

# “BACK TO CAMPUS”

## Ensuring SOP Compliance

*Special briefing by:*

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



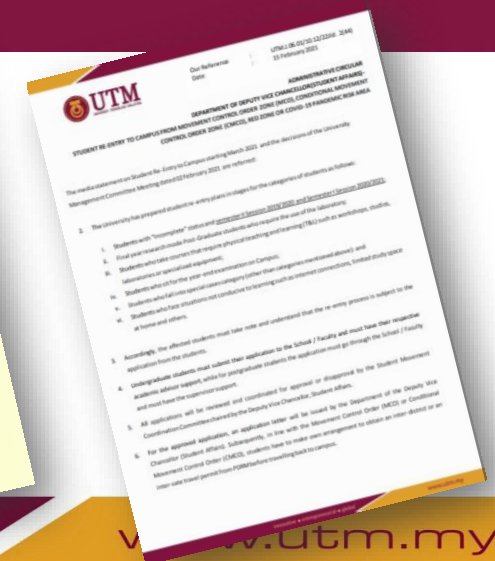
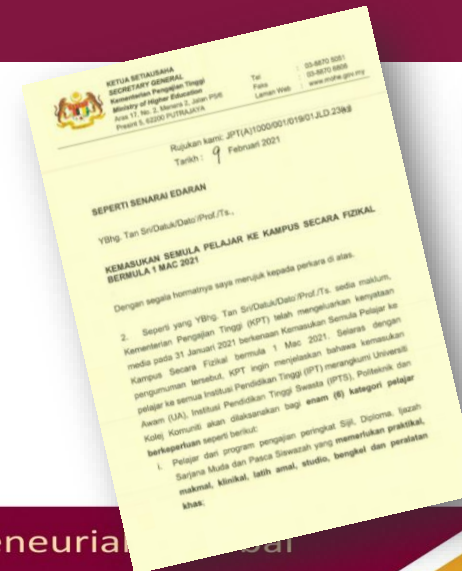
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# Who are eligible to return to campus?

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

## Students Who Are **Staying in Campus**

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

## Daily Entry Students

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



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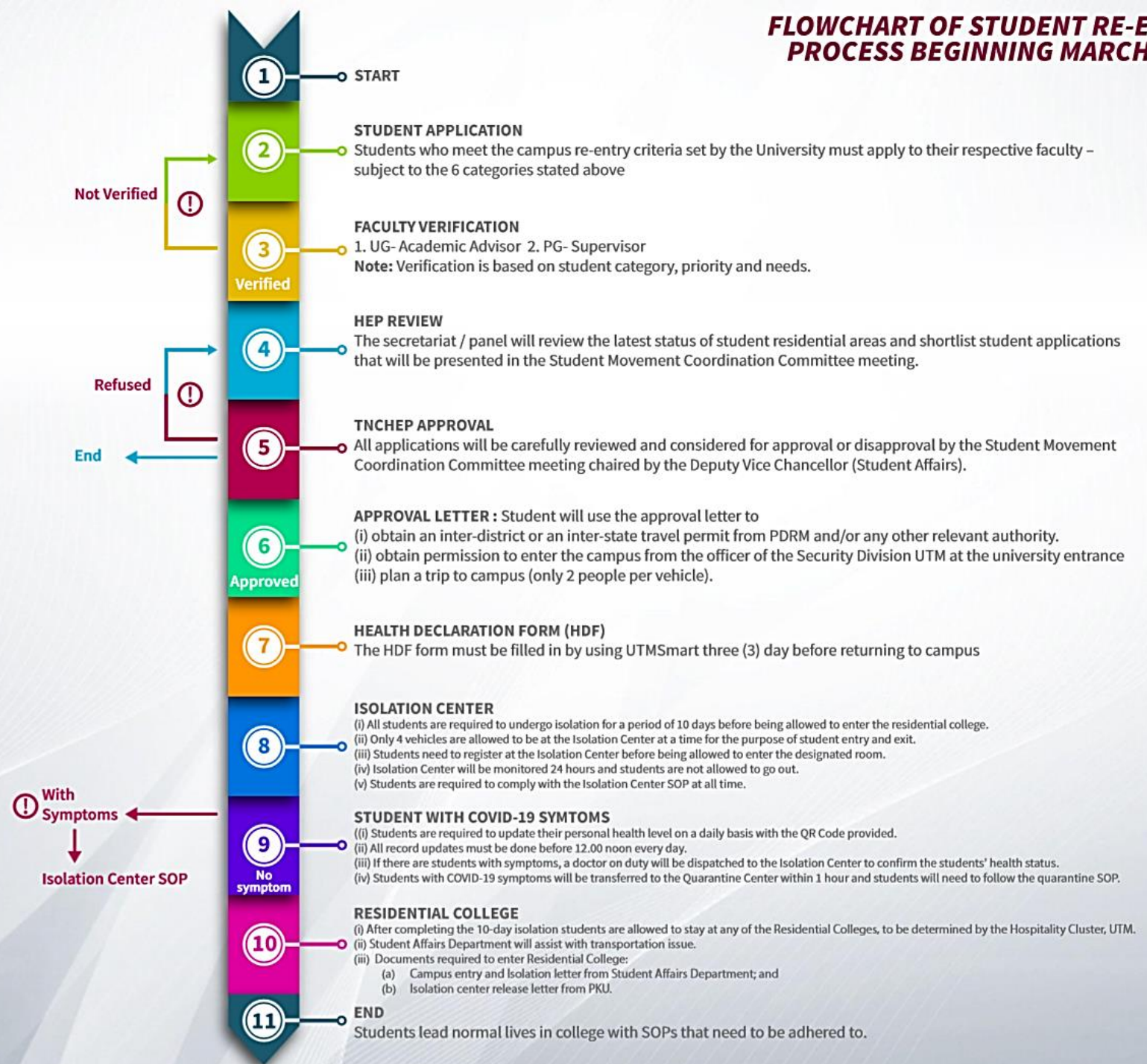
# How to get permission?



