

**MEMORANDUM
No: 14/2020**

To : All Staff and Students

From : Prof. Dato'. Sr. Dr. Omar Bin Osman
Vice Chancellor, DRB-HICOM University of Automotive Malaysia
Chief Executive Officer, HICOM University College Sdn Bhd

Date : 17 March 2020

**SUBJECT : CLOSURE OF DRB-HICOM UNIVERSITY CAMPUS
FROM 18 MARCH 2020 TO 31 MARCH 2020**

This memo is to inform staff and students that our University will be closed during the period stated above in line with Prime Minister's order via announcement made on 16 March 2020 at 10.00 pm yesterday. During the period of closure and post closure, several measures and actions are to take place with details as below:-

1.0 CLOSURE PERIOD

1.1 Teaching and learning

There will be no teaching and learning to be conducted on campus considered as official activities of University during the period. This includes face to face sessions either physical, online, test, workshop or external activities related to academic and including final year projects and internship (unless the internship takes place under essential services category). Classes conducted offsite at DRB-HICOM subsidiary companies or other company are also to be postponed.

1.2 Co-curriculum activities, sports organisation and social interaction

These activities will be ceased during the period.

1.3 Supervision and industrial visits by academics

The planned visit during the stipulated period are also to be postponed.

1.4 Training and workshop

All training and workshop sessions scheduled for internal and external parties are thus postponed to a later date.

1.5 Essential services

University will be manned by skeleton staff for essential services and will be decided by Company Operation. This includes security, IT and facility services. No groundsman and cleaning activities except for rubbish collection and scheduled collection. Scheduled maintenance are to be postponed unless approved by Chief Executive Officer ("CEO") and deