movement Coordination Committee chaired by the Deputy Vice Chancellor, Student Affairs.
6. For the approved application, an application letter will be issued by the Department of the Deputy Vice Chancellor (Student Affairs). Subsequently, in line with the Movement Control Order (MCO) or Conditional Movement Control Order (CMCO), students have to make own arrangement to obtain an inter-district or an inter-sate travel permit from PDRM before travelling back to campus.

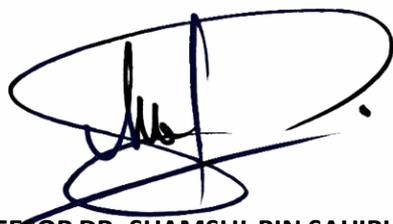
7. All students are required to go into isolation for a period of 10 days. Meanwhile, for students from Sabah and Sarawak, the period of isolation is determined by the Sabah and Sarawak State Security Council. This also includes the swab test requirements.
8. After completing the 10-day isolation, students are allowed to stay at the Residential College to be determined by the Hospitality Cluster, UTM.
9. During isolation, the cost of accommodation is borne by the University, while others costs (e.g: meals) are the responsibility of the student.
10. This Circular is effective from **15 February 2021**.
11. If there are any questions, students can contact the HEP Hotline at **011-1868 7022 / 019-731 0674 (JTNCHEP UTM JB)** or **010-404 0277 (JTNCHEP UTM KL)**, Facebook JTNCHEP: **UTM Student Affairs or heputmkl**, and/or Email Helpdesk JTNCHEP: [helpdesk.hep@utm.my](mailto:helpdesk.hep@utm.my), [tphep@utm.my](mailto:tphep@utm.my).

Thank you.

**“Prihatin Rakyat: Darurat Memerangi COVID-19”**

**“Berkhidmat untuk Negara kerana Allah”**

I, who uphold trust,



**(PROFESOR DR. SHAMSUL BIN SAHIBUDDIN)**  
**DEPUTY VICE CHANCELLOR (STUDENT AFFAIRS)**  
**UNIVERSITI TEKNOLOGI MALAYSIA**

- c.c. : Vice Chancellor  
: Deputy Vice Chancellor (Academic and International)  
: Deputy Vice Chancellor (Research and Innovation)  
: Deputy Vice Chancellor (Development)  
: Registrar  
: Director, Security Division