# FLOWCHART OF STUDENT RE-ENTRY PROCESS BEGINNING MARCH 2021

## SOP for Students Who Are Staying in Campus

Scan to download



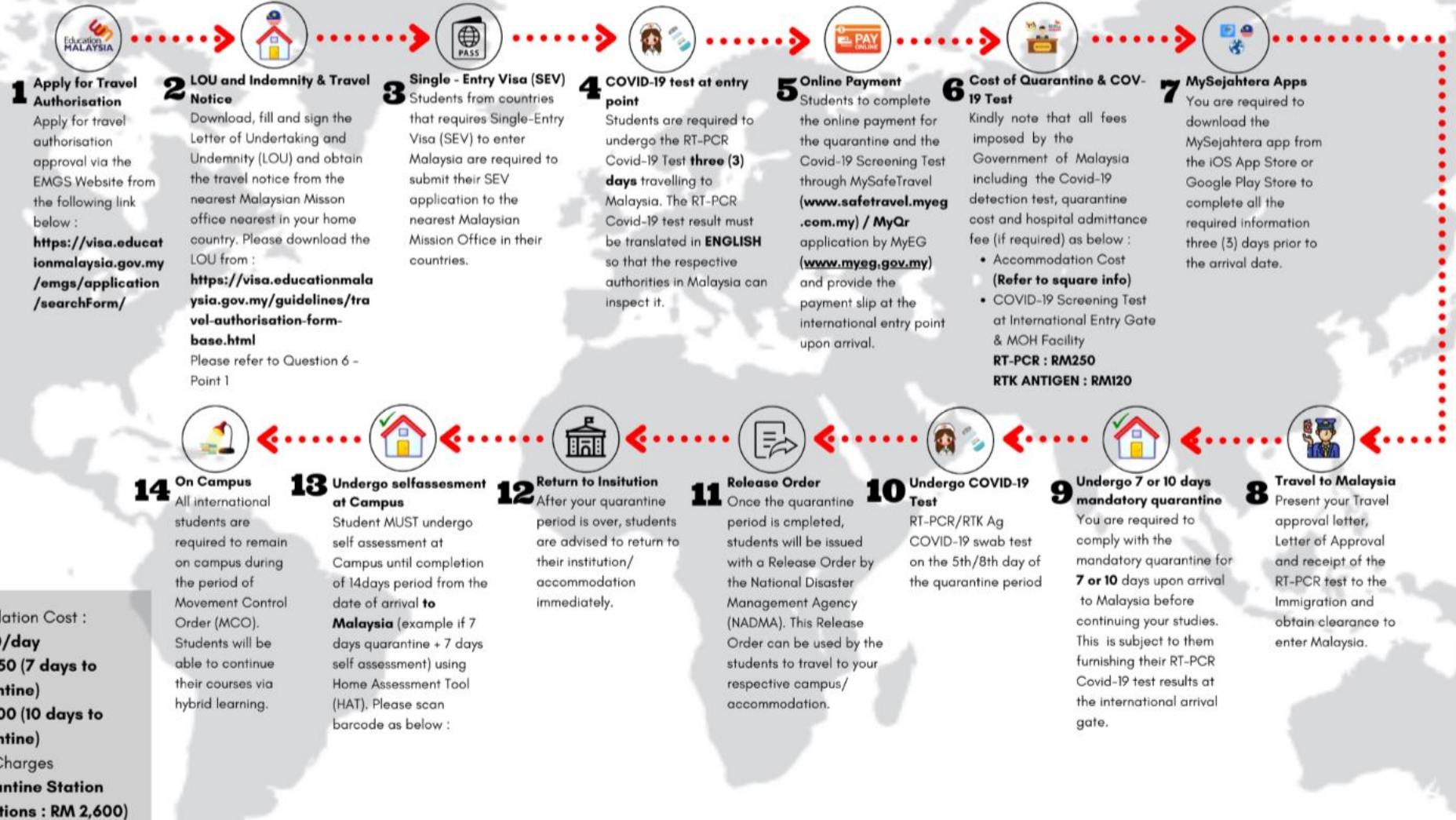
# SOP for Existing International Students

