

**UNIVERSITI TEKNOLOGI MALAYSIA**

# **STUDENT MOVEMENT GUIDELINES (3<sup>RD</sup> EDITION)**

**EXIT / ENTER CAMPUS**

**EFFECTIVE DATE 16<sup>TH</sup> MARCH 2022**

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

## **PURPOSE**

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These guidelines aim to explain the implementation of enter and exit campus movement which must be complied with by students of Universiti Teknologi Malaysia (UTM) in Johor Bahru and Kuala Lumpur campuses. They cover control measures that need to be implemented by Residential Colleges effective 16 March 2022. The rationale for the guidelines being issued is to ensure the movement of students is in order, in phases and able to reduce the Covid-19 infection rate among students and staff.

These guidelines also explain the methods of student movement into the campus for staying purposes, collecting belongings purposes and rules for students while being in the campus

With the published of this Student Movement Guidelines 3rd Edition, Student Movement Guidelines No. 2/2022 are automatically void.

# **METHODS OF IMPLEMENTATION**

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## 1.0 Entering for Staying Purposes

### 1.1 Before Entering Campus

- i. It is **COMPULSORY** for students to update the vaccination status in the UTMSmart system before applying to enter the campus.
- ii. The requirement to enter the campus is that students must be fully vaccinated. For students who are not fully vaccinated or not vaccinated due to health issues or refuse to be vaccinated, please refer to item 1.3.
- iii. Dates of student entering the campus for March 2022 are as follows:

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## Phase 1

Campus	Date	Time
UTM Johor Bahru	16 until 19 March 2022 (Wednesday – Saturday)	9.00 a.m until 4.30 p.m
UTM Kuala Lumpur	18 March 2022 (Friday)	9.00 a.m until 4.00 p.m
	19 March 2022 (Saturday)	9.00 a.m until 4.00 p.m
	20 March 2022 (Sunday)	9.00 a.m until 12.00 p.m
UTM SPACE	3 March 2022 and 9 March 2022	9.00 a.m until 4.30 p.m

## Phase 2

Campus	Date	Time
UTM Johor Bahru	6 until 8 April 2022	9.00 a.m until 4.30 p.m
UTM Kuala Lumpur		

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- iv. To enter the campus, students are required to apply through the UTMSmart System by selecting a fixed Phase 1/2022 date. For example:

\*\* Start Date : 16/03/2022

End Date : 16/03/2022

- v. Students are **NOT ALLOWED** to change the entry date especially after receiving campus entry approval letter.
- vi. If students are unable to return to campus on the approval date due to unavoidable reasons, students are required to contact the **FACULTY** without having to re-apply through the UTMSmart System (to avoid repeated applications).
- v. For students who submit application to enter without following the given dates, please contact the Faculty and **PLEASE DO NOT SUBMIT A NEW APPLICATION.**

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## 1.2 Upon Entering Campus

- i. Student entry starts from 9.00 a.m until 4.30 p.m for UTM Johor Bahru. For UTM Kuala Lumpur, please refer the admission table provided.
- ii. Students are allowed to enter the campus through Gate 1 and Gate 3 for UTM Johor Bahru campus and the Main Entrance of Kolej Siswa Jaya (KSJ) for UTM Kuala Lumpur.
- iii. Students must display the campus entry approval letter.
- iv. Students must display *Health Declaration Form (HDF)* status through UTMSmart. Only students with **GREEN** status are allowed to enter.
- v. Students are required to undergo MySejahtera scanning procedure and QR Code scan for Campus Entry.
- vi. Students are required to directly go to the Alumni House (UTM Johor Bahru) or Astaka KSJ (UTM Kuala Lumpur) to undergo the RTK-Antigen Self-test. The screening method is drive-thru.

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- vii. Students must get their RTK-Antigen Self-Test result certified by the Medical Officer on duty.
  - viii. Students must upload the RTK-Antigen test result in UTMSmart System.
  - ix. If the test result is POSITIVE, the student will go to the Quarantine Centre, Block S46 (UTM Johor Bahru) or Quarantine Room, Level 4, Block B (UTM Kuala Lumpur).
  - x. If the test result is confirmed NEGATIVE, students are allowed to enter their respective residential colleges.
  - xi. After entering residential colleges, if students develop any symptoms, they are **REQUIRED to undergo the RTK-Antigen test once again**. The RTK-Antigen test kit will be supplied to students.
  - xii. Students must upload the second RTK-Antigen test result in the UTMSmart System.

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## 1.3 Special Cases

There are two (2) special cases: (A) students who are not fully vaccinated or not vaccinated due to health issues, and (B) students who refuse to get vaccination. There are SOP reinforcement that needs to be adhered to:

### 1.3.1 Category A

- i. Before entering the campus, it is compulsory for the students to submit the health report that is certified by a registered health officer, and to update their vaccination status in the UTMSmart system.
- ii. The students are required to undergo the RTK-Antigen test once before entering campus, including any re-entry after any holiday and after the term break.
- iii. If students develop any symptoms, they must undergo the RTK-Antigen test and report the result to college Fellow or College Student Committee (JKM).
- iv. The RTK-Antigen test kit can be obtained from college Fellow or College Student Committee (JKM).

