

# MONASH UNIVERSITY SUNWAY CAMPUS

## School of Arts & Social Sciences

### Postgraduate Room Workstation – Registration form

#### Personal details

Family Name:		Title:	
Given Names:			
Student ID		Contact No:	
Course		Name of Supervisor	
Email address:			

Please notify the School Office should your contact details change.

#### What times do you expect to use the office? Please indicate by putting an X in the box below:

	9 am - 1 pm	1 pm - 5 pm	5 pm - 10 pm	10 pm - later
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

<b>Workstation Allocated No.</b>		<b>Anticipated thesis submission date</b>	Month: Year:
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#### The following conditions of occupancy apply to all workstation occupants:

- Workstation occupants must be enrolled on a full-time basis in a postgraduate degree by research and honours;
- Workstation occupants will abide by any rules and conditions associated with the use of Postgraduate Room;
- The keys are property of Monash University Malaysia campus and are loan to the occupants;
- In the event that the keys are lost or stolen, the occupants agree to pay the charge of RM3.00 each for replacement;
- In the event that the keys are lost or stolen, the occupants will immediately notify the School Office or the Security Office, if the keys are lost during weekends or after regular office hours;
- Workstation occupants are responsible for informing the School Office when they no longer require use of their allocated workstation or when they take study away/intermission for longer than 28 days;
- Workstation occupants are expected to make full and proper use of the facilities allocated to them;
- A workstation occupant may be asked to vacate if the School Office considers that the occupant does not have sufficient reasons for remaining in the workstation or behaves in such a way deemed as being distracting and/or offensive to other users;
- All workstation occupants are required to vacate their workstation within seven days of submission of their thesis, lapse or withdrawal from candidature or if they transfer from full-time to part-time status. The workstation occupant must make arrangements with **Ms. Yvonne Chan** for handing over the keys upon vacating.

**I agree to abide by the conditions listed above:**

Signature

Date

Keys received

Date

Keys returned

Date