Scan to download



## Welcome to Malaysia!

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



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*



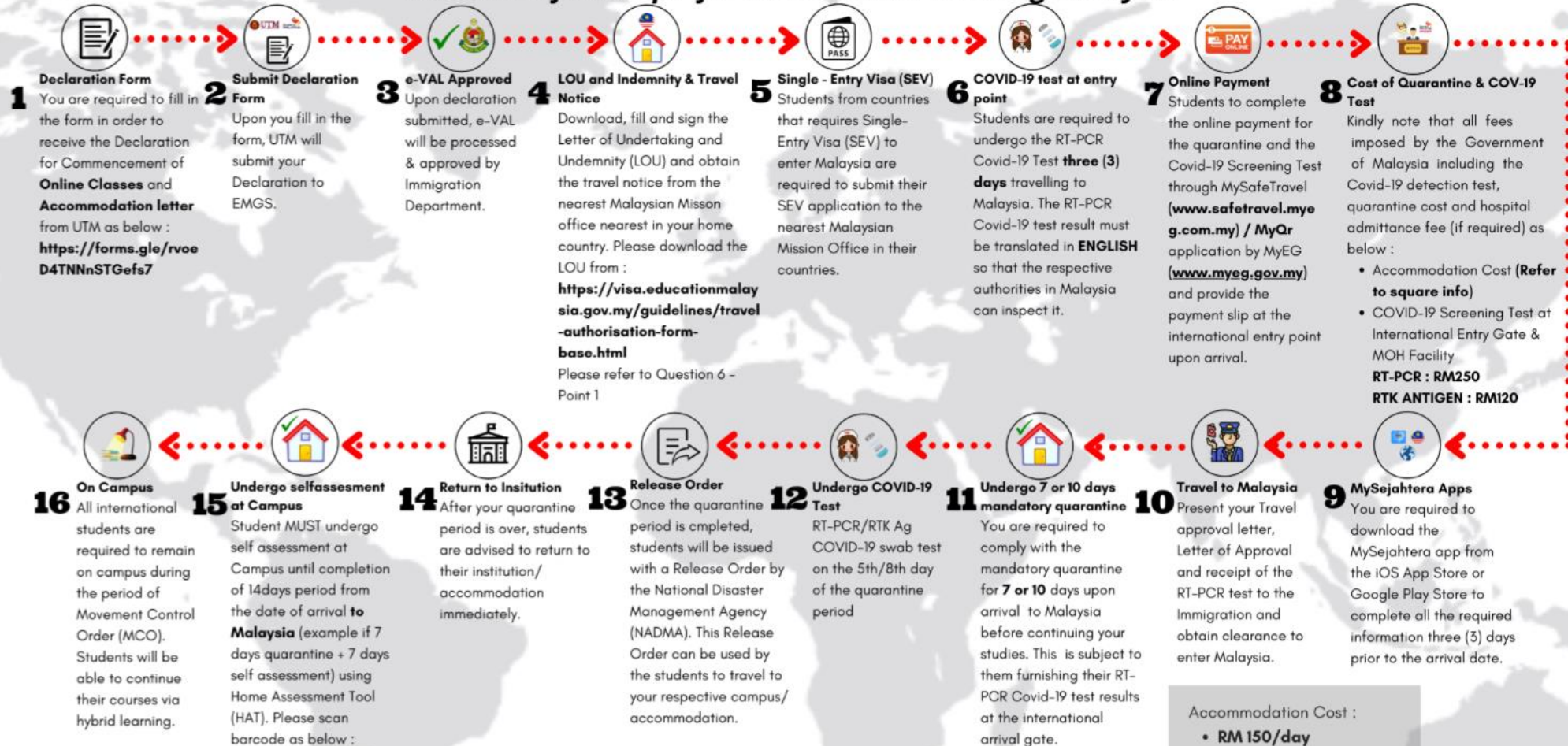
# SOP for New International Students

Scan to download



## Welcome to Malaysia!

Here are a few steps for New Student Entering 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 as stated in the Offer Letter*

