



**CENTRE FOR GRADUATE STUDIES
UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**APPLICATION FOR WORK AREA
(FOR RESEARCH STUDENTS ONLY)**

Please tick which room is preferred.

POSTGRADUATE WORKSTATION 1	[CABIN, C7]	
POSTGRADUATE WORKSTATION 2	[COMPUTER LAB, B7]	
POSTGRADUATE WORKSTATION 3	[CUBICLES, C2]	
POSTGRADUATE WORKSTATION 4	[HALL5, A1]	
POSTGRADUATE WORKSTATION	[PAGOH]	

Terms and conditions :

1. Applicant must be a **full time** research student
2. Not a UTHM Staff
3. Does not have other room facilities
4. Subject to availability
5. Progress report (**ELKP**) marks > 80%

A. APPLICANT'S PERSONAL INFORMATION (COMPULSORY)

Full Name as in the identity card or passport (CAPITAL LETTERS) :	
Identity card no. or passport no. :	Matrics No.
Programme Code :	Department / Faculty :
Mailing Address :	
Email :	Telephone No. :
Date :	Signature :

B. FACULTY / SUPERVISOR SUPPORT

Application of this student is *supported / not supported:	
Date :	Signature and official stamp :

*delete which is not applicable

C. OFFICE USE

Date Received :	Approved		Not Approved	
Date :	Dean Signature :			

D. ROOM HANDOVER DETAILS

Room No. Approved : Staff Signature : (Official Stamp) Date :	Facilities : 1. A room key <input type="checkbox"/> 2. A set of computer <input type="checkbox"/> 3. A set of computer table and chair <input type="checkbox"/> 4. A set of file cabinet <input type="checkbox"/>
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I acknowledged that all equipment handover to me is in good condition when received. I promise to take responsibility for the safety of all equipment. I will also comply with the rules set by Centre for Graduate Studies, UTHM. My failure to comply with these rules will affect that the room facilities being revoked. <u>If there is a loss of equipment mentioned above, I agree to replace or pay a compensation to UTHM.</u> I also acknowledged that the use of this room may be revoked at any time without informing in advance.	<hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Student Signature</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Date</p>
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NOTES :

**WORK AREA IS PROVIDED FOR ONE SEMESTER ONLY.
STUDENTS NEED TO APPLY BEFORE SEMESTER STARTS.**