

**INSTITUTE FOR ADVANCED STUDIES (IAS)
RULES AND REGULATIONS
AKAR (CO WORKING SPACE) | BLOCK C | LEVEL 3 | I ADVANCED STUDIES COMPLEX**

1. AKAR (Co working space) is eligible to ALL UM STUDENTS.
2. The payment method is as follows:
 - (1) Rental of **RM30.00** will be charged per month.
Rental payment should be made via E-PAY@UM at <https://epay.um.edu.my> ->Log Masuk (diwajibkan) -> Bayaran Mengikut PTJ/Fakulti ->Institut Pengajian Termaju -> **AKAR - IAS**.
 - (2) One-off fees of **RM20.00** will be collected for the access card and drawer keys and shall be refunded to the student/occupant upon returning of both items at the end of the rental period.
One-off fees payment should be made via E-PAY@UM at <https://epay.um.edu.my> ->Log Masuk (diwajibkan) -> Bayaran Mengikut PTJ/Fakulti ->Institut Pengajian Termaju -> **IAS-Caj Pentadbiran**.
3. Student/occupant is STRICTLY PROHIBITED of the followings:
 - (1) inviting unauthorized individual(s)/outsider(s)/friend(s) to the AKAR (Co working space).
 - (2) allowing others to use your access card to enter the room.
 - (3) leaving the room without switching off the lights and air-conditioners.
 - (4) leaving the room in untidy state i.e., not returning the chair of any item/equipment used to its original place.
 - (5) posting notices or signs on the doors and walls.
 - (6) creating disturbance by making noise or engaging in other disruptive conduct.
 - (7) using loudspeaker on the mobile phones in the room. Music can be played provided earphones are used.
 - (8) Smoking or cooking.
 - (9) engaging in inappropriate behaviors and other unnecessarily causes and problems to other students/occupants.
4. Student/occupant is required to dispose all rubbish outside the AKAR (Co working space) and maintain cleanliness at all times.
5. The IAS Management reserves the right to revoke its consent for the use of AKAR (Co working space) at any time if the student/occupant is found to be violating the rules and regulations stipulated above.

Declaration

I _____ (Full Name) _____ (Matric No)
_____ (PTj/Faculty) hereby agree to adhere to the above rules and regulations.

Signature:

Date: