





"BACK TO CAMPUS" Ensuring SOP Compliance

Special briefing by:

Prof. Dr. Shamsul bin Sahibuddin Deputy Vice Chancellor (Student Affairs)



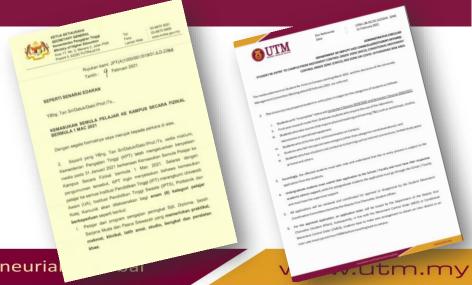
Who are eligible to return to campus?



SIX (6) categories of students who can return to campus

- 1. Students with "Incomplete" status and semester II Session 2019/2020 and Semester I Session 2020/2021;
- 2. Final year research mode Post-Graduate students who require the use of the laboratory;
- 3. Students who take courses that require physical teaching and learning (T&L) such as workshops, studios, laboratories or specialized equipment;
- 4. Students who sit for the year-end examination on Campus;
- 5. Students who fall into special cases category (other than categories mentioned above)
- 6. Students who face situations not conducive to learning such as internet connections, limited study space at home and others.

*based on UTM dan Ministry of Education Circular





ISOLATION CENTRE and QUARANTINE CENTRE

	Isolation Centre	Quarantine Centre
What?	Center for monitoring the level of health of students as a measure to control the transmission of COVID-19. Students who will be staying on campus (not required for daily entry students)	Centre for students with COVID-19 symptoms identified during the isolation period & for category 1 or 2 Covid-19 positive cases who have to Self Quarantine as directed by MOH.
How long?	10 days	10 days
Where?	UTM Johor Bahru Campus Kolej Rahman Putra (KRP) *male students Kolej Tun Fatimah (KTF) *female students UTM Kuala Lumpur Campus Kolej Siswa Jaya (KSJ)	S46 Scholar's Inn, UTM Johor Bahru



Students Who Are Staying in Campus

Situation	Isolation Period	Swab Test
Local & International students in Malaysia	✓	-
International Students who enters to Malaysia	-	✓
Students from SABAH (who enters to Peninsula)	✓	✓
Students from SARAWAK	✓	-

Daily Entry Students

Situation	Isolation Period	Swab Test
Local & International students in Malaysia	-	-
International Students who enters to Malaysia	-	✓
Students from SABAH (who enters to Peninsula)	-	✓
Students from SARAWAK	-	-

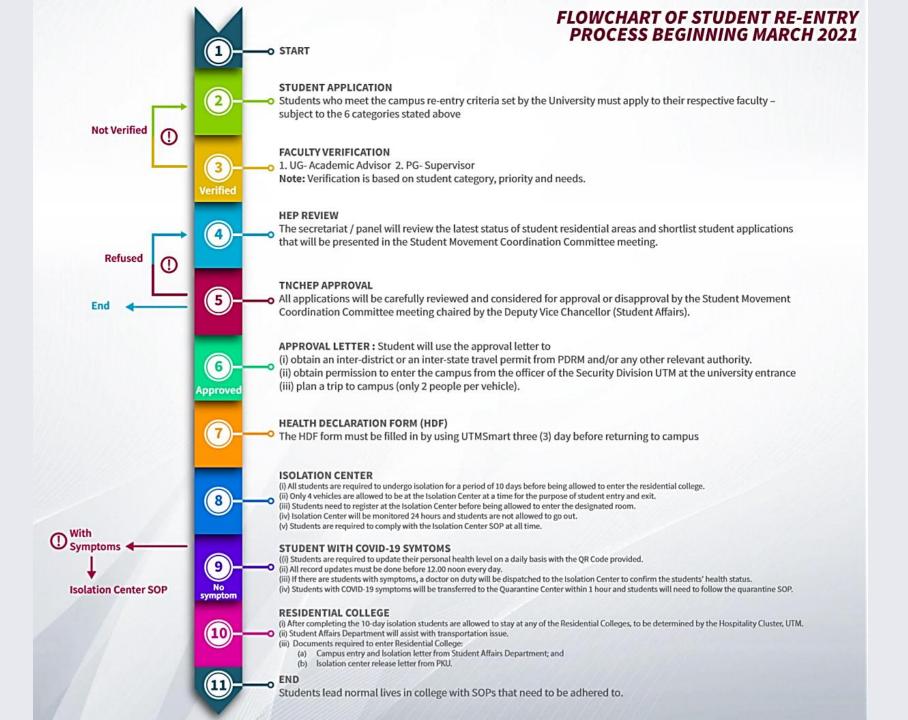


How to get permission?

