FAQ REGARDING TEACHING & LEARNING ACTIVITIES GUIDELINE
FOR STUDENTS ALLOWED TO RETURN TO CAMPUS
(FOR CURRENT STUDENTS)

GENERAL

1. **When are current students allowed to return to campus?**
   Students are allowed to return between these dates:
   Postgraduates (by research) (9 June 2020 – 30 June 2020 only)
   Final year students (1 July 2020 – 31 July 2020)

2. **Who are allowed to return to campus?**
   At the moment, only students who fulfil the following criteria are allowed:

   Category 1:
   Postgraduates (by research) who require physical access to labs, workshops, studios, and/or need to use specific equipment.

   Category 2:
   Final year undergraduates who require access to labs, workshops, studios, and/or need to use specific equipment to complete their final year project.

   Category 3:
   Final year undergraduates who have no access to internet or in a non-conducive environment for online learning.

   The application form is available in UNIMAS Now Announcement and on the BPPs website.

3. **What are the procedures for students to return to campus?**
   Before returning to campus, all students in Categories 1 – 3 need to obtain the approval of DVC (A&I) through their respective faculty deans.

   All students are also required to do the following:
   i)   Download MySejahtera, COVID Trace Sarawak, and Qmunity applications
   ii)   Fill in the COVID-19 *Self Risk Assessment* in UNIMAS Now, three (3) days before returning to campus

   Students from West Malaysia, Sabah, and Labuan are required to perform the following additional task:

   iii)   Fill in the E-Health Declaration form from SDMC (http://sdmc.sarawak.gov.my)

   Students with symptoms or with the status *Person Under Investigation* (PUI) atau *People Under Surveillance* are not allowed to return to campus.

All students are required to strictly adhere to the university's teaching and learning SOP. Students who travelled overseas in the past one (1) month must undergo a 14-day quarantine. Swab test will be performed on the 10th day of the quarantine.

4. **Do students need to do the COVID-19 swab test to return to campus?**
   No. (refer to SDMC's decision on 9 June 2020)

5. **Do returning students need to be quarantined?**
   No. However, this is subject to the result from the random swab test performed at the state's main entry point.

6. **Do students need to purchase their own flight or bus tickets?**
   Yes.

7. **Will UNIMAS arrange transportation for returning students, either from the airport or bus station?**
   No.

8. **Are non-final year students with internet access and equipment problems allowed to return to campus?**
   They can apply through the deans of their faculties for the DVC's (A&I) approval. Approval is subject to the student capacity in campus that is allowed by the National Security Council.

9. **If I return to UNIMAS on 1 July, can I go home to West Malaysia during the semester break and return to campus for Semester 1?**
   Yes, subject to changes from the latest directives from the authorities.

10. **Will there be a Student Orientation Week? If yes, what is the mechanism for its implementation?**
    The Student Orientation Week will be held online.

11. **How is the registration process for the new intakes?**
    New intakes will be registering online and will arrive on campus in stages according to the dates in their offer letters.

12. **What is the use of the UNIMAS WeCare app?**
    It is used to monitor the movement of postgraduates and final year students on campus. Students are required to log in and take their body temperature before entering any labs/studios and to log out after they have completed their task(s).

PERPUSTAKAAN TUN ABDUL RAHMAN YA'KUB (PeTARY)

1. **Can students return to campus to use PeTARY for data mining purposes?**
   No. Only students in Categories 1 – 3 are allowed to use PeTARY.

2. **What are the SOPs required to use PeTARY facilities?**
   SOPs that should be adhered to for PeTARY usage are:
   - SOP *Pengurusan Perkhidmatan & Kemudahan*
   - SOP *Pengurusan Pengguna* (maximum 120 users at any given time)

3. **Can students who rent outside of campus (UniGarden, Unijaya, etc.) return to campus to use the library facilities and/or the computer lab at PeTARY?**
   Only students who fulfil the criteria in Categories 1 – 3 and have obtained approval to return to campus can use the library facilities and/or the computer lab at PeTARY.

   The following are PeTARY facilities/services that will be open in accordance to the PeTARY SOP on Mondays-Fridays (8.00 a.m. – 5.00 p.m.):

   - Santubong Computer Lab (G Level) – 53 units of PC
   - Open Computer Lab (LG Level)
   - The People's Space – 8 units of PC
   - The Tentacles – 4 units of PC
   - Social Hub (for users to eat/drink outside of the Auditorium, Level G – maximum 20 users at any given time)

   Print Material Loan Services

   - General Book Collection Loan – adhere to the Material Loan/Return SOP
   - Special Collection Loan – Limited Access
   - Thesis/Final Year Project Loan (if not available in the UNIMAS eThesis/FYP) – Limited Access

RESIDENTIAL COLLEGES

1. **What about the accommodation for students who are allowed to return to campus?**
   Students who have registered for residential colleges during Semester 2, 2019/2020 session will be allowed to enter their respective colleges after obtaining approval to return to campus from DVC (A&I).

