

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

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15th July 2021

STUDENT CIRCULAR NO. 13/2021

**PROCEDURES FOR STUDENTS RETURNING HOME
IN CONJUNCTION WITH SEMESTER HOLIDAYS 2020/2021**

We are pleased to inform that following the latest notification from the Government through the Media Statement of the Ministry of Higher Education (MOHE) entitled *Pergerakan Pelajar Institusi Pengajian Tinggi Pulang Sempena Cuti Semester 2020/2021*, dated 9 July 2021, the University has agreed to improve the procedures for in / out campus movement of students, which was previously published through Student Circular No. 12/2021 dated 30 June 2021, “**Student Movement Procedures Leave/Enter UTM Johor Bahru Campus and UTM Kuala Lumpur Campus Following the Extension of the Full Movement Control Order (MCO 3.0)**”.

2.0 Accordingly, the University through the University Management Committee Meeting (JPU) dated 14 July 2021 has agreed to implement the *Standard Operating Procedure (SOP)* for the movement of UTM students returning home which will be effective from **12 July 2021**. Through this SOP, students currently staying on UTM campus are allowed to return home either by using own vehicle or transportation provided by the University. The trip is a one way trip only.

3.0 The University has also set a movement control mechanism for students returning home which will be implemented in phases. However, the movement of students to any **Enhanced Movement Control Order (PKPD) area is postponed** until the EMCO of the area is lifted. Student categories and general SOP are as in **Table 1** and **Appendix 1**.

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)

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

STUDENT CATEGORIES
FOR STUDENTS STAYING ON CAMPUS

NO	SUBJECT	PERMISSION
1.	Students staying on campus	<ul style="list-style-type: none"> ● Parents/guardians/next-of-kins are not allowed to travel interstate/district to fetch their child/dependent on campus. ● Student movement to the PKPD areas (including students from UTM KL) is postponed until the PKPD is lifted. ● Modes of transportation are restricted to transportation provided by the University and own vehicles. ● Flight services can be given permission if there is a need. ● Permission letter to return home will be issued to students through UTMSmart. Students do not need to obtain police approval for interstate/district travel.
2.	Students staying within a 10km radius from campus	<ul style="list-style-type: none"> ● Parents/guardians/next-of-kins are not allowed to travel interstate/district to fetch their child/dependent on campus.. ● Mode of transportion is restricted to own vehicles only. ● Permission letter to return home will be issued to students through UTMSmart. Students do not need to obtain police approval for interstate/district travel. ● For students in UTM Kuala Lumpur, movement in/out of PKPD areas is postponed until the PKPD is lifted.
3.	Students of Sabah, Sarawak and Labuan	<ul style="list-style-type: none"> ● Students are required to undergo a swab test at the nearest District Health Center (PKD) (Sarawak - 3 days before travelling; Sabah - 5 days before travelling) ● The cost of the swab test is borne by the government ● All students are required to undergo a 14-day quarantine at a place designated by the state government. ● The cost of quarantine is funded by the respective state government. ● Transportation from the campus to the airport will be provided by the University.
4.	Students from The State of Perlis	<ul style="list-style-type: none"> ● Students returning to Perlis are required to undergo quarantine upon arrival at the destination. The cost of quarantine is borne by the students.
5.	International Students	<ul style="list-style-type: none"> ● All movement to return to the country of origin are based on the latest SOP released by the Malaysia National Security Council (NSC). Matters concerning travelling arrangements and documentations are coordinated by the UTM International office (UTMi).

**GENERAL SOP FOR STUDENTS RETURNING HOME
IN CONJUNCTION WITH SEMESTER HOLIDAYS 2020/2021**

NO	SUBJECT	PERMISSION
1.	SOP concerning University Transportation	(a) The number of passengers allowed is 50 per cent of the the actual capacity (b) Students will have to pay a minimal transportation cost. (c) Students are required to gather at the Alumni Hall / UTM Square, according to the itinerary. (d) Students are required to wear a face mask and wash or sanitize their hands. (e) Buses and student luggage will be sanitized before departure, according to the set schedule. (f) Students are required to submit HDF Form, My Sejahtera and University Permission Letter. (g) Students are required to scan Exit / Entry Movement System before boarding the bus. (h) An Liason Officer among the staff/students will be on duty for each bus.
2.	SOP concerning Student Own Vehicle	(a) Only two (2) people are allowed in each vehicle. (b) The vehicle and the student luggage will be sanitized before departure. (c) Students are required to submit HDF Form, My Sejahtera and University Permission Letter. (d) Students are required to scan Exit / Entry Movement System before boarding their own vehicle.

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

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

Department of the Deputy Vice-Chancellor (Student Affairs)
15th July 2021.