SOP for Students Who Are Staying in Campus

Scan to download





SOP for **Existing International Students**

Scan to download



Welcome to Malaysia!

Here are a few steps for Existing Student Returning to UTM (Student Pass Expired)



Apply for Travel Authorisation

Apply for travel authorisation approval via the **EMGS** Website from the following link below:

https://visa.educat ionmalaysia.gov.my /emgs/application /searchForm/

LOU and Indemnity & Travel Notice

Download, fill and sign the Letter of Undertaking and Undemnity (LOU) and obtain the travel notice from the nearest Malaysian Misson office nearest in your home country. Please download the LOU from

https://visa.educationmala ysia.gov.my/guidelines/tra vel-authorisation-formbase.html

Please refer to Question 6 -Point 1

Single - Entry Visa (SEV) 3 Students from countries that requires Single-Entry Visa (SEV) to enter Malaysia are required to submit their SEV application to the nearest Malaysian Mission Office in their countries.

COVID-19 test at entry

Students are required to undergo the RT-PCR Covid-19 Test three (3) days travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in ENGLISH so that the respective authorities in Malaysia can inspect it.

5 Students to complete Online Payment

the online payment for

the quarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.myeg .com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point upon arrival.

6 Cost of Quarantine & COV-

Kindly note that all fees imposed by the Government of Malaysia including the Covid-19 detection test, quarantine cost and hospital admittance fee (if required) as below: Accommodation Cost

(Refer to square info)

 COVID-19 Screening Test at International Entry Gate & MOH Facility

RT-PCR: RM250 **RTK ANTIGEN: RM120**



MySejahtera Apps

You are required to download the MySeightera app from the iOS App Store or Google Play Store to complete all the required information three (3) days prior to the arrival date.



On Campus

students are required to remain on campus during the period of Movement Control Order (MCO). Students will be able to continue their courses via hybrid learning.

13 Undergo selfassesment at Campus

Student MUST undergo self assessment at Campus until completion of 14days period from the date of arrival to Malaysia (example if 7 days quarantine + 7 days self assessment) using Home Assessment Tool (HAT), Please scan

barcode as below

12 Return to Institution After your quarantine

period is over, students are advised to return to their institution/ accommodation immediately

Release Order

Once the augrantine period is empleted. students will be issued with a Release Order by the National Disaster Management Agency (NADMA). This Release Order can be used by the students to travel to your respective campus/ accommodation

Undergo COVID-19

RT-PCR/RTK Ag COVID-19 swab test on the 5th/8th day of the quarantine period

9 Undergo 7 or 10 days mandatory quarantine

You are required to comply with the mandatory quarantine for 7 or 10 days upon arrival to Malaysia before continuing your studies. This is subject to them furnishing their RT-PCR Covid-19 test results at the international arrival gate.



8 Present your Travel approval letter, Letter of Approval and receipt of the RT-PCR test to the Immigration and obtain clearance to enter Malaysia

Accommodation Cost:

- RM 150/day RM 1,050 (7 days to quarantine)
- RM 1,500 (10 days to quarantine)
- Fixed Charges (Quarantine Station Operations: RM 2,600)

*For further enquiries, please contact UTM International Office

Version 1: 17 February 2021

SOP for New **International Students**

Scan to download



Welcome to Malaysia!

Here are a few steps for New Student Entering Malaysia



Declaration Form

You are required to fill the form in order to receive the Declaration for Commencement of

Online Classes and Accommodation letter from UTM as below

https://forms.gle/rvoe D4TNNnSTGefs7

Submit Declaration

Upon you fill in the form, UTM will submit your Declaration to EMGS.

3 Upon declaration 4 submitted, e-VAL will be processed & approved by Immigration Department.

LOU and Indemnity & Travel

https://visa.educationmalay sia.gov.my/guidelines/travel -authorisation-formbase.html

Please refer to Question 6 -

Download, fill and sign the Letter of Undertaking and Undemnity (LOU) and obtain the travel notice from the nearest Malaysian Misson office nearest in your home country. Please download the LOU from :

Single - Entry Visa (SEV) Students from countries

that requires Single-Entry Visa (SEV) to enter Malaysia are required to submit their SEV application to the nearest Malaysian Mission Office in their countries.