2. **Are non-residents allowed to stay in residential colleges?**
   No.

3. **Are students allowed to go out of the campus to buy necessities?**
   College residents are only allowed to go out of the campus with permission from their College Principals. The permission to leave and enter the campus is restricted based on number of students, time, and location that have been designated by the management. Students are required to show or display the approval/permission from their College Principals to the security personnel at the campus entrance.

4. **Would cafes operate as usual once students return to the campus?**
   The opening of cafes will depend on the operators' capabilities and the number of students in the particular college.

5. **Would UNIMAS issue notices and allow students to claim their personal belongings from the residential colleges?**
   Claims for personal belongings at the residential colleges will be allowed in a staggered manner, after the residential college authorities publish timetables based on students' applications. The approval/permission letter must be shown or displayed clearly to the security personnel at the campus entrance.

6. **Would students stay at their respective colleges or grouped in one college?**
   Students will stay at their respective colleges, following their college registration during Semester 2, 2019/2020.

7. **Can final year students stay in residential colleges until the semester ends in July?**
   Students who have registered with residential colleges during Semester 2, 2019/2020 will be allowed to stay in their respective colleges after obtaining approval from DVC (A&I).

8. **Do students need to undergo quarantine if they return to UNIMAS?**
   No. However, this is subject to the random swab test results that will be performed at the main entry points to the state.

9. **Is the university going to arrange student welfare such as food supplies and transportation, like before, for returning students?**
   Students are fully responsible for their own food and transportation.

10. If I am a non-resident, do I have to pay to stay in the college?
   Non-residents are not allowed to stay in colleges.

11. Can I go home during weekends if I stay in campus?
   Yes, with permission from your College Principal.

ACADEMIC

1. **Are there any specific lab SOPs that we need to know if we do lab work?**
   Yes, depending on the respective faculties' SOP. Please refer to your faculty for further details.

2. **Would face-to-face classes be conducted for final year students who are allowed to return to campus?**
   Yes, but only for classes that require lab/studio/clinical facilities, and these need to be performed with strict adherence to the SOP.

3. **Are face-to-face meetings with final year project supervisors allowed?**
   No. Only online meetings are allowed.

4. **Is data collection concerning physical respondents allowed?**
   Yes, as long as the faculty SOP is strictly adhered to.

5. **Do I need to bring my own face mask and hand sanitiser when I use the faculty lab?**
   Yes, you need to bring your own face mask and encouraged to bring your own hand sanitiser. All faculty labs will also be equipped with hand sanitisers.

POSTGRADUATES

1. **For postgraduates, when can we return to campus and what are the procedures?**
   You can return immediately as long as you fulfil the criteria set in Category 1: Postgraduates (by research) who require physical access to labs, workshops, studios, and/or need to use specific equipment.

   All students are also required to do the following:
   i) Download MySejahtera, COVID Trace Sarawak, and Qmunity applications
   ii) Fill in the COVID-19 *Self Risk Assessment* in UNIMAS Now, three (3) days before returning to campus

   Students from West Malaysia, Sabah, and Labuan are required to perform the following additional task:

   iii) Fill in the E-Health Declaration form from SDMC (http://sdmc.sarawak.gov.my)

   All students are required to strictly adhere to the university's teaching and learning SOP. Students who travelled overseas in the past one (1) month must undergo a 14-day quarantine. Swab test will be performed on the 10th day of the quarantine.

   Students with symptoms or with the status *Person Under Investigation* (PUI) atau *People Under Surveillance* are not allowed to return to campus.

2. **How do we apply for permission to work in the lab?**
   The application form is available from UNIMAS Now Announcement and on the BPPs website. All applications require the Deputy Vice Chancellor's (A&I) approval before students are allowed to resume their activities in UNIMAS.

3. **What are the normal working hours in the lab?**
   Students can work in the laboratory between 8.45 am to 4.45 pm from Monday to Friday except on public holidays.

4. **Are we allowed to work in the lab during weekends?**
   No.

5. **Are we allowed to see supervisors and staff face-to-face?**
   Yes. However, the meeting must adhere to the standard SOP based on MOH suggestions: Avoid 3C (Crowded place; Confined space; Close conversation) and follow 3W (Wash; Wear; Warn).

6. **How do we communicate and submit our thesis?**
   All documents and thesis submissions are online. Please submit the soft copy of your thesis and related documents to your faculty through email and the faculty will take

necessary actions to forward all documents to CGS through email. All communication with students will be online.

