

**DEPARTMENT OF DEPUTY VICE-CHANCELLOR  
(STUDENT AFFAIRS)  
UNIVERSITI TEKNOLOGI MALAYSIA**

UTM.J.06.01/10.12/22Jld. 2 ( 57 )

30<sup>th</sup> June 2021

**STUDENT CIRCULAR NO. 12/2021**

**STUDENT MOVEMENT PROCEDURES:  
LEAVE/ENTER OF UTM JOHOR BAHRU CAMPUS AND UTM KUALA LUMPUR CAMPUS  
FOLLOWING THE EXTENSION OF THE FULL MOVEMENT CONTROL ORDER (MCO 3.0)**

Please be informed that following the latest announcement from the Government, the University has agreed to improve the procedures for the movement of students – leave/enter the campus – which were previously informed through **Student Circular No. 11/2021 dated 14<sup>th</sup> June 2021**, “**Latest Instructions Regarding Student Movement Following Full Movement Control Order 3.0 (Extended From 15<sup>th</sup> to 28<sup>th</sup> June 2021)**”.

2.0 Accordingly, the University through its Emergency Response Team (ERT) Main Committee Meeting on 29 June 2021 and the Student Movement Coordination Committee Meeting on 28 June 2021 has agreed to implement amendments and improvements to the Standard Operating Procedures (SOPs) of the student movement at Universiti Teknologi Malaysia (UTM), **effective from 1<sup>st</sup> July 2021 until further notice**. The details of the amendments are as in **APPENDIX 1**.

3.0 The University would also like to thank all students who have complied with the SOPs that have been set and would like to advise all students to calm down and to remain on campus or in their respective localities as well as to continue with the online teaching and learning (T&L) until further notice by the Government and the University. Please note, any violation of these instructions may be subject to disciplinary action by the University.

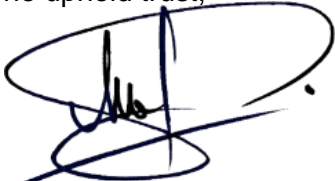
**These instructions are subject to changes and instructions from the National Security Council (MKN).**

Thank you.

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

**“Berkhidmat untuk Negara kerana Allah”**

I, who uphold trust,



**(PROF. DR. SHAMSUL BIN SAHIBUDDIN)**

The Deputy Vice Chancellor (Student Affairs)

The Department of the Deputy Vice Chancellor (Student Affairs)

Universiti Teknologi Malaysia

*For Vice Chancellor*

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

**IMPROVEMENT OF STANDARD OPERATING PROCEDURES (SOPs) AFTER  
28<sup>th</sup> JUNE 2021, MOVEMENT CONTROL ORDER (MCO 3.0) IN UTM**

**FOR STUDENTS STAYING ON CAMPUS**

	<b>SUBJECT</b>	<b>PERMISSION</b>
1.	Food delivery order	From 8 a.m to 10 p.m.  <b>Effective date 29<sup>th</sup> June 2021</b>
2.	Permission to leave campus is limited to two (2) hours only for students with special needs. Each student is allowed only once a week.	A maximum of two (2) people per vehicle.  Time between 9 a.m. to 7 p.m.  <b>Current approval procedures remain unchanged.</b>  <b>Effective date 29 June 2021</b>
3.	Permission to leave the campus for Covid-19 vaccination appointments around Johor Bahru for UTM JB students, and around Klang Valley for UTM KL students.	Only allowed using University vehicles.  <b>Current approval procedures remain unchanged.</b>
4.	Permission to conduct research for final semester Postgraduate (PG) students staying on campus.	<b>Approval procedures are certified and approved at the faculty level.</b>  The Occupational Environment, Safety and Health (OSHE) Committee needs to ensure compliance with SOPs.
5.	Permission to conduct research for final semester Undergraduate (UG) students.	<b>Approval procedures are certified and approved at the faculty level.</b>  The Occupational Environment, Safety and Health (OSHE) Committee needs to ensure compliance with SOPs.  <b>Effective date 1<sup>st</sup> July 2021</b>
6.	New categories of students to be considered to return to their respective hometowns/families.	(i) Students who have finished their study. (ii) Students who are almost complete (e.g. in the final stages of thesis correction) and no longer needed to be on campus. (iii) Students undergoing Teaching Practicum / Industrial Training off campus. (iv) Students who have received a job offer letter and need to report for duty at the company.  <b>Approval procedures: Students need to apply through their respective College Principals and forward the application to the Department of the Deputy Vice Chancellor (Student Affairs) (JTNCHEP).</b>  <b>Effective date 1<sup>st</sup> July 2021</b>

## FOR STUDENTS STAYING OFF CAMPUS

	SUBJECT	PERMISSION
1.	<p>Permission to conduct research for Postgraduate (PG) students who are in a locality within a radius of less than 10 km from campus.</p> <p>Specific to PG students who are in their final semester i.e. semester 15/16 (Phd) and 7/8 (Master).</p>	<p>(i) The time limit in the laboratory is only four (4) hours.</p> <p>(ii) Students are required to upload the HDF Form to the application form.</p> <p>(iii) Students are required to show MySejahtera records.</p> <p>(iv) Students are required to comply with the University Laboratory SOPs.</p> <p>Application procedures are through a special application form and certified by the Faculty/School.</p> <p>Approval is by the <b>Department of the Deputy Vice Chancellor (Student Affairs) (JTNCHEP).</b></p> <p><b>Effective date 1<sup>st</sup> July 2021.</b></p>
2.	<p>Permission for off campus students to take examinations on campus.</p>	<p>(i) Students will only be given daily leave/enter permission.</p> <p>(ii) Permission is only given to students residing within a 10km radius from campus and experiencing internet problems.</p> <p>(iii) A letter of permission will be issued by JTNCHEP</p> <p>(iv) UTM JB students will take examinations at the SPS Computer Lab</p> <p>(v) UTM KL students will take examinations at the UTMDigital Computer Lab</p> <p><b>Effective date 1<sup>st</sup> July 2021.</b></p>
3.	<p>UTM students undergoing Industrial Training (LI) in UTM.</p>	<p>Students have to continue to implement the Work from Home (WFH) policy.</p> <p><b>Students must apply to undergo isolation for ten (10) days if required to stay on campus.</b></p>
4.	<p>Others IPT/UA students undergoing Industrial Training (LI) in UTM.</p>	<p>Students have to continue to implement the Work from Home (WFH) policy.</p> <p><b>Students must apply to undergo isolation for ten (10) days if required to stay on campus.</b></p>
5.	<p>Students who are facing various problems / difficulties.</p>	<p>Entering /returning to campus (on a daily basis for limited period of time or for the purpose of stay) is considered on a case by case basis.</p> <p>Decisions will be discussed and considered by the Student Movement Coordination Committee, JTNCHEP or by the Emergency Response Team (ERT) Steering Committee.</p>

*\* In the event of inconsistency or discrepancy between the English version and the Malay version, the Malay version shall prevail.*

**Department of the Deputy Vice Chancellor (Student Affairs)**

30<sup>th</sup> June 2021.