

UNIVERSITI TEKNOLOGI MALAYSIA

STUDENT MOVEMENT GUIDELINES

EXIT / ENTER CAMPUS

EFFECTIVE DATE 15TH OCTOBER 2021

Prepared by:

Department of Deputy Vice- Chancellor
(Student Affairs)

Universiti Teknologi Malaysia

UTM Johor Bahru

Hotline: 011-18687022

Email: helpdesk.hep@utm.my / tphep@utm.my

UTM Kuala Lumpur

HEP : 017-2424122

Email: heputmkl@utm.my



1.0 PURPOSE

This guideline aims to explain the implementation of exit/entry movement into the campus that must be complied by Universiti Teknologi Malaysia (UTM) students for UTM Johor Bahru and UTM Kuala Lumpur campuses. This includes the control measures to be implemented by the Residential College effective from 15th October 2021. The rationale of this guideline is to ensure the movement of students is orderly and in phase, and able to reduce the rate of Covid-19 infection among students and staff.

This guideline also explains the method of students' movement into the campus for the purpose of staying, collecting personal belongings, and the rules related to being on campus.

2.0 DEFINITIONS

i. Students

Individuals who are studying at Universiti Teknologi Malaysia and hold the active student status.

ii. International students

Individuals who are studying at Universiti Teknologi Malaysia and are not Malaysian citizens.

iii. Guardians

The party responsible for the welfare and care of a student in the absence of the student's parents. These individuals include family members, siblings and relatives.

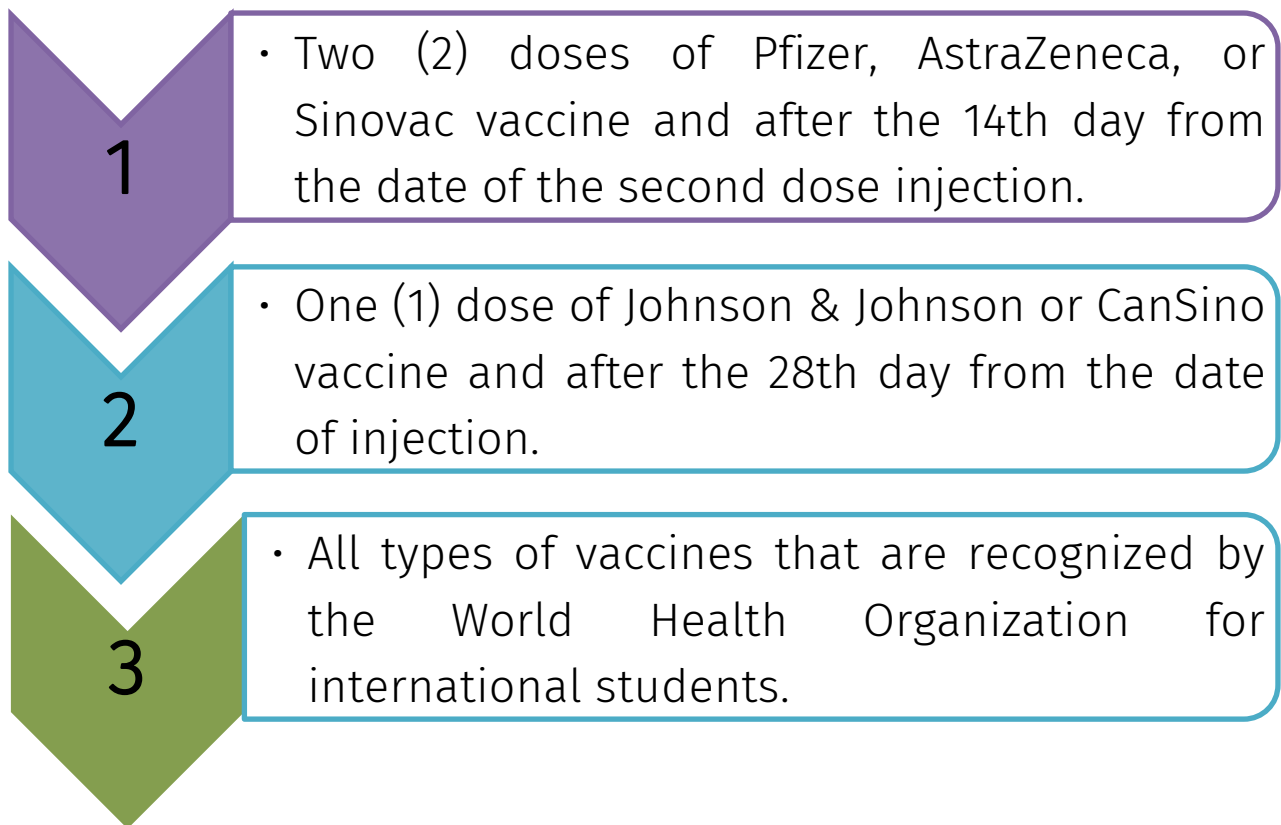
iii. Complete vaccination

Complete vaccination is based on the specifications and time period set by the Ministry of Health Malaysia.

3.0 CAMPUS ENTRY REQUIREMENTS

3.1 Vaccination Information

- Complete vaccination status as follows:



3.2 Modes of transportation

- i. Students are only allowed to use own vehicle, to be sent by parents/guardians, or by plane.
- ii. Only parents/guardians who are fully vaccinated are allowed to send students.
- iii. The number of passengers in a vehicle is according to the capacity of the vehicle.
- iv. Public transportation is NOT ALLOWED.



3.3 Categories of Students that Can Be Given Consideration to Return to Campus

The University through the Department of Deputy Vice - Chancellor (Academic and International) has issued Academic Circular No. 05/2021 which states the teaching and learning methods (T&L) are via online for all students. However, considerations to return to campus are given to students in the following categories:

No.	Categories of Students	Dates and Methods for Student Admission
i.	Students who need to attend Industrial Training (LI) in UTM.	The admission procedure is based on the existing Student Circular No. 14/2021 dated 16 th September 2021 and done in stages.
ii.	Students who need to enter the campus to fulfill the MOHE requirements of Physical meeting (examples: sitting for a professional body examination to complete a course to meet the requirement of the professional body such as Counselling and Survey Camp).	
iii.	Students with the “Tidak Selesai” (TS) status, final year undergraduate students and Master students enrolled in taught course or mixed mode programmes to resume laboratory work.	
iv.	Postgraduate Research Students (Doctoral and Master of Philosophy programmes).	
v.	Affected students who need a conducive learning environment.	
vi.	Senior students enrolled in Semester I Session 2020/2021 (admission is based on faculty).	The admission is done in stages starting from week 9 Semester I Session 2021/2022.
vii.	Year 1 students Semester I Session 2021/2022.	The admission is in Semester II Session 2021/2022 in which lectures will commence from 20th March 2022.



*Wear Face
Mask*



Wash Hands



*Use Hand
Sanitizer*



*Cough on
your elbow*



*Keep Social
Distancing*



Avoid Handshake



4.0 METHODS OF IMPLEMENTATION

4.1 Admission for Stay Purposes

4.1.1 Before Entering Campus

(A) Students

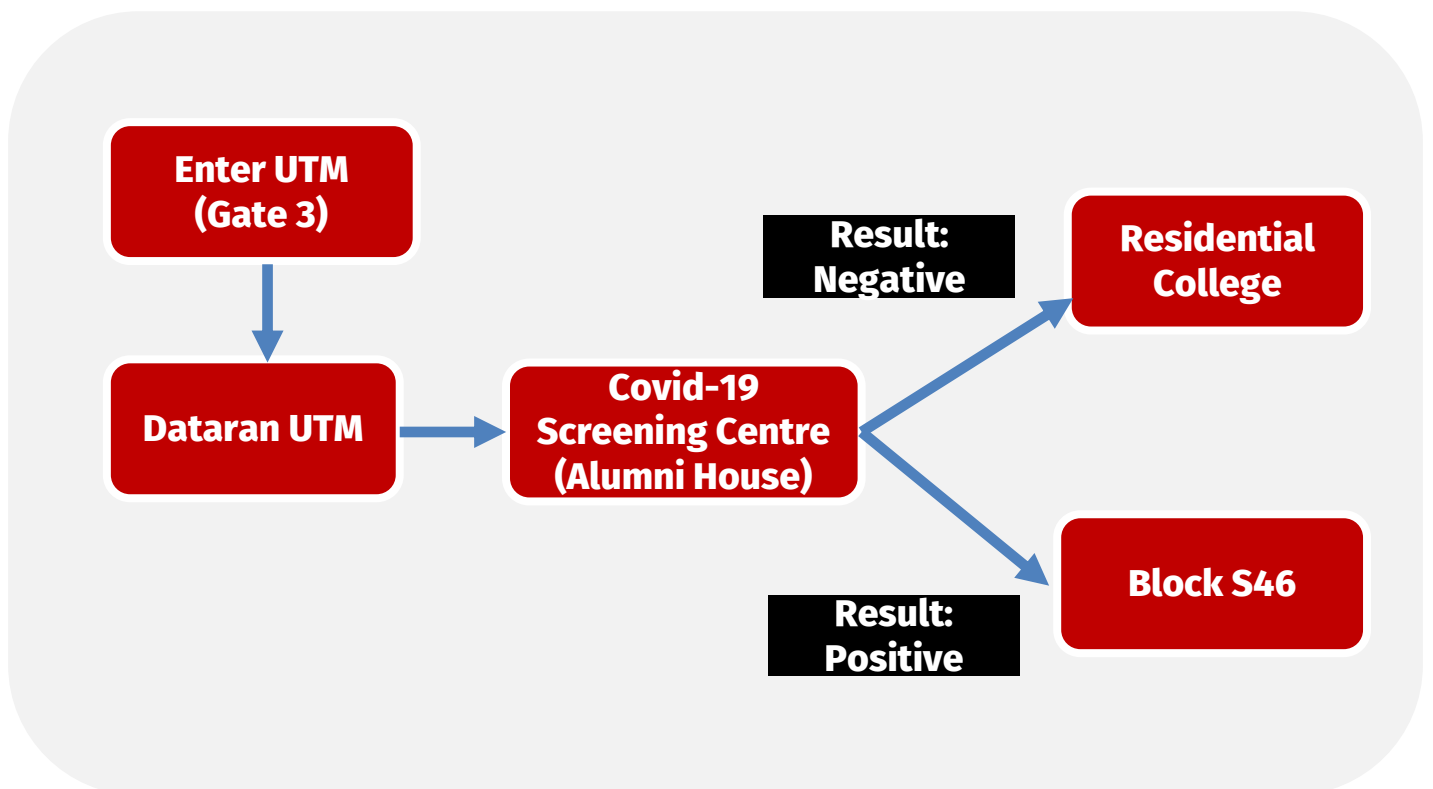
- i. Students are required to apply for admission to campus through the UTMSmart System starting on 5th October 2021, provided they have a full vaccination status as in Item 3.1.
- ii. Students download the approval letter on the MyUTM Portal.
- iii. Admission approval letters will be issued to serve as inter-state or inter-district travel documents.
- iv. Students fill out the Health Declaration Form (HDF).
- v. Students ensure the record in the MySejahtera application shows “low risk” status.