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### 1.3.2 Category B

- i. Students must undergo the \*RT-PCR test once, **three (3) days** before returning to campus and the result must be submitted upon entering.
- ii. Students must sign a letter of Undertaking in front of officers on duty.
- iii. For accommodation on campus, students will be placed in a specific block, decided by the Hospitality Cluster.
- iv. While staying on campus, students must undergo the \*RTK-Antigen test regularly (**once a week**).
- v. If students develop any symptoms, they must undergo \*the RTK-Antigen test and immediately report the result to college Fellow or College Student Committee (JKM).

\*All RT-PCR and RTK-Antigen tests are **under students' own responsibility**.

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## 1.4 International Students

- 1.4.1 The categories of international students who have received the complete dose(s) of COVID-19 vaccination that are allowed entry into Malaysia are as follows:
- i. All existing and new international students except those who come from countries listed in the banned list (<https://covid-19.moh.gov.my/semasa-kkm/>);
  - ii. International students participating in Mobility and Edutourism programmes.
- 1.4.2 All legitimate dependents of international students are allowed entry into Malaysia, except those who come from countries listed in the banned list (<https://covid-19.moh.gov.my/semasa-kkm/>)
- 1.4.3 All international students from abroad must undergo the mandatory quarantine at a gazetted quarantine facility or be considered for quarantine application at home or residence (if applicable) with the permission of the Ministry of Health (MOH) for five (5) days (for fully vaccinated adults with booster or adolescents travelling alone) OR seven (7) days (fully vaccinated without booster).

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1.4.4 For Home / Residence quarantine under Home Surveillance Order:

- i. International students who are fully vaccinated and wish to apply for Home/Residence Quarantine under the Home Surveillance Order (HSO) can submit their application to the Ministry of Health (MOH). Visit <https://ecovid19.moh.gov.my/outbreak-portal-hqa/index> portal to apply, and the application must be made four (4) to ten (10) days prior to the date of entry into Malaysia.
- ii. However, the Home/Residence Quarantine is not allowed in UTM Campus, even if approval has been given by the Ministry of Health. Any Home/Residence Quarantine must be outside UTM Campus

\*For further details on the movement procedures, please refer to EMGS website.

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## 2.0 Enter and Exit on Daily Basis

- 2.1 Students are allowed to go out of campus from 7.00 a.m until 12.00 midnight.
- 2.2 If exceeded the time limit, students are subject to disciplinary actions as stated in Universiti Teknologi Malaysia Method (Students Discipline 1999).
- 2.3 No documents are required at the Security while exiting and entering the campus.
- 2.4 However, inspection of student identification card and vehicle sticker is still in force. Students who fail to show the student identification card and/or vehicle sticker are not allowed to enter the campus.

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## 3.0 Daily Entry

Daily entry is allowed for academic, laboratory, library, administration, financial purposes, or for collecting belongings at college or for any other campus-related matters.

### 3.1 Before Entering Campus

- i. Students **MUST** update the vaccination status in the UTMSmart system before applying for campus entry. For students who are not fully vaccinated, please refer to item 1.3.
- ii. Students are required to apply for campus entry through the UTMSmart System.
- iii. Students can download the approval letter from the MyUTM Portal.
- iv. Students must update the **Health Declaration Form (HDF)**.
- v. Students must make sure the MySejahtera status is 'low risk'.

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- iv. Students must make an appointment with the related department / laboratory / unit after receiving the approval letter.

### 3.2 Upon Entering Campus

- i. Students must present the campus entry approval letter.
- ii. Students must present the Health Declaration Form (HDF) record.
- iii. Students must obey all SOPs released by the University and MKN throughout their presence on campus.

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## 4.0 Exit Campus for Staying Out Purposes

### 4.1 Before Exiting Campus

- i. Students are required to apply through the UTMSmart System by selecting *Holiday/Emergency* category.
- ii. State the exit and enter campus date. Example:  
  
\*\* Start Date: 1/05/22  
End Date : 6/05/22
- iii. Application must be done at least one day (1) before exiting the campus.
- iv. The application must be recommended by College Principal and approved by Deputy Vice-Chancellor (Students Affairs).
- v. Students can generate the approval letter from MyUTM Portal before exiting the campus.

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## 4.2 Before Re-entering Campus

- i. Before re-entering the campus, students are ENCOURAGED to undergo the RTK-Antigen self-kit test to ensure they are free from Covid-19 virus infection.
- ii. Upon arrival at the entrance, students must display:
  - Staying out Approval Letter
  - Student Movement display in the UTMSmart System
- iii. Students who return from holiday or home must undergo self-assessment through the MySejahtera application for a seven (7)-day period.
- iv. If students develop any symptoms, they must directly present themselves at the University Health Centre (PKU) to do the RTK-Antigen health screening test. The cost is under students' own responsibility.

