



**POSTGRADUATE STUDIES (by RESEARCH)
SCHOOL OF COMPUTER SCIENCES
POST COVID-19 MOVEMENT CONTROL ORDER (MCO)**

Guidelines for Returning to School of Computer Sciences

1. Criteria

Postgraduate students are allowed to return to School based on the following criteria.

- a. You need to use equipment, hardware, or other facilities located at School of Computer Sciences to conduct research activities.
- b. You need to copy your research work e.g. thesis, data, codes etc. from your computer located at School, and continue to work from home after that.
- c. You need to use facility at School for the purpose of Proposal Review, Research Review or Viva Voce.

For the safety of students, limited spaces will be available for the initial phase of returning to the school. Hence, school will review each application case by case basis. The final decision is subject to School & USM decision.

2. Applying to Return to Research Lab

- a. Download Form A from CS website <https://cs.usm.my/index.php/student-life/postgraduate/guidelines/forms>.
(Form A - COVID-19 RISK SCREENING DECLARATION FOR STUDENTS RETURNING TO CAMPUS – CS Version)
- b. In Form A, fill up your particular and justifications (i.e. Reason and Duration) to return to the lab.
 - i. For Reason, refer to 1(a) for the criteria. State clearly the hardware/equipment etc. that you want to use and its location.
 - ii. For Duration, state the duration you wish to return to the lab (i.e. start date-end date).
- c. Submit the form to eliza_yasmin@usm.my, Puan Eliza Yasmin, Senior Assistant Registrar of School of Computer Sciences.
- d. If the application is approved, you will receive an e-mail notification from the school and may make arrangements to return to the lab.
- e. Follow the guideline of the approval notification sent to you (e.g. compulsory health screening, check in using rHAIS app etc.) upon returning to School.
- f. Proceed to the Lab Office at Level 3. The staff on duty will advise you the space assigned for you at the lab.

3. While in the Research Lab

- a. Postgraduate students in the lab must read and adhere to the USM Guidelines for Laboratory Operations Post Covid-19 Movement Control Order (MCO).
(Accessible from: <https://www.usm.my/index.php/covid19/sops-for-students?download=21:guidelines-for-laboratory-operations-post-covid-19-mco-v3-bi-update-11-may-2020>).
- b. Postgraduate students must adhere to the additional laboratory rules (if any) when working in the assigned space.
- c. Postgraduate students must follow the approved duration and working hours when using the laboratory facilities.
- d. Students who fail to follow the guideline stated in 2(a), (b) and (c), e.g. without a face mask etc. will be prohibited from entering the laboratory and will be reported to the School management.

4. Leaving Research Lab

- a. Postgraduate students need to inform the School by writing to eliza_yasmin@usm.my, Puan Eliza Yasmin, Senior Assistant Registrar of School of Computer Sciences if they no longer want to use the laboratory.
- b. Once your application is approved, you need to be presence and fully utilize the facility as requested. Should you failed to turn up for more than 3 days without informing the Senior Registrar with a valid reason, your assigned space will be taken back by School to be allocated to another student.
- c. Since the assigned space is your temporary working space during the approved duration, please make sure the cubicle is cleared when you leave the lab.

Additional References:

1. USM Semester 2 2019/2020 Guide 101: Postgraduates
Accessible from <https://www.usm.my/index.php/covid19/student-s-guide>
2. USM Semester 2 2019/2020 Guide: Remote Learning
Accessible from <https://www.usm.my/index.php/covid19/student-s-guide>
3. Guidelines for Laboratory Operations Post COVID-19 MCO
Accessible from <https://www.usm.my/index.php/covid19/sops-for-students?download=21:guidelines-for-laboratory-operations-post-covid-19-mco-v3-bi-update-11-may-2020>.