



FACULTY OF ENGINEERING
UNIVERSITY OF MALAYA
POSTGRADUATE ROOM REGISTRATION FORM

LOCATION	BLOCK		ROOM NAME	
	LEVEL		ROOM NO.	
NAME				PHOTO Compulsory (<i>passport size</i>)
MATRIC NO				
TEL NO	HOME		STATUS : M.ENG / PhD / RA	
	H/P			
E-MAIL				
PERMANENT ADDRESS				
SUPERVISOR				
CO-SUPERVISOR				
RESEARCH TITLE				
EXPECTED DURATION USAGE	FROM : ___/___/___		TO : ___/___/___	
SIGNATURE OF STUDENT & DATE			SIGNATURE/STAMP OF SUPERVISOR & DATE	
<i>FOR OFFICE USE</i>				
APPROVED BY : HEAD OF DEPARTMENT				
DATE :				

Faculty of Engineering Rules & Regulations

All students must understand, agree and obey to the information in this document, and ***must sign the declaration prior*** to undertaking any work in the laboratory/working area.

(GENERAL RULES) *applies to all

- **Do not eat, drink, or smoke**, in the laboratory and postgraduate room.
- **Keep aisles clear** and maintain unobstructed access to all exits, fire extinguishers, electrical panels.
- Please report **any unsafe behavior** or condition to the instructor or staff/helpdesk.
- Ensure last person to switch off all electrical switches (e.g: air conditioning unit) not in use and make sure lock the door before leave the classroom, laboratory and postgraduate room.
- Please be responsible to your own belonging.
- Do not keep laboratory samples at postgraduate room.
- Don't let any unauthorized personal to enter the postgraduate room.
- Do not rearrange or do any modification on the current arrangement.

(LABORATORY RULES)

- **All accidents or near miss**, no matter how minor, **should be reported** to the **staff member** supervising the laboratory **immediately**.
- **Always wear at all times** appropriate attire/lab coat, safety helmet and safety shoes and personal protective equipment in the laboratory. **(Where is applicable)**
- **Never work** in the laboratory **alone**, always have another qualified person in the area
- **Students are not allowed** to do lab work without permission from Head of Department and staff is not responsible to any accident in a lab after office hour.
- Students are expected to demonstrate mature judgment and common sense in their work and conduct while working in the laboratory and **obey instruction by lab staff**.

Note: I have read and understand the postgraduate room/laboratory safety rules and have retained a copy for my reference.

I agree to abide all rules and regulation set by Faculty of Engineering from time to tome

I agree to abide all SAFETY related rules and regulations set by Faculty of Engineering

SIGNATURE:

DATE:

