

**FACULTY OF BUSINESS AND ECONOMICS  
UNIVERSITI MALAYA**

**APPLICATION FOR THE USE OF FBEC PhD ROOM**

**A. Verification of Registration**

Name : \_\_\_\_\_

Matric No. : \_\_\_\_\_

Email : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Address : \_\_\_\_\_

Semester to use PhD Room : \_\_\_\_\_ *(please attach the proof of registration, vaccination certificate)*

I hereby verify all the details given above are true.

I have read the rules for use of the PhD Room and agree to the terms and conditions stated therein.

Candidate's Signature

Verified by FBEC Postgraduate Unit

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Semester of Candidature:

Remarks (if any):

**Notes:**

1. A seat in the PhD Room can be booked for one semester only.
2. Candidate must attach proof of registration for the current semester as well as a vaccination certificate for record purposes.
3. Form is to be submitted to FBEC Postgraduate Unit for verification of candidature.
4. Candidate must bring the verified form to FBEC ICT Unit for the activation of an access card.
5. The issuance of a new access card will be charged RM10.00, with payment through [epay.um.edu.my](http://epay.um.edu.my) -> Log Masuk -> Utama -> Jualan -> Jualan Kad Akses -> Kad Akses Fak. Perniagaan dan Ekonomi (Bilik PhD).
6. Renewal of use of the PhD Room must be made every semester.
7. Students are allowed to use the PhD room from 9.00 am to 9.00 pm from Monday to Friday and from 9.00 am to 4.00 pm on Saturday. The room will be closed on Sundays and Public Holidays. During semester break the PhD room will be open from 9.00 am to 4.00 pm and will be closed on Saturday, Sunday and Public Holidays.
8. Students should send the application form to Madam Azura ([azura02@um.edu.my](mailto:azura02@um.edu.my)) for processing

## **FBEc PhD Room: Rules and Guidelines**

All candidates must strictly follow the rules and guidelines when using the PhD Room.

1. The room is for the use of FBEc research students that have been given access only.
2. The room is to be used solely for conducting academic research.
3. Candidates are **prohibited** from:
  - downloading unnecessary software that may contain viruses.
  - bringing students/visitors from outside the faculty to use the facilities.
  - making too much noise which may disturb others.
  - listening to music loudly, watching movies and playing computer games.
  - moving any furniture, fittings, sockets and cables from their original locations.
  - using the room as a living place.
4. Candidates are reminded that the use of unlicensed software, as well as the unauthorized copying of software, is strictly prohibited. Candidates are solely responsible for any and all unlicensed software and documentation in their possession.
5. Cleanliness of the room must be maintained at all times.
6. The last person to leave the room must lock the door and turn off all the lights.
7. Personal belongings must not be kept in the room.
8. The faculty will not accept responsibility for the loss or damage to any personal belongings.
9. Candidates who violate the rules, or intentionally damaging the facilities, equipment or furniture in the room, may be suspended, or permanently excluded from using the room, and will be required to pay for the cost of any damage or loss resulting from the offense(s).

## 10. Operation Hours

Monday – Friday : 9.00am -9.00 pm  
Saturday : 9.00am -4.00pm  
Sunday and Public Holidays : Closed

### During Semester Break

Monday – Friday : 9.00am -5.00 pm  
Saturday, Sunday and Public Holidays : Closed