



POSTGRADUATE ROOM

These rules and regulations apply to all students using the postgraduate (PG) room.

- 1) Application for a placement in the postgraduate (PG) room inside the laboratory ONLY.
- 2) Complete form must be submitted to the Assistant Engineer (AE) of the respected laboratory two (2) weeks before the semester begins.
- 3) Applicants will be assigned to a specific area and table in the PG room based on the availability.
- 4) Maximum period is two (2) semester ONLY.
- 5) Returning students need to reactivate the access card two (2) weeks before the semester begins.
- 6) Your access will be monitored based on usage.
- 7) Any changes will be inform from time to time.
- 8) Student who does not comply with the rules and regulations will be prohibited from entering the PG room.
- 9) It is the student responsible to report to AE once they did not use the room anymore.
- 10) Priority will be given to (active) student who are currently performing experimental work for their research. Upon completion of the experimental research, they must vacate the space to allow other new student who need to perform experimental work.

Rules and Regulations

- 1) Unauthorized or unregistered person (including friends and family members/special guests) is NOT allowed into the PG room.
- 2) Do not touch or remove other student's belonging.
- 3) Do not make noise.
- 4) Do not modify or renovate the furniture in the PG room.
- 5) Do not bring personal furniture into the room (example locker, drawer, table, appliances, etc).
- 6) Do not cook or pray in the room.
- 7) Please ensure the entrance door is closed at all time.
- 8) Cleanliness and tidiness of the PG room is the responsibility of each students. Cleaner will NOT be asked to clean your workspace.
- 9) Opening hours: **MONDAY TO FRIDAY 8.00am - 5.00pm ONLY**

I, agree and understand with the rules and regulation

 Student signature

Student name : _____
 Matric No. : _____
 Date : _____



APPLICATION FOR USING THE POSTGRADUATE ROOM

Department of Process and Food
Engineering
Faculty of Engineering, UPM

Semester _____

Student Information

Name : _____
 Matric No. : _____ Mobile No. : _____
 Email : _____ Current Semester : _____
 Program : _____
 Department : _____
 Supervisor : _____

I apply for a placement in KPMF2.1 / KPMF2.2 / KPMFA / KPMFB (circle only 1) from _____ (start date)
 to _____ (end date)

Signature : _____ Date : _____

To be filled by the Supervisor

- ☐ I support this student application
☐ I do not support this student application

Reason (if not support): _____

Signature & Stamp :

Supervisor _____ Date : _____

To be filled by the Head of the Laboratory

Table No. : _____

Issued by : _____

Date : _____

- * KPMF2.1 : Biomaterials & Nutraceutical Properties Engineering Laboratory / Food Processing Machine Design Laboratory
- * KPMF2.2 : Packaging & Shelf Life Laboratory / Food Processing Quality Laboratory
- * KPMFA : Bioreactor Engineering Laboratory
- * KPMFB : Food Engineering Unit Operations Laboratory