



THESIS HUB,  
LEVEL 3, BLOCK C,  
INSTITUTE OF GRADUATE STUDIES  
03-79674440

IPS716/2017

Cubicle No.

---

---

**APPLICATION FORM FOR USE OF THESIS HUB FOR POSTGRADUATE CANDIDATES  
INSTITUTE OF GRADUATE STUDIES**

---

---

Notes:

1. Application must be submitted at least seven (7) working days in advance prior to the use of Thesis Hub.
2. The use of Thesis hub is limited to seven (7) and five (5) semesters only to PhD and Masters student respectively. Should the Thesis Hub still be required after the stipulated duration, the candidate must submit an application for extension by completing the form provided at the Dean's Office at least 30 days in advance before the end date for the initial use of the Thesis Hub given.
3. Cancellation of the reservation must be made to the Dean's Office, IGS.
4. A deposit of RM100.00 shall be imposed for safeguarding purposes. The deposit shall be refunded after the cards/keys are returned to IGS.

SECTION A: TO BE COMPLETED BY APPLICANT			
Name:		Matric No:	
Status Application:	<input type="checkbox"/> New Application	<input type="checkbox"/> Second Application	
Programme:	<input type="checkbox"/> Doctoral	<input type="checkbox"/> Master	
Date of Registration:		Telephone No:	
Email (siswamail):			
Faculty:			
SECTION B: RECOMMENDATION BY SUPERVISOR			
Name of Supervisor:			
Email (ummail):			
Recommendation Status:	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	
Signature & Official stamp:		Date:	

SECTION C: APPLICANT'S AGREEMENT	
<p>I agree that I will use the facilities appropriately and will take full responsibility towards sanitation, equipment and safety during the period of use of the workspace. Enclosed herewith is a deposit of RM100.00 (Ringgit Malaysia: One Hundred only) for the purpose of obtaining a copy of the key. The deposit shall be refunded after the keys are returned.                      I also agree to adhere to the rules stated. In addition, I assume full responsibility and shall not contest any action taken against me for the loss and damage caused resulting from my negligence.</p>	
Applicant's signature:	
Date:	

SECTION D: OFFICE USE ONLY (TECHNICAL UNIT)			
Initial Registration:		Max. Period of Study:	
Status of Application / Extension	<input type="checkbox"/> Approved		
	<input type="checkbox"/> Disapprove (Reason : _____ _____		
Duration of Use:		Until:	
Cubicle No.:		Access Card No.:	
Signature & Official stamp:		Date:	

SECTION E: OFFICE USE ONLY (FINANCIAL SECTION)						
Application status:	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Amount:</td> <td>RM</td> </tr> <tr> <td>Receipt No.:</td> <td></td> </tr> </table>		Amount:	RM	Receipt No.:	
Amount:	RM					
Receipt No.:						
Signature & Official stamp:						
Date:						

**THESIS HUB (CUBICLE ROOM)  
INSTITUTE OF GRADUATE STUDIES**

**RULES & REGULATIONS**

Candidates are required to abide by the rules and regulations as follows:

**1. Conditions of Occupancy**

A workspace will be allocated for a period of:

- 7 semesters for PhD candidates
- 5 semesters for Master (Dissertation) candidates

(1) Candidates are required to pay RM100 deposit for their access card/keys. The deposit is refundable on the return of the workspace access card/key and on provision that the work space has been cleared without any damages at the end of the period of occupancy.

(2) The unreturned access cards will automatically be disabled at the end of the agreed period of occupancy.

(3) As of the Thesis Hub, you have to ABIDE to the following :

- ❖ You are not allowed to bring unauthorized individual(s)/outsider(s)/friend(s) to the Thesis Hub.
- ❖ You must not allow others to use your access card to enter the room.
- ❖ Make sure that the lights and air-conditioner are switched OFF before leaving the room.
- ❖ Make sure that your cubicle space are tidy e.g. putting the chair or any item / equipment used to its original place.
- ❖ You must not moves furniture e.g. chairs from common areas from their original position.
- ❖ No posting of notices or signs on the doors and walls.
- ❖ No Smoking.
- ❖ No inappropriate behaviour.
- ❖ Refrain yourself from making disturbances by making noise or engaging in other disruptive conduct.
- ❖ The mobile phone should be used in the normal mode and not on loudspeaker.

(4) The Thesis Hub is open from 07.30 AM and closed at 10.00 PM every day.

**2. Extension of Tenure**

(1) Candidates may apply for an extension at the commencement of each semester by submitting the relevant form to the Dean's Office at least 30 days in advance before the initial end date.

(2) Priority of an extension shall be granted according to the waiting list of applicants.

(3) If no reply is received one (1) month after the assignment of the Thesis Hub, the offer shall be automatically withdrawn and the deposit of RM100.00 will not be refunded.

The Management of IGS reserves the right to revoke its consent for the use of Thesis Hub at any time should the candidate be found to be violating the rules and regulations stipulated above.

Your kind cooperation is greatly appreciated. For any feedback or suggestions to improve the use of the Thesis Hub, kindly write to Mr. Abdul Malik ([abdmalik17@um.edu.my](mailto:abdmalik17@um.edu.my)) or Mr. Muhd Asri ([muhdasri@um.edu.my](mailto:muhdasri@um.edu.my))

- I ..... (Candidate's Name) agree to adhere to the above rules and regulations.

**ACKNOWLEDGEMENT OF RECEIPT OF THESIS HUB KEY AND CONDITIONS FOR THE USE OF THE IGS THESIS HUB**

**Acceptance of keys:**

*I acknowledge receipt of the key(s) and assume full responsibility for their proper use until returned to a IGS key control personnel. In particular, I agree to not duplicate any key(s) owned and I will not loan, barter, sell or give the keys to anyone.*

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

Signature: \_\_\_\_\_ Date received: \_\_\_\_\_

Name of Technician: \_\_\_\_\_ Signature: \_\_\_\_\_

**Return of keys:**

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

Signature: \_\_\_\_\_ Date returned: \_\_\_\_\_

Name of Technician: \_\_\_\_\_ Signature: \_\_\_\_\_