



## STANDARD OPERATING PROCEDURES IMPLEMENTATION OF POSTGRADUATE STUDENTS' RESEARCH AND SUPERVISION ACTIVITIES

### 1. PURPOSE

These Procedures are to inform students on the implementation of postgraduate research and supervision activities in UMS for the duration of the Movement Control Order (MCO) as stipulated by the Malaysian Government. The Procedures are to be read together with other related procedures or guidelines in force in the University.

In line with the Government decision to allow postgraduate students at master and doctorate levels to continue with their research activities, these Procedures are issued by UMS as precautionary measures to prevent the spread of COVID-19 during research activity implementation or participation in UMS.

### 2. OPERATION HOURS OF LABORATORIES/STUDIOS/ FARMS/WORKSHOPS/ HATCHERIES AND OTHERS

Operation hours at laboratories/studios/farms/workshops/hatcheries and other research locations on campus are based on Garis Panduan Bekerja Norma Baharu UMS (Pekeliling Pendaftar Bil. 5/2020) or as determined by the respective Faculty/Centre/Institute (F/P/I) and are subject to directives issued from time to time by the University and Government.

### 3. PPPS COUNTER SERVICE

Students who wish to obtain counter services of the Centre of Postgraduate Studies (PPPS) are required to complete the PPPS Counter Customer Service Form at <https://forms.gle/vyWTPpv46F4CeURA6> and adhere to the SOPs and guidelines set by UMS, MoHE and NSC.

#### 4. WORK PROTOCOL AND ETHICS

Only students who have obtained the official permission from the respective Deans/Directors through their supervisors are allowed on campus. As such, students are required to undertake the following:

- a. Complete UMS Shields once throughout the duration of MCO enforcement until further notice by the University.
- b. Apply for permission to enter campus from the respective Deans/Directors of the F/P/I;
- c. Undergo a body temperature scan at the entrance of the laboratory premises/building (body temperatures higher than 37.5°C and with symptoms are prohibited from entry);
- d. Have matric card available at all times when on campus during this period;
- e. Ensure the following Infection Prevention Measures are observed:
  - (i) work surroundings are sanitised before and after use.
  - (ii) social distancing is applied based on safety and health protocols with at least 1 metre distance between individuals.
  - (iii) face masks or suitable Personal Protective Equipment (PPE) are used in laboratories/workspaces and all common areas.
  - (iv) regular use of alcohol-based hand sanitiser or washing of hands with soap.
- f. Adhere to Garis Panduan Penyelidikan (Dalam Makmal) Semasa dan Pasca PKP and Garis Panduan Penyelidikan di Lapangan Pasca PKP Covid19 di UMS issued by the Research and Innovation Management Centre (PPPI) for students utilising laboratories and conducting field work outside UMS.
- g. Students wishing to hold discussions with supervisors are also required to observe current guidelines (i.e. maintain distancing, avoid large-scale meetings, and use face masks).
- h. Students are not permitted on campus if they exhibit symptoms or indications such as fever/cold/cough/throat infection and require immediate medical examination.

- i. Report immediately to supervisors or F/P/I staff in the event that the above (h) is observed.
- j. Record entry and exit on the Attendance System provided by the respective F/P/I.
- k. Students are not permitted to bring visitors or family members on campus.
- l. Limiting physical attendance size by adhering to the permitted optimum capacity in laboratories/studios/farms/workshops/hatcheries and other research locations at any one given time.
- m. Be contactable at all times during working hours.

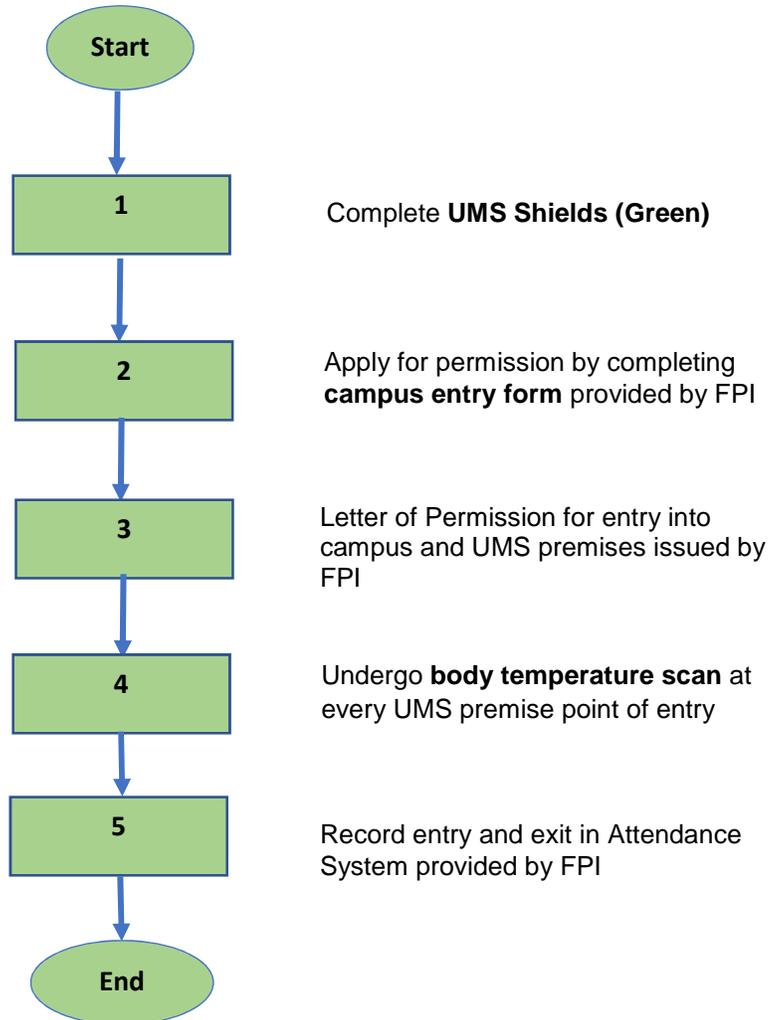
5. STUDENTS' PHYSICAL ATTENDANCE ON CAMPUS FOR THE PURPOSE OF RESEARCH, SUPERVISION AND PPPS COUNTER MATTERS

5.1 Students:

- (i) Status must be 'ACTIVE'.
- (ii) Not in the process of thesis writing for submission for 'viva voce' final examination/ thesis correction\* after 'viva voce' final examination \*does not require students to conduct further/additional research on UMS premise (e.g. 're-submission' cases).
- (iii) Students who wish to come to the PPPS office only (e.g. for submission of hard bound thesis copies) are also required to obtain the permission of the F/P/I Dean/Director through their supervisors.

5.2 The respective F/P/I will issue the Letter of Permission to enter campus premises to students as stated in 5.1.

FLOWCHART OF PERMISSION FOR STUDENT ENTRY INTO UMS FOR THE PURPOSE OF SUPERVISION



## 6. NON-COMPLIANCE WITH REGULATIONS

Disciplinary action may be taken on students who fail to adhere to current rules and regulations. Students are also subject to the Universities and University Colleges Act (AUKU) 1971, Kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-Pelajar) 1999 and other rules and regulations issued from time to time and whichever may be applicable.

Prepared by:

Academic Sector  
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