

ADMINISTRATIVE CIRCULAR UNIVERSITI MALAYSIA PAHANG

ADMINISTRATIVE CIRCULAR NO.4 YEAR 2020

MOVEMENT CONTROL ORDER AND SUSPENSION OF ALL SERVICE OPERATIONS FOR UNIVERSITI MALAYSIA PAHANG

In accordance with the announcement made by the Prime Minister on 16 March 2020 on the enforcement of the Movement Control Order and the closure of all higher education institutions, Universiti Malaysia Pahang (UMP) is suspending all of its service operations from 18 – 31 March 2020.

During this period, UMP residents are subject to the following:

Operation Activity

- i. All university service operations are close and all activities which have been planned must be re-scheduled.
- ii. The attendance of all staff will be managed accordingly by Human Resource Division until further notice.
- iii. Staff in essential services such as safety and health or those who are directed by the head(s) of department(s) are required to come for duty.
- iv. All staff must be available to be reached during the office hour.

Academic Activity

- v. The mid-term break for Semester 2, Session 2019/2020 is re-scheduled from 4 – 12 April 2020 to 18 – 31 March 2020.
- vi. Teaching and learning sessions will resume as usual on 1 April 2020. Any changes are subject to instructions from time to time.

Student Placement

- vii. All UMP students are required to return to their hometown during the Movement Control Order period.
- viii. All UMP international students are advised to leave Malaysia and are not allowed to return to the country during the Movement Control Order period.
- ix. Students who are unable to leave UMP should report directly to the Student Affairs and Alumni Department via the Hotline Res-Q 09-549 3333.

External Affairs

- x. All matters related to external parties are postponed immediately to a later date which is to be notified by the university.

Exceptions

- xi. Requests for exception to comply to this order must be approved by the Vice Chancellor.

Compliance to Circular

- xii. UMP residents are obligated to follow the precautionary measures outlined by the Ministry of Health (MOH) and must abide by UMP circulars in relation to COVID-19.
- xiii. The compliance towards this administrative circular is mandatory without any prejudice. Any parties who fail to comply with the circular are subjected to disciplinary actions.
- xiv. This administrative circular applies to all UMP residents and is meant for internal circulation only.

Any information in regard to this matter will only be released by the Office of the Vice Chancellor which is responsible to coordinate all information. Full cooperation from all parties to ensure a maximum control over the spread of COVID-19 in UMP is highly appreciated.

Thank you and regards.

Official English Version

Pekeliling Pentadbiran Bil.4 Tahun 2020 - Perintah Kawalan Pergerakan Dan Arahan Penangguhan Seluruh Operasi Perkhidmatan Universiti Malaysia Pahang

As released on 17 March 2020.