

Ref. No:

AOH/WEEKEND/PH



Office of The Deputy Dean (Postgraduate, Research, & Innovation)
Faculty of Food Science and Technology
Universiti Putra Malaysia
43400 UPM Serdang, Selangor.
Tel: 03-9769 1962
Website: www.food.upm.edu.my

**PERMISSION TO ENTER RESEARCH LABORATORIES
AFTER OFFICE HOURS / DURING WEEKEND OR PUBLIC HOLIDAY**

SECTION A: APPLICANT INFORMATION

Name: Matric No:
Programme: Bac MS PhD Faculty:
FSTM Supervisor/Co-Supervisor: Yes No Contact No.:
E-mail Address:
Date: Single entry: & Time:
 By duration: *from* *to* & Time:
Purpose of Entrance:

SECTION B: COMPANION INFORMATION (Compulsory & must be FSTM student only)

Name: Matric No:
Programme: Bac MS PhD Faculty:
E-mail Address: Contact No.:

SECTION C: APPLICANT SUPERVISOR INFORMATION

Name:
Department: Faculty:
E-mail Address: Contact No.:

Endorsement by Supervisor:

.....
Signature & Date

Official Stamp

SECTION D: LAB ADMISSION PERMISSION

Laboratory:

Endorsement by Head of Research Laboratory:

.....
Signature & Date

Official Stamp

SECTION E: REVIEW BY SCIENCE OFFICER (POSTGRADUATE, RESEARCH & INNOVATION)

Comment:
.....

.....
Signature & Date

Official Stamp

SECTION F: REGULATION

- a) Only those with permission are allowed to enter and use lab facilities.
- b) Applicants must be responsible for any damaged items / equipment.
- c) Do not bring any food or drink in the lab.
- d) Applicants must register in the logbook / form before using the equipment.
- e) Do list all chemicals and instruments brought into the lab before using the equipment.

SECTION G: APPLICANT DECLARATION

I as named above, hereby agree:

- a) To follow all the regulations, safety rules and procedures given by the laboratory management.
- b) To conduct all experiments in a safe and proper manner in the lab.
- c) Not to perform any unauthorized lab procedure that can cause serious accidents / injuries.

.....
Applicant Signature

.....
Date

SECTION H: APPROVAL BY DEPUTY DEAN OF POSTGRADUATE, RESEARCH & INNOVATION

Application Approve: Yes No

Comment:
.....

.....
Signature & Date

Official Stamp

Notes:

The complete form must be sent by the applicant via email to:

1. **Dean Deputy Dean of Postgraduate, Research & Innovation** – rabiha@upm.edu.my
2. **Head Assistant Registrar, Faculty of Food Science & Technology** – food.kpp@upm.edu.my
3. **Senior Assistant Registrar (Postgraduate, Research & Innovation)** – erinn@upm.edu.my
4. **Science Officer (Postgraduate, Research & Innovation)** – hamezan@upm.edu.my