7. **How will viva voce be conducted?**
   Viva voce will be fully conducted online until 31 December 2020, subject to directives from the authorities.

8. **How can we register for next semester?**
   Registration for July intake (July 2020) and September/October 2020 intake will be fully online for all students (national and international).

9. **When do we start Face to Face T&L activities?**
   Face-to-face teaching and learning will only be allowed for classes that need lab/studio/clinical facilities.

   Other face-to-face teaching and learning activities will only resume after 1 January 2021, subject to directives from the authorities.

10. **When can international students return to UNIMAS?**
    Students who are currently outside of Malaysia are required to wait until the international borders are open.

    For those inside of Malaysia (outside Sarawak):
    i.   Get an approval letter from TNC (A&A)
    ii. Apply online to SDMC (https://sarawakdisastermc.com)

    Any requirements for quarantine are subject to SDMC's decision.

11. **Are students allowed to go into other laboratories besides the laboratory that is assigned to them?**
    No. All students must work in the laboratory or laboratories that is/are assigned to them.

12. **Are students allowed to go to the field for sample collection or other activities with the community and industries?**
    Yes, provided that the students strictly adhere to the SOP by their respective faculties and the organisation(s) involved.

13. **How will be Research Methodology for graduate students conducted?**
    This will be fully online until further announcement.

SECURITY

1. **Who do I call for in an emergency in UNIMAS?**
   In the event of a campus-wide safety situation and/or a life-and-death emergency situation, you can contact the following numbers for assistance:
   i.   24-hour security hotline: **082-581999**
   ii.   24-hour control room: 082-581004
   iii.   West Campus Main Gate Security: 082-583904
   iv.   Security Division: 082-582339

2. **What are the UNIMAS entrances operational hours?**

   West Campus Main Entrance (PUMA)
   Operational 24 hours (only one lane will be opened during non-office hours)

   West Campus South Entrance (TIGER)
   Operational on working days during peak hours:
   i.   From 6.30 a.m. to 8.30 a.m.
   ii.   From 5.00 p.m. to 6.30 p.m.

   Closed during non-working days (weekends, public holidays)

   East Campus Entrance (INFO)
   Operational on working days during peak hours:
   iii.   From 6.30 a.m. to 8.30 a.m.
   iv.   From 5.00 p.m. to 6.30 p.m.

   Closed during non-working days (weekends, public holidays)

3. **Are we going to be inspected at the campus entrances?**
   Yes. Permission to enter the campus via all entrances will only be given after inspection from the on-site security personnel.

   Staff
   Vehicles must be registered (and display the UNIMAS official vehicle sticker). Staff are permitted to enter the campus for work purposes and are required to comply with RMCO procedures such as temperature checks and attendance recording at their respective responsibility centres.

   Students
   All off-campus students are required to report to the on-site security personnel for RMCO SOP compliance such as temperature checks and campus entry purpose justification. Only students who have received approval can enter the campus. Permission to enter the campus is subject to the management's decision regarding the aforementioned Categories 1 – 3. The approval/permission letter must be shown or displayed clearly to the security personnel at the campus entrance.

   Contract/cleaning workers and visitors

Following the SOP, all contract/cleaning workers and visitors are required to report themselves to the on-site security personnel for temperature checks and campus entry justification. Permission to enter is given for works that have already been approved by the responsibility centre(s) involved. Cleaners and contractors can only work in their designated areas and shipment/delivery workers are required to leave the campus after delivering materials/goods to the agreed location.

E-hailing and personal on-demand delivery
As of 11 June 2020, e-hailing services are still not allowed on campus. Personal on-demand delivery (e.g. Food Panda) is only allowed as far as the UNIMAS main entrance.

4. **Are physical activities allowed on campus?**
Physical activities, such as sports are permitted, provided that these adhere to the guidelines from the National Security Council, SDMC, and RMCO requirements, including maintaining social distance and personal hygiene. Activities involving physical contact are still not allowed.

5. **Is the use of face mask and one-metre social distancing practiced on campus?**
Yes. These must be practiced especially when dealing with other individuals. Other hygienic routines should also be constantly practiced, for example hand washing and appropriate disinfection.

6. **Can we organise a programme or an event on campus?**
All programmes, events, and activities need to be approved by the management. If approval has been obtained, the programme, event, or activity must be conducted with strict compliance to the guidelines from the National Security Council and Ministry of Health.

7. **Are visitors allowed to visit students on campus?**
No, except with approval from the college management and the Security Division. The approval/permission letter must be shown or displayed clearly to the security personnel at the campus entrance.