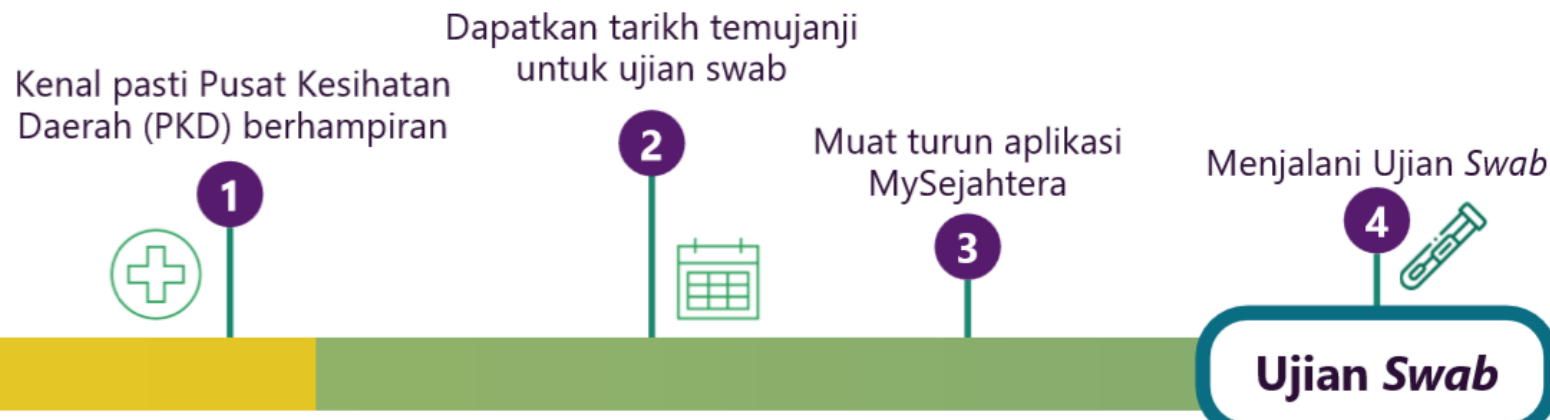
# CARTA ALIR UJIAN SWAB PELAJAR IPT DARI SABAH YANG MEMASUKI SEMENANJUNG



KEMENTERIAN PENGAJIAN TINGGI

## SEDIAKAN DOKUMEN

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

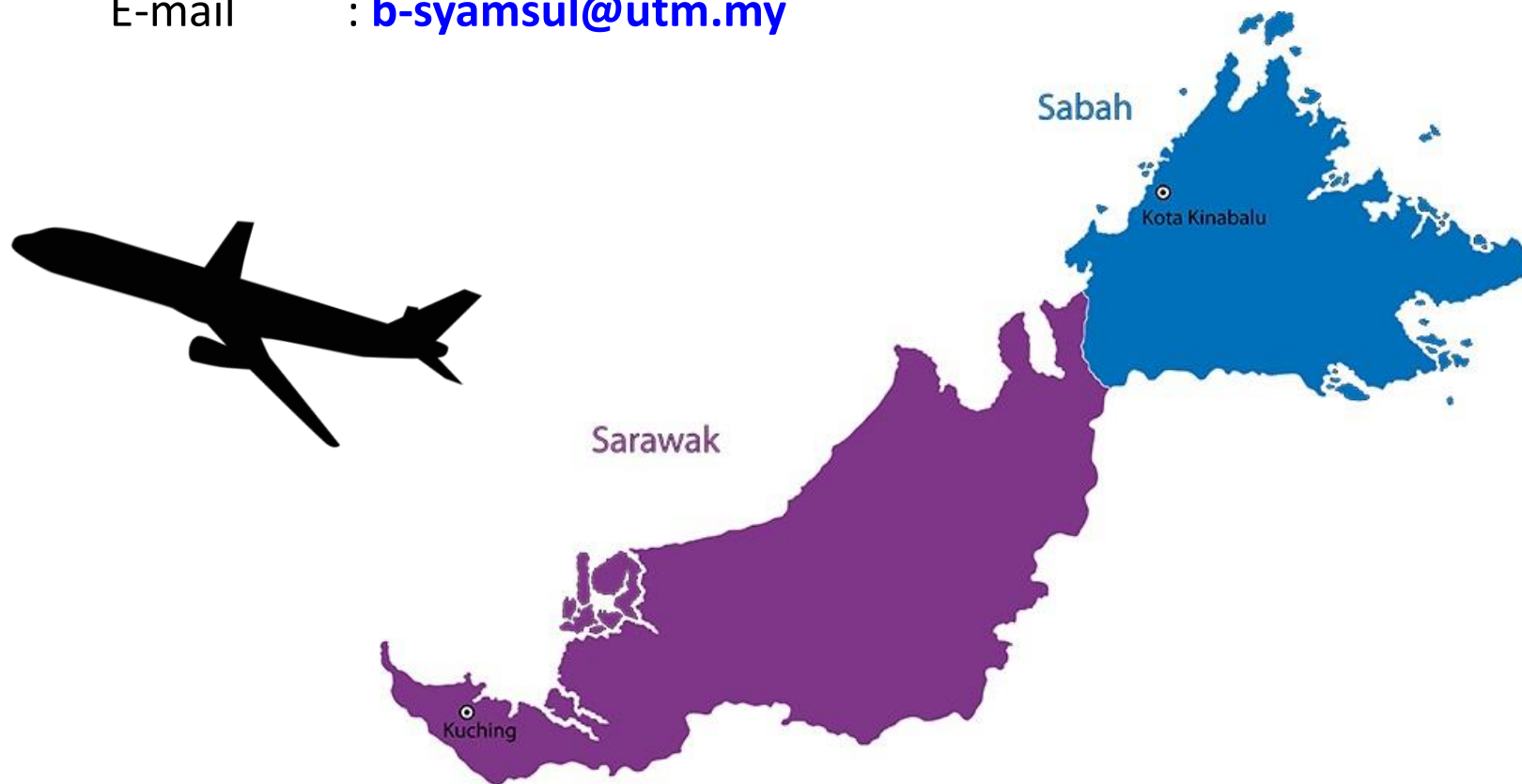


## Student movement from **SABAH** and **SARAWAK** to the Peninsula → campus

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

Handphone: +6 017-701 0017;

E-mail : [b-syamsul@utm.my](mailto:b-syamsul@utm.my)



Our Reference : UTM.J08.01.00/10.17/1 (93)  
Date : 25 January 2021Director  
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 Majlis 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)  
Category : Residing on campus  
Approved Reason to Enter : No Internet Connection at Home

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

- (i) For an inter-district or inter-state travel, the student must have ~~Form Pergerakan~~ *Perintah Kawalan Pergerakan/Bersyarat* issued by his or her nearest District Police Headquarters.
- (ii) The student must contact the office of the respective residential college before entering the campus.
- (iii) The HDF form must be filled in ~~using UTM~~ *using UTM* and must be renewed ~~every 4 days~~ *every 4 days*.
- (iv) Complying Standard Procedure (SOP) Operation that had been set by Majlis Keselamatan Negara from time to time.

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

- s.k.
- Director of Health Centre UTM
  - Principal of the respective college
  - Administrative Officer Hospitality Cluster.
  - Faculty of Engineering

**SAMPLE**

2/2

# Approval Letter for Entry to Campus



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

2. 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 26 FEBRUARY 2021	UNTIL 23 JULY 2021

3. Cooperation of the Director of Security Division to inform all staff of the relevant 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,