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## 5.0 Student Admission Categories

Based on Academic Circular Letter No. 1/2022 dated 24 January 2022 by the Department of Deputy Vice-Chancellor (Academic & International), student entry is in stages. Categories of students given priority to enter the campus:

1. Students who need to attend Industrial Training (LI) in UTM.
2. Students who need to enter the campus to fulfill the MOHE requirements of physical meeting (examples: sitting for a professional body examination, laboratory test for final year project).
3. Students with the “Tidak Selesai” (TS) status.
4. Postgraduate Research Students (Doctoral and Master of Philosophy programme).
5. Year 1 students Semester 1 Session 2020/21 (proposed admission in stages according to the Faculty).
6. Affected students who need a conducive learning environment.
7. Year 1 students Session 2021/22 (proposed entry in stages according to the Faculty).

## ENTERING CAMPUS

	CATEGORY	CATEGORY IN UTMSMART SYSTEM	RECOMMENDATION	APPROVAL
1	Students who attend Industrial Training (LI) in UTM.	INTERNSHIP PROGRAMME – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
2	Students who need to enter the campus to fulfil the MOHE requirements of physical meeting (examples: sitting for a professional body examination)	EXAMINATION – DAILY ENTRY	FACULTY	FACULTY
		EXAMINATION – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
3	Students with the “Tidak Selesai” (TS) status.	ACADEMIC MATTERS – DAILY ENTRY	FACULTY	FACULTY
		ACADEMIC MATTERS – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
4	Postgraduate Research Students (PG).	LAB/RESEARCH PURPOSE (PG) – DAILY ENTRY	FACULTY	FACULTY
		LAB/RESEARCH PURPOSE (PG) – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
5	Undergraduate students (UG) who need to attend laboratory physically / final year project in laboratory.	LAB/RESEARCH PURPOSE (UG) – DAILY ENTRY	FACULTY	FACULTY
		LAB/RESEARCH PURPOSE (UG) – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
6	Year 1 students Semester 1 Session 2020/21 (proposed admission in stages according to the Faculty).	ACADEMIC MATTERS – DAILY ENTRY	FACULTY	FACULTY
		ACADEMIC MATTERS – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
7	Affected students who need a conducive learning environment.	CONDUSIVE ENVIRONMENT – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
8	Students enrolled Semester 1 Session 2021/22 (proposed admission in stages according to the Faculty).	ACADEMIC MATTERS – DAILY ENTRY	FACULTY	FACULTY
		ACADEMIC MATTERS – STAY IN COLLEGE	FACULTY	STUDENT AFFAIRS
	<b>OTHER CATEGORIES</b>		<b>RECOMMENDATION</b>	<b>APPROVAL</b>
1	Required to take belongings in store / room at residential college.	COLLECT BELONGING – DAILY ENTRY (approval from the Hospitality Cluster)	HOSPITALITY CLUSTER	HOSPITALITY CLUSTER
2	Required to borrow / return / study at the library.	LIBRARY MATTERS – DAILY ENTRY (approval from the Library)	LIBRARY	LIBRARY
3	Required visa / passport / insurance business at UTM International office.	VISA/ PASSPORT/ INSURANCE MATTERS (STUDENT INTERNATIONAL) – DAILY ENTRY (approval from UTM International)	UTM INTERNATIONAL	UTM INTERNATIONAL

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## 6.0 Industrial Training Students

### 6.1 UTM Students

UTM students who undergo industrial training are subject to the following regulations:

- i. If undergoing LI in campus, students are allowed to stay in the respective residential colleges.
- ii. If undergoing LI off campus, students are allowed to stay only in the designated college i.e., Kolej Datin Seri Endon (KDSE).
- iii. If undergoing LI in campus and entering the campus on the daily basis (staying off campus), students must get the approval letter from the respective PSM PTJ (refer to visitors' SOP).
- iv. Students who undergo LI at UTM KL or the surrounding areas are not allowed to stay at Kolej Siswa Jaya and must stay off campus.

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## 6.2 Non-UTM Students

Non-UTM students who undergo industrial training in UTM or around the UTM campus area are subject to the following regulations:

- i. If undergoing LI in campus, students are allowed to stay only in the designated college i.e., Kolej Datin Seri Endon (KDSE).
- ii. If undergoing LI off campus, students are suggested to rent at KLG Residents.
- iii. If undergoing LI in campus and entering the campus on the daily basis (staying off campus), students must get the approval letter from the respective PSM PTJ (refer to visitors' SOP).
- iv. Students who undergo LI at UTM KL or the surrounding area are not allowed to stay at Kolej Siswa Jaya and must stay off campus.