COVID-19 test at entry point

Students are required to undergo the RT-PCR Covid-19 Test three (3) days travelling to Malaysia. The RT-PCR Covid-19 test result must be translated in ENGLISH so that the respective authorities in Malaysia can inspect it.

7 Students to complete the online payment for the guarantine and the Covid-19 Screening Test through MySafeTravel (www.safetravel.mye g.com.my) / MyQr application by MyEG (www.myeg.gov.my) and provide the payment slip at the international entry point

Cost of Quarantine & COV-19

Kindly note that all fees imposed by the Government of Malaysia including the Covid-19 detection test, auarantine cost and hospital admittance fee (if required) as below:

- · Accommodation Cost (Refer to square info)
- · COVID-19 Screening Test at International Entry Gate & MOH Facility

RT-PCR: RM250 **RTK ANTIGEN: RM120**





Undergo selfassesment 16 All international 15 at Campus

students are required to remain on campus during the period of Movement Control Order (MCO). Students will be able to continue their courses via hybrid learning.

Student MUST undergo self assessment at Campus until completion of 14days period from the date of arrival to

Malaysia (example if 7 days quarantine + 7 days self assessment) using Home Assessment Tool (HAT). Please scan barcode as below:

14 After your quarantine period is over, students are advised to return to their institution/ accommodation immediately

period is empleted. students will be issued with a Release Order by the National Disaster Management Agency (NADMA). This Release Order can be used by the students to travel to your respective campus/ accommodation.

Undergo COVID-19

RT-PCR/RTK Ag COVID-19 swab test on the 5th/8th day of the quarantine period

Undergo 7 or 10 days mandatory quarantine 10

You are required to comply with the mandatory quarantine for 7 or 10 days upon arrival to Malaysia before continuing your studies. This is subject to them furnishing their RT-PCR Covid-19 test results at the international arrival gate.

Travel to Malaysia

upon arrival.

Present your Travel approval letter, Letter of Approval and receipt of the RT-PCR test to the Immigration and obtain clearance to enter Malaysia.

9 MySejahtera Apps

You are required to download the MySejahtera app from the iOS App Store or Google Play Store to complete all the required information three (3) days prior to the arrival date

Accommodation Cost:

- RM 150/day RM 1,050 (7 days to quarantine)
- RM 1,500 (10 days to quarantine)
- Fixed Charges (Quarantine Station Operations: RM 2,600)

*For further enquiries, please contact UTM International Office as stated in the Offer Letter

Version 1: 17 February 2021

CARTA ALIR UJIAN SWAB PELAJAR IPT DARI SABAH YANG MEMASUKI SEMENANJUNG



SEDIAKAN DOKUMEN

- 1. Surat Kemasukan semula Pelajar ke Kampus secara Fizikal Bermula 1 Mac 2021 daripada KPT
- Surat panggilan kemasukan pelajar berkeperluan oleh IPT

Dapatkan tarikh temujanji untuk ujian swab
Daerah (PKD) berhampiran

Muat turun aplikasi MySejahtera

Menjalani Ujian Swab

Ujian Swab

Pemakluman oleh PKD

Menyimpan keputusan *swab* sebagai bukti sebelum pergerakan ke kampus

6

Pemakluman oleh PKD melalui aplikasi MySejahtera



Keputusan Swab

Meneruskan pergerakan ke kampus seperti di carta alir pergerakan pelajar di kampus





Student movement from SABAH and SARAWAK to the Peninsula → campus

Please contact **Ts. Dr Syamsul Hendra bin Mahmud** (Coordinator)

Handphone: **+6 017-701 0017**;

: b-syamsul@utm.my E-mail Sabah Sarawak

Approval Letter for Entry to Campus



Universiti Teknologi Malaysia 81310 Johor Bahru Johor, Malaysia Tel: +607-553 3333

UTM.J06.01.00/10.17/1 (93) Our Reference 25 January 2021

Director Security Division Registrar Department UTM. Johor Bahru.

(Attention: Encik Muhammad Afdhal bin Abdul Razak)

Sir.

APPROVAL TO ENTER UNIVERSITI TEKNOLOGI MALAYSIA JOHOR BAHRU CAMPUS

NAME : MUHAMMAD LUQMAN MOHD NOR

The Student Affairs Department is very careful about approving any student's request to enter the campus and stay in the residential college on campus. Every aspect on a student's background is checked before a permission is given.