**(PROFESSOR DR. SHAMSUL BIN SAHIBUDDIN)**  
Deputy Vice Chancellor (Student Affairs)  
Universiti Teknologi Malaysia

**SAMPLE**

# Approval Letter of Extension for Staying Campus



# SOPs when staying in campus

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

# JANGAN LEKA DAN ALPA, KITA BELUM MENANG

## AVOID 3C/3S

**1** Crowded Places  
(Tempat Sesak)



**2** Confined Spaces  
(Tempat sempit dan tertutup)



**3** Close Conversation  
(Sembang dekat)



**1** Wash (Cuci)



wash  
your  
hands

## AMALKAN 3W

**2** Wear (Pakai)



Wear face  
mask

**3** Warn (Amaran)



Do not shake hand  
or body contact



Practice the ethics  
of coughing and  
sneezing



Do disinfection



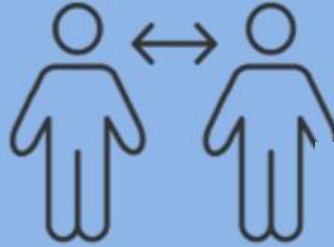
seek treatment if  
symptomatic

## SOP for Students Staying in Campus (Toilet usage guide)



**1**

WEAR  
FACEMASK



**2**

PHYSICAL  
DISTANCING  
(1 – 2 METRE)



**3**

NO CHIT  
CHAT



**4**

LIMIT  
2 PERSON  
ONLY



**5**

IMMEDIATELY  
RETURN TO  
ROOM AFTER  
YOU ARE DONE



**6**

WASH  
HANDS  
WITH SOAP





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# 10 days at Isolation Centre

# Who are **compulsory** to undergo the isolation period?



Student	From	Isolation Methods
Local Students	Peninsula Malaysia	<b>10 days isolation</b> upon arrival to campus.
	Sabah	<ul style="list-style-type: none"> <li>i. <b>RT-PCR Swab Test (3 days before arrival).</b></li> <li>ii. <b>10 days isolation</b> upon arrival to campus.</li> </ul>
	Sarawak	<ul style="list-style-type: none"> <li>i. No Swab Test.</li> <li>ii. <b>10 days isolation</b> upon arrival to campus.</li> </ul>
International Student	In Malaysia	as stated above (as Local Students)
	Country of origin	<ul style="list-style-type: none"> <li>i. (a) <b>10 days quarantine</b> at Quarantine Centre designated by NADMA if not make a swab test before arrival.</li> <li>Or</li> <li>i. (b) <b>7 days quarantine</b> at Quarantine Center designated by NADMA if done the swab test before arrival (3 days before departure to Malaysia)</li> <li>ii. Enter the campus with university transportation from Quarantine Centre.</li> <li>iii. Immediately to hostel/ college</li> </ul>

**University will bear the cost of accommodation during isolation.**

**The cost of MEALS is the responsibility of the students**

## PANDUAN PELAJAR DI PUSAT ISOLASI

### TIDAK DIBENARKAN KELUAR DARI BANGUNAN

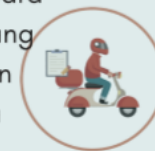
Kekal duduk di dalam bilik selama 10 hari

\*Kecuali ke tandas dan mengambil makanan di setiap aras yang ditetapkan



### 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**

### PENILAIAN KENDIRI

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



### AKTIVITI BERKUMPULAN

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



### CUCI TANGAN

Kerap cuci tangan dengan air dan sabun atau gunakan hand sanitizer



### PAKAI PELITUP MUKA

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



### 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



### PEMBUANGAN SAMPAH

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



## SOP at Isolation Centre

*\*Applicable for local students at Isolation Centre*



**Borang Penilaian Kendiri**  
**(Home Assessment Tool (HAT))**  
**\*Isolation period**





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Kluster  
Hospitaliti

## PROSEDUR OPERASI DAFTAR MASUK PUSAT ISOLASI



- 1** Imbasan QR Code MySejahtera dan pemeriksaan suhu
- 2** Gunakan hand sanitizer yang disediakan
- 3** Sila ambil satu kunci bilik dari peti simpanan yang disediakan  
\*Cadar dan sarung bantal tidak disediakan
- 4** Imbas QR Code Daftar Masuk Pusat Isolasi (Kluster Hospitaliti) dan isi maklumat yang dikehendaki
- 5** Imbas QR Code Borang Penilaian Kendiri (PKU UTM) dan pelajar perlu kemaskini maklumat setiap hari sepanjang tempoh isolasi

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

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



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Kluster  
Hospitaliti

## PROSEDUR OPERASI DAFTAR KELUAR PUSAT ISOLASI



1

Sila pastikan bilik berada dalam keadaan yang bersih dan kemas

2

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)

3

4

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)*



# 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)

**Heputmkl Utmkl** (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