

APPLICATION FOR WORK STATION AT POSTGRADUATE STUDY ROOM
FACULTY OF MANAGEMENT
(To be filled in two (2) copies)

THE RULES AND REGULATIONS FOR POSTGRADUATE STUDY ROOM

1. This room is open for the Faculty of Management students (PhD and MPhil only).
2. Students must always be considerate of your peers (loud music and frequent mobile phone calls and other disruptive behavior will disturb others)
3. Students must always keep their work space neat and tidy.
4. Students should not leave any rubbish (especially food leftover) in the room.
5. Students should take care of their belongings as the Faculty will not be responsible for any losses.
6. No open flame, candle, melting wax, heaters, hot plate or electronic cooking appliances are permitted.
7. No smoking, alcohol or drugs are permitted.
8. Faculty has the right to withdraw the assigned table if students do not fully utilise the provided facility.
9. Failure to comply with those rules and regulations, students will be barred from using the room.
10. Faculty reserves the right to make changes to the rules and regulations without prior notice.
11. **Upon approval, students will pay RM100.00 as deposit which is refundable when surrendering the work station subject to the work station remain intact and do not suffer any damages.**

(Part A): **Applicant's Detail**

Name :

Matric Number :

I/C @ ASID Number :

Program : PhD / MPhil

Contact Number :

Preferred Table : Table No. 1..... 2.....

Date :

Time :

Signature:

I hereby agree with the abovementioned terms and conditions.

(Part B): **Approval of the Faculty**

Application is **Accepted / Rejected**.

Table Number:

Date: _____

Signature: