

Guidelines for Use of Postgraduate Rooms

All PhD Students of the University of Nottingham Malaysia Campus (UNMC) are allowed access to the Postgraduate Rooms. Entry is through the main door using the student ID card. The motion-activated lights and air-conditions will automatically be turned on and off.

The following actions and/or items are prohibited in all Postgraduate Rooms:

- Sleeping
- Smoking
- Eating (unless during events permitted by the Graduate School – in such cases, the individual or group of people serving refreshments will be responsible for any clean up thereafter)
- Talking excessively loud, shouting or chatting noisily with other users or on mobile phone
- Pets of any kind
- Vandalism
- Reservation of seats
- Theft

The following general codes of conduct are expected to be observed at all times:

- Do not leave the main door open. Leaving the main door open will trigger the alarm.
- Do not give access to any unauthorised persons e.g. non-PhD students into any of the Postgraduate Rooms. The use of the Postgraduate Rooms is for PhD Students only.
- Personal belongings should not be left unattended. The Graduate School will not be held accountable for the loss or misplacement of personal belongings.
- Minimal rearrangement of the furniture is allowed subject to the consent of the Graduate School. The original setting should be restored thereafter.
- The materials posted on the notice boards are fully controlled by the Graduate School. Therefore if you have any materials to display, please contact the Graduate School Administrators.
- Report any damage or disorder of furniture or fixtures immediately to the Graduate School Administrators.

The **Learning Hub (H1B12a)** and **Social Space (H1B14)** are accessible to all PhD Students of the University of Nottingham Malaysia Campus (UNMC) at anytime.

The **Postgraduate Training Room (H1B13)** is available for use subject to its availability. The room also offers a video conferencing facility. The use of the room is further governed by the following rules and regulations:

- Bookings can be made up to 3 working days in advance by emailing Amirah.Zin@nottingham.edu.my or Lisa.Chin@nottingham.edu.my. You need to specify which facility (room and/or video conferencing) you wish to book.
- The individual who booked the room will be made accountable for any damages or loss of equipment.
- Food and drink (except bottled water) are not allowed in the room.
- Before leaving the room, please make sure that the room is clean, any electronic equipment is switched off and the door is locked.
- The key should be returned to the Graduate School Administrators immediately or as agreed upon.

Members of the University staff are authorised to enforce discipline on any students who fail to comply with the aforementioned rules and regulations. The Graduate School has the full authority to prohibit any individual or group to use the Postgraduate Rooms.

Graduate School

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