

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.00/10.12/2 Jld.9 (32)

7 Jun 2020  
15 Syawal 1441

## **PEKELILING AKADEMIK BIL. 7/2020 JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**

### **PANDUAN PULANG KE KAMPUS BAGI AKTIVITI PENGAJARAN DAN PEMBELAJARAN SERTA AKTIVITI PENYELIDIKAN DI UTM SEMASA DAN SELEPAS TEMPOH PERINTAH KAWALAN PERGERAKAN**

Panduan ini disediakan selaras dengan kenyataan media yang dikeluarkan oleh Kementerian Pengajian Tinggi pada 27 Mei 2020 dan juga surat kementerian yang bertarikh 3 Jun 2020 berkaitan dengan pengendalian aktiviti Pembelajaran dan Pengajaran (PdP) dan penyelidikan pelajar di kampus pada dan selepas tempoh perintah kawalan pergerakan. Selaras dengan itu, pihak Universiti telah bersetuju untuk menggunakan *Panduan Pengendalian Aktiviti Akademik Serta Aktiviti Penyelidikan Di Kampus Semasa Dan Selepas Tempoh Perintah Kawalan Pergerakan Semasa Pandemik Covid-19* mulai 14 Jun 2020.

2. Panduan ini disediakan bagi membantu pihak fakulti dalam pengurusan pelajar yang pulang ke kampus untuk aktiviti PdP serta penyelidikan pada dan selepas tempoh perintah kawalan pergerakan. Ia menerangkan tentang:

- (a) Fasa pulang ke kampus bagi tujuan aktiviti PdP serta penyelidikan;
- (b) Kategori pelajar yang dibenarkan pulang ke kampus bagi aktiviti PdP serta penyelidikan;
- (c) Prosedur masuk ke kampus bagi aktiviti PdP serta penyelidikan;
- (d) Tanggungjawab pihak yang terlibat;
- (e) Prosedur operasi standard (SOP) bagi pengendalian fasiliti berkaitan dengan PdP dan penyelidikan, dan;
- (f) Info dan tips pencegahan COVID 19

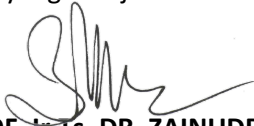
3. Semua staf dan pelajar diminta merujuk kepada panduan ini bagi memastikan operasi PdP serta aktiviti penyelidikan Universiti dapat diteruskan dengan sebaik mungkin tanpa menimbulkan risiko kepada mana-mana pihak. Panduan ini boleh dimuat turun melalui laman web Jabatan Timbalan Naib Canselor (Akademik dan Antarabangsa) di <https://www.utm.my/office-dvcai/pekeliling-akademik/>.

4. Semua staf dan pelajar Universiti Teknologi Malaysia diminta untuk terus membudayakan corak kehidupan mengikut norma baharu. Prosedur operasi standard (SOP) penjarakan sosial dan kepentingan menjaga kebersihan perlu terus dijadikan amalan sehingga rantaian COVID-19 dapat diputuskan sepenuhnya di Malaysia

Sekian, terima kasih

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Saya yang menjalankan amanah,



**(PROF. Ir. Ts. DR. ZAINUDDIN BIN ABDUL MANAN)**

Menjalankan Fungsi Timbalan Naib Canselor (Akademik dan Antarabangsa)

- Sk
- Naib Canselor
  - Timbalan Naib Canselor (Pembangunan)
  - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
  - Timbalan Naib Canselor (Hal Ehwal Pelajar)
  - Pendaftar
  - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
  - Pengarah Pusat Penyelidikan UTM Pagoh
  - Pegawai-pegawai Kanan/Dekan/Pengarah

Sekiranya terdapat perbezaan maksud dalam Pekeliling ini Versi Bahasa Melayu akan diguna pakai

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7<sup>th</sup> Jun 2020  
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## ACADEMIC CIRCULAR No. 7/2020

### DEPARTMENT OF DEPUTY VICE-CHANCELLOR (ACADEMIC AND INTERNATIONAL)

#### GUIDELINES FOR RETURNING TO CAMPUS FOR LEARNING AND TEACHING ACTIVITIES AND RESEARCH ACTIVITIES AT UTM, DURING AND AFTER THE MOVEMENT CONTROL ORDER PERIOD

This set of Guidelines is prepared following the press release issued by the Ministry of Higher Education on May 27, 2020, and the ministry's letter dated June 3, 2020, related to the conduct of Learning and Teaching (TnL) activities and students' research on campus during and after the movement control order period. The University has agreed to apply the *Guidelines for Learning and Teaching Activities and Research Activities at UTM During and After the Movement Control Order Period* beginning June 14, 2020.

2. The set of Guidelines is prepared to assist in the management of students returning to campus for TnL and research activities during and after the movement control order. It explains on matters related to:

- (a) The return to campus phase for TnL and research activities;
- (b) The categories of students allowed to return to campus for TnL and research activities;
- (c) Return to campus procedures for TnL and research activities;
- (d) The responsibility of the parties involved;
- (e) Standard operating procedures (SOPs) for the operation of facilities related to TnL and research, and;
- (f) COVID-19 prevention information and tips.

3. All staff and students are advised to refer to the guideline to ensure the safe implementation of TnL and research activities. This guideline may be downloaded at the website of the Department of Vice-chancellor (Academic and International) at <https://www.utm.my/office-dvcai/pekeliling-akademik/>.

4. Finally, all staff and students are advised to observe the 'new normal' in their daily routine and work to ensure that COVID-19 infections would continue to be contained. Maintaining high personal hygiene and practicing safe social distancing should be made a routine and a habit in order to breaking the COVID-19 chain of infections in Malaysia.

Thank you

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who uphold trust,



**(PROF. IR. TS. DR. ZAINUDDIN BIN ABDUL MANAN)**

Acting Deputy Vice Chancellor (Academic and International)

- cc
- Vice Chancellor
  - Deputy Vice Chancellor (Development)
  - Deputy Vice Chancellor (Research and Innovation)
  - Deputy Vice Chancellor (Student's Affairs)
  - Registrar
  - Pro-Vice Chancellor (UTM Kuala Lumpur)
  - Director Research Centre - UTM Pagoh
  - Senior Officers/ Deans / Directors

*In the event of discrepancy in the meaning of this Circular, the BAHASA MELAYU version shall prevail.*