



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

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

Please tick which room is preferred.

POSTGRADUATE WORKSTATION	[Library]	
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 :	Deputy Dean Signature :			

D. ROOM HANDOVER DETAILS

Workstation No. :	Facilities :
Staff Signature : (Official Stamp)	1. A room key <input type="checkbox"/>
Date :	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"/>

<p>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.</p>	<p>_____</p> <p>Student Signature</p>
	<p>_____</p> <p>Date</p>

NOTES :

- **WORK AREA IS PROVIDED FOR ONE SEMESTER ONLY.**
- **STUDENTS NEED TO APPLY BEFORE SEMESTER STARTS.**
- **ONLY APPLICABLE FOR :**
 - a) **MASTER (SEMESTER 1 - SEMESTER 4)**
 - b) **PhD (SEMESTER 1 - SEMESTER 8)**