4.1.2 Upon Entering Campus

- i. Student admission starts on 15th October 2021 from 9.00 am to 4.30 pm.
- ii. Students are allowed to enter the campus through Gate 1 and Gate 3 for UTM Johor Bahru and Main Entrance Kolej Siswa Jaya (KSJ) for UTM Kuala Lumpur.
- iii. Students must display the admission approval letter.
- iv. Students are required to undergo health screening procedures, namely body temperature check, MySejahtera scan, and QR Code scan for Campus Entry.
- v. Students go to the Alumni House (UTM Johor Bahru) or Astaka KSJ (UTM Kuala Lumpur) to undergo the RTK-Antigen Saliva Self-Test. The screening method is drive -thru.
- vi. Students obtain the RTK-Antigen Saliva Self-Test results certified by the Medical Officer on duty.

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- vii. 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).
 - viii. If the test result is confirmed NEGATIVE, students are allowed to enter their respective residential colleges. College placement is subject to the decision of the Hospitality Cluster, Department of the Deputy Vice-Chancellor (Development).
 - ix. If students arrive after 4.30 pm at UTM Johor Bahru campus, students are required to transit and undergo the RTK-Antigen Saliva Self-Test in Block S47.

4.1.3 Covid-19 RTK-Antigen Saliva Screening Test Flowchart at UTM Johor Bahru





GUIDE ON RTK-ANTIGEN SALIVA TEST

- ⚙️ **RTK-Antigen Saliva is a Self-Test Kit**
- ⚙️ **Rinse your mouth 30 minutes before conducting the test**
- ⚙️ **Do not eat, drink alcoholic beverages and/or smoke before the test**

Source: Ministry of Health Malaysia

<https://covid-19.moh.gov.my/garis-panduan/gp-umum-covid19/kit-ujian-kendiri-covid19-self-test-kit>

(B) Sabah, Sarawak & Labuan Students

- For Sabah, Sarawak and Labuan students, the admission to the Peninsular is based on the Standard Operating Procedure (SOP) set by the National Security Council of the respective state.
- Students undergo the RTK-Antigen Saliva Self-Test at Kuala Lumpur International Airport (KLIA).

(C) International Students

International students refer to individuals studying at Universiti Teknologi Malaysia and are not Malaysian citizens.

1. Categories of international students with full vaccination status who are allowed entry into Malaysia:
 - i. All existing and new international students;
 - ii. International students who are citizens of the United Kingdom (UK); and
 - iii. International students participating in mobility and Edutourism programmes.

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2. All legitimate dependents of international students are allowed to enter Malaysia.
 3. All international students and legitimate dependents will have to apply for permission to enter Malaysia via Education Malaysia Global Services (EMGS), subject to the approval of the Director General of Immigration Department Malaysia (DGIM).
 4. All international students from abroad must undergo the mandatory quarantine at designated Quarantine Stations for fourteen (14) days. The 14-day quarantine will be extended for another 7 days (totalling to 21 days of quarantine) if there is a need to do so based on the risk assessment result done on the 14th day of quarantine. The extended quarantine will be carried out at the same quarantine station.
 5. International students have to undergo the mandatory quarantine at the Quarantine Stations designated by National Disaster Management Agency (NADMA).

6. Home / residence quarantine under home surveillance order:

i. International students who are fully vaccinated against COVID-19 and wish to apply for Home/Residence Quarantine under the Home Surveillance Order (HSO) can submit their application to the Ministry of Health a few days before their departure via email at hso@moh.gov.my.

ii. Those who enter Malaysia via Johor must apply seven (7) days in advance for home quarantine. The application can be made directly to the Johor State Department via email at cprcjknj@moh.gov.my.

iii. Home/residence quarantine is not allowed in UTM campus although approval has been given from the Ministry of Health. Any home/residence quarantine should be outside UTM campus.

4.2 Daily Admission

Daily admission for academic matters, laboratories, libraries, administration, finance, retrieval of personal belongings at the residential college, or any related matters within the campus.

4.2.1 Before Entering Campus

- i. Students are required to apply for admission to campus through the UTMSmart System starting from 5th October 2021, provided they have a full vaccination status as in Item 3.1.
- ii. Students download the approval letter on the MyUTM Portal.
- iii. Students fill out the Health Declaration Form (HDF).
- iv. Students ensure the record in the MySejahtera application shows a 'low risk' status.
- v. Students make an appointment with the relevant department/ laboratory division after obtaining the approval letter.

4.2.2 Upon Entering Campus

- i. Students display the admission approval letter.
- ii. Students are required to undergo health screening procedures, namely body temperature check, MySejahtera scan and QR Code scan for Campus Entry.
- iii. Students are required to comply with the SOPs set by the University and National Security Council throughout their stay on campus.

4.3 Daily Admission for the Purpose of Taking Personal Belongings at the Residential College

- i. Students who have obtained approval are required to be present according to the set date and time.
- ii. The time given is only one (1) hour to collect personal belongings and vacate the room.
- iii. Students are required to return room key at the Residential College Office before leaving the campus according to the time allocated.
- iv. Students who have received a letter of approval and failed to show up will be charged for the room rental starting on 15th November 2021.

4.4 Movement of Students Staying on Campus

SOP enforced through Student Circular No. 12/2021 dated 30th June 2021 remains effective to maintain a safe zone within the campus. However, some flexibility will be given as follows:

4.4.1 Time Limit

- i. Students are given permission to go out of campus two (2) times a week compared to once (1) a week previously.
- ii. Students are given permission to leave for a maximum of three (3) hours compared to two (2) hours previously.
- iii. Applications for entry and exit are through the Principal of the respective Residential College.

4.4.2 Food Delivery Order Time

- i. Allowed from 8.00 am to 10.00 pm.

4.4.3 Application to Return to Hometown

- i. Students are required to apply through the UTMSmart system.
- ii. If the students wish to re-enter the campus, they are required to undergo the RTK-Antigen Saliva Test of which the cost to be borne by the students.

APPENDIX

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Appendix I: Approval Process and Campus Entry Application

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APPENDIX I

APPROVAL PROCESS AND CAMPUS ENTRY APPLICATION

NO.	PURPOSES	METHOD	RECOMMENDATION	APPROVAL
1.	Collect personal belongings	Daily	Hospitality Cluster	HC
	Conducive environment	Stay	Faculty Registrar	HEP
2.	Industrial Training	Stay	Faculty Registrar	HEP
3.	New Students Cohort 2020/2021	Stay	Faculty Registrar	HEP
4.	Laboratory (UG)	Daily / Stay	Faculty AC (FE) / Faculty Registrar	HEP
5.	Laboratory (PG)	Daily / Stay	Faculty AC (FE) / Faculty Registrar	HEP
6.	Visa & passport purposes	Daily	UTMI	UTMI
7.	Libraries	Daily	Library	Library
8.	Academic purposes	Daily	Faculty Registrar	Faculty Registrar
9.	Examinations	Daily	Faculty Registrar	HEP
10.	Postgraduate Research Students	Stay	Faculty Registrar	HEP
11.	New Students Cohort 2021/2022	Stay	Faculty Registrar	HEP