

RULES AND REGULATIONS FOR IPS WORKSTATION
INSTITUTE OF POSTGRADUATE STUDIES

1. Introduction

- 1.1. This university is committed in providing the infrastructure and tools for conducive research and learning environment that will enhance students' creativity and innovation, in line with its vision and mission.
- 1.2. University strives to constantly upgrade the infrastructure, tools and learning environments to be consistent with the latest developments in current educational practice.
- 1.3. This policy is prepared as guidance to the Institute of Postgraduate Studies (IPS) and the respective Faculty on the use of work space (hereinafter called workstation) managed by IPS in UMP.

2. Applicant Eligibility Requirements

2.1. Doctoral Students

- 2.1.1. Full time ACTIVE **research** student.
- 2.1.2. Students do not receive workstation facilities in Faculty.
- 2.1.3. Students have never been terminated from the entitlement of workstation either by Faculty or IPS.
- 2.1.4. Students have never been subjected to any disciplinary action by the University.

2.2. Master Students

- 2.2.1. Full time ACTIVE **research** student.
- 2.2.2. Students do not receive workstation facilities in Faculty.
- 2.2.3. Students have never been terminated from the entitlement of workstation either by Faculty or IPS.
- 2.2.4. Students have never been subjected to any disciplinary action by the University.

3. Application Process

- 3.1. Students can request the workstation by submitting the form to IPS counter.
- 3.2. Students are required to obtain the approval by faculty and must fulfil the eligibility requirements stated in Item 2.0.
- 3.3. Upon approval by Faculty, students must submit the application form to IPS. **IPS will notify the successful application for the claim of key (drawer).**
- 3.4. Student is charged RM 50 (Malaysian Ringgit Fifty Only) for the deposit.
- 3.5. Workstation facility is given to the students based on the student's Campus/Faculty.
- 3.6. The duration of the workstation entitlement is ONE (1) year or according to the period specified by IPS.
- 3.7. Extension of workstation entitlement must be made by the student no later than ONE (1) month before the end of contract.
- 3.8. The maximum duration of workstation entitlement is as follows:
 - 3.8.1. Doctor of Philosophy: 4 years / eight semesters (based on current semester of the students).
 - 3.8.2. Master's Degree: 2 years / four semesters (based on current semester of the students).

4. Termination of Workstation Entitlement

- 4.1. Students are required to return the key to IPS when:
 - 4.1.1. Have achieved maximum study period of full time student (two years for master's degree and four years for doctoral degree);
 - 4.1.2. Have changed mod of study from full time to part time;
 - 4.1.3. Have submitted thesis for viva voce;
 - 4.1.4. Have graduated/quitted/terminated;
 - 4.1.5. Have requested to do so by IPS.

4.2. Submission of workstation must be made through IPS counter using the form. Students are required to ensure that all furniture (chair, table, drawer and partition) are in good condition.

5. Rental Deposit

5.1. Rental deposit will be returned to students only if all the furniture is in good conditions.

5.2. Deposit money will not be returned if:

5.2.1. Facilities are not in good condition (damage, dirty and scratches).

5.2.2. Students lost the key or not returning the key to IPS.

5.2.3. Students do not make clearance within three (3) months after completion of study.

6. General

6.1. University reserves the right to change this policy at any time upon giving one (1) month notice to the students.

6.2. Approval of workstation entitlement is subjected to IPS.

Responsibility of Occupier of Workstation

Occupier of workstation is responsible for the workstation provided during the period of use. Responsibilities to the workstation and surrounding areas are as follows:

- A. Only students who are granted the approval are entitled to occupy and use the workstation facilities.
- B. Occupier of workstation has the right to only occupy the workstation allocated to him/her by IPS.
- C. Occupier of workstation is allowed to stay in the workstation within the time period given by IPS.
- D. The occupier of workstation must use their respective Student Matric Card to gain access to the workstation.
- E. Occupier of workstation must ensure that all furniture (chairs, desks, drawers and partitions) are in good condition.
- F. Occupier of workstation must maintain the cleanliness and neatness of the workspace and the area around the workstation.
- G. Occupier of workstation must use facilities provided in the workstation room prudently.
- H. Occupier of workstation must not change the position of furniture or other facilities provided in the workstation.
- I. Occupier of workstation must not make noise or do things that will compromise the comfort of other students, violate University rules and violate national laws.
- J. Occupier of workstation must report any damages caused to the furniture and other facilities in the workstation caused by him/her or other occupiers of the workstation to IPS.
- K. Occupier of workstation must return the right to use the workstation (ensuring the deactivation of the access to use in the student matric card), collect the deposit paid on the day that the period to use the workstation ends. If the day the period ends is not on a working day, then it should be made on the next immediate working day.

FAILURE TO ABIDE BY ANY RULES THAT HAVE BEEN LISTED IN A-K, MAY RESULT IN WITHDRAWING THE RIGHT TO USE THE WORKSTATION AND FAILURE TO CLAIM THE DEPOSIT MONEY.