

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 7 (17 )

12 Mac 2020  
17 Rejab 1441

## PEKELILING PENTADBIRAN BIL. 13/2020

### PENANGGUHAN AKTIVITI LAWATAN MASUK KE UNIVERSITI TEKNOLOGI MALAYSIA

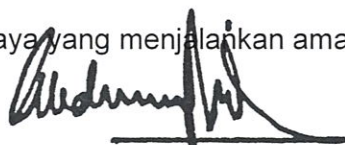
Universiti telah mengeluarkan arahan penangguhan perjalanan staf UTM ke wilayah-wilayah atau bandar-bandar yang diisytiharkan sebagai kawasan wabak COVID-19 di negara China, Taiwan, Macau, Hong Kong, Korea Selatan, Jepun, Itali dan Iran serta negara-negara yang dikenal pasti berisiko oleh Kementerian Kesihatan Malaysia (KKM) melalui Pekeliling Pentadbiran UTM Bil. 4/2020, Bil. 10/2020 dan Bil. 11/2020.

2. Walau bagaimanapun, dengan pertambahan terkini kes COVID-19 di Malaysia, semua staf dan pelajar diminta mengambil langkah berjaga-jaga dan mengamalkan langkah-langkah pencegahan seperti penggunaan *face mask* dan *hand sanitizer* serta mengelakkan diri dari terdedah ke tempat-tempat awam.
3. Sehubungan dengan itu, sebagai langkah pencegahan penularan wabak COVID-19 di UTM, Universiti membuat keputusan untuk **MENANGGUHKAN** semua aktiviti lawatan masuk dari negara-negara yang dikenal pasti berisiko tinggi sepertimana nasihat KKM.
4. Universiti turut menyarankan agar program dan aktiviti yang telah dirancang lebih awal dengan negara-negara lain juga sebaiknya ditangguhkan terlebih dahulu sekiranya tidak kritikal atau boleh dilaksanakan menggunakan alternatif lain yang dirasakan sesuai. Penangguhan ini adalah berkuat kuasa serta-merta sehingga ke tarikh yang akan dimaklumkan kemudian.
5. Amat penting arahan ini dipatuhi oleh semua staf dan pelajar bagi memastikan pencegahan penularan wabak ini. Universiti adalah tidak bertanggungjawab terhadap mana-mana staf atau pelajar yang masih ingin berurusan dengan negara-negara yang berisiko sama ada secara rasmi atau persendirian.

Terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)  
Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
  - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
  - Timbalan Naib Canselor (Akademik dan Antarabangsa)
  - Timbalan Naib Canselor (Hal Ehwal Pelajar)
  - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
  - Pengarah Pusat Penyelidikan UTM Pagoh
  - Pegawai-Pegawai Kanan/Dekan/Pengarah

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## ADMINISTRATIVE CIRCULAR NO. 13/2020

### POSTPONEMENT OF ALL INBOUND VISIT ACTIVITIES INTO UNIVERSITI TEKNOLOGI MALAYSIA

The University has recently issued a circular to all UTM staff through the UTM Administrative Circular Bills. 4/2020, Bills. 10/2020 and Bill 11/2020 on the postponement of UTM staff travelling to cities or countries hit with the COVID-19 outbreaks in China, Taiwan, Macau, Hong Kong, South Korea, Japan, Italy and Iran and other countries identified by the Ministry of Health Malaysia (MOH).

2. However, with the recent increase in COVID-19 cases in Malaysia, all staff and students are asked to take precautions and preventive measures such as the use of face masks and hand sanitizers and avoid exposure to public places.

3. Accordingly, as a precautionary measure to prevent COVID-19 outbreaks at UTM, the University has decided to **POSTPONE** all inbound visit activities from these countries identified as high-risk following the advice by MOH.

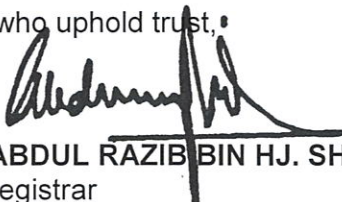
4. The University also recommends that programs and activities that are planned in advance with other countries should also be put on hold if they are not critical or can be implemented using other alternatives that are considered appropriate. This directive is effective immediately until further announcement on a later date.

5. It is of utmost importance that this directive is followed by all staff and students to ensure the prevention of the outbreak. The University is not responsible for any staff or students who wish to continue dealing with these countries either officially or personally.

Thank you.

**“Berkhidmat untuk Negara kerana Allah”**

I who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

Registrar

- c.c. - Vice Chancellor
- Deputy Vice-Chancellor (Development)
  - Deputy Vice-Chancellor (Research and Innovation)
  - Deputy Vice-Chancellor (Academic and International)
  - Deputy Vice-Chancellor (Student Affairs)
  - Pro-Vice-Chancellor (UTM Kuala Lumpur)
  - Director Research Centre – UTM Pagoh
  - Senior Officers / Deans / Directors