After much consideration, the Student Affairs Department has decided to give permission to the student named above to enter the campus as well as to stay in the residential college on campus. The permission, however, is subject to the guidelines issued by Mailis Keselamatan Negara, Polis Diraja Malaysia and Kementerian Kesihatan Malaysia (especially on classification of zone). The student's further details are as follows:

> Matric Card Number : A19EB0025 Telephone Number : 01126160543 Identification Card Number : 980809-11-5109

Email : muhammadluqman980809@gmail.com

College Approved : Refer to Hospitality Cluster

Date of Approval 22 October 2020 - 26 February 2021 Entry Date & Time : Sunday - Thursday (8.00 am - 5.30 pm)

: Residing on campus Category

Approved Reason to Enter : No Internet Connection at Home

For your information, the student has been informed to comply all safety measures as listed be

- For an inter-district or inter-state travel, the student must have Perintah Kawalan Pergerakan/Bersyarat issued by his or he Headquarters.
- The student must contact the office of the respective ge before entering
- The HDF form must be filled in e (1) day before entering the campus and must be renewed e
- Complying Standard Procedure COP Operation that had been set by Mailis. Keselamatan Negara from time to tim 1/2

Your cooperation and attention are greatly appreciated

Thank you.

"Prihatin Rakyat: Darurat Memerangi COVID-19"

"Berkhidmat untuk Negara kerana Allah"

I, who uphold the trust.

(HAJI DAHARI BIN HAJI DERANI)

Senior Deputy Registrar Office of the Department Deputy Vice-Chancellor (Student Affairs) Universiti Teknologi Malaysia

o.b. Vice-Chancellor : dahari@utm.my \triangle

s.k. - Director of Health Centre UTM

- Principal of the respective college
- Administrative Officer Hospitality Cluster.
- Faculty of Engineering



Approval Letter of Extension for Staying Campus



Universiti Teknologi Malaysia 81310 Johor Bahru Johor, Malaysia Tel: +607-553 3333

Our Reference UTM.J06.01.00/10.17/1 (97)

22 February 2021

Encik Amir Hamzah bin Jamil

The Director Security Division Registrar Department Universiti Teknologi Malaysia Johor Bahru.

Sir.

EXTENSION OF APPROVAL PERIOD FOR STUDENTS ENTERING UTM CAMPUS

I refer to the above matter.

Please be informed that during the Student Movement Coordination Committee meeting (Jawatankuasa Penyelarasan Pergerakan Pelajar Masuk Kampus) No 5/2021 dated on 18 February 2021, it has been agreed that the approval period for students entering the campus would be extended to the date stated below:

CURRENT DATE OF APPROVAL	NEW EXTENSION DATE
UNTIL	UNTIL
26 FEBRUARY 2021	23 JULY 2021

Cooperation of the Director of Security Division to inform all staff of the relevent Security Division regarding this matter. Any changes are subject to instructions from time to time by the University.

Your cooperation and attention are greatly appreciated.

Thank you.

"Prihatin Rakyat: Darurat Memerangi COVID-19"

"Berkhidmat untuk Negara kerana Allah"

I, who uphold the trust,



SAMPLE

(PROFESSOR DR. SHAMSUL BIN SAHIBUDDIN)

Deputy Vice Chancellor (Student Affairs) Universiti Teknologi Malaysia



SOPs when staying in campus



SOP for Students Staying in Campus (3C 3W)





SOP for Students Staying in Campus (Toilet usage guide)





10 days at Isolation Centre

Who are compulsory to undergo the isolation period?



Student	From	Isolation Methods
Local Students	Peninsula Malaysia	10 days isolation upon arrival to campus.
	Sabah	i. RT-PCR Swab Test (3 days before arrival).ii. 10 days isolation upon arrival to campus.
	Sarawak	i. No Swab Test.ii. 10 days isolation upon arrival to campus.
International Student	In Malaysia	as stated above (as Local Students)
	Country of origin	i. (a) 10 days quarantine at Quarantine Centre designated by NADMA if not make a swab test before arrival.
		i. (b) 7 days quarantine at Quarantine Center designated by NADMA if done the swab test before arrival (3 days before departure to Malaysia)
		ii. Enter the campus with university transportation from Quarantine Centre.
		iii. Immediately to hostel/ college



University will bear the cost of accommodation during isolation.

The cost of MEALS is the responsibility of the students



SOP at Isolation Centre

*Applicable for local students at Isolation Centre

PANDUAN PELAJAR DI PUSAT ISOLASI

TIDAK DIBENARKAN KELUAR DARI BANGUNAN

Kekal duduk di dalam bilik selama 10 hari *Kecuali ke tandas dan mengambil makanan di setiap aras yang ditetapkan



Lakukan pemeriksaan kesihatan sendiri dan lengkapkan Borang Penilaian Kendiri pada setiap hari dengan mengimbas QR Code Borang Penilaian Kendiri pada pintu bilik

PAKAI PELITUP MUKA

Sentiasa memakai pelitup muka dan pastikan mengamalkan penjarakan fizikal 1 - 2 meter

PEMBUANGAN SAMPAH

Pastikan sampah tidak dibuang merata-rata dan dibuang ditempat khas yang disediakan.

PEMBELIAN MAKANAN

Pembelian makanan secara penghantaran sahaja yang dibenarkan. Sila letakkan nama & no. bilik semasa pesanan dibuat

Waktu penghantaran:

9-10 AM | 12-2 PM | 6-8 PM

AKTIVITI BERKUMPULAN

Segala aktiviti berkumpulan adalah tidak dibenarkan *termasuk di dalam tandas dan pantri



CUCI TANGAN

Kerap cuci tangan dengan air dan sabun atau gunakan hand sanitizer



PANTAU GEJALA

Sekiranya mengalami gejala jangkitan saluran pernafasan seperti demam, batuk, selsema, sukar bernafas, sila hubungi talian hotline Covid UTM

Johor Bahru: 01133340646

dengan segera



Borang Penilaian Kendiri (Home Assesment Tool (HAT) *Isolation period





PROSEDUR OPERASI DAFTAR MASUK PUSAT ISOLASI





Sila ambil satu kunci bilik dari peti simpanan yang disediakan

*Cadar dan sarung bantal tidak disediakan

Imbas QR Code Daftar Masuk Pusat
Isolasi (Kluster Hospitaliti) dan isi
maklumat yang dikehendaki

Imbas QR Code Borang Penilaian Kendiri (PKU UTM) dan pelajar perlu kemaskini maklumat setiap hari sepanjang tempoh isolasi

SILA IMBAS KOD QR

DAFTAR MASUK

PUSAT ISOLASI DAN ISI MAKLUMAT YANG DIPERLUKAN



SILA IMBAS KOD QR

BORANG PENILAIAN KENDIRI

DAN ISI MAKLUMAT YANG DIPERLUKAN



STOP



PROSEDUR OPERASI DAFTAR KELUAR PUSAT ISOLASI



Sila pastikan bilik berada dalam keadaan yang bersih dan kemas

- Sila tinggalkan kunci bilik di dalam bakul/kotak yang disediakan
 - Pelajar dibenarkan keluar dan mendaftar ke kolej kediaman masing-masing (setelah tamat tempoh isolasi selama 10 hari dan mendapat surat/emel pelepasan dari PKU UTM)
- Imbas QR Code Daftar Keluar Pusat Isolasi dan isi maklumat yang dikehendaki

Sila patuhi semua arahan yang dikeluarkan oleh Majlis Keselamatan Negara dan Pihak Universiti

SILA IMBAS KOD QR

DAFTAR KELUAR

PUSAT ISOLASI DAN ISI MAKLUMAT YANG DIPERLUKAN





Latihan Mengajar (LM)/ Latihan Industri (LI) (Teaching Practicum/ Industrial Training)





Our suggestions:

- Rent outside
- Stay at KLG Campus Residence @ Sri Pulai entrance (RM12 19.50)



Who to contact?



Student Affairs Hotline:

+6 011-186 87022/ +6 019-731 0674 (UTM JB Campus)

+6 017-242 4122/ +6 013-393 1117 (UTM KL Campus)



Student Affairs Helpdesk:

helpdesk.hep@utm.my
OR
tphep@utm.my



UTM Student Affairs Facebook:

UTM Student Affairs (UTM JB Campus)

Heputmki Utmki (UTM KL Campus)



COVID-19 Hotline

+6 011-3334 0646 (UTM JB Campus) +6 017-9833 009 (UTM KL Campus) *8:00 am - 5:00 pm

+6 017-9833 009 (Emergency Line)



Frequently Asked Question (FAQ) regarding student movement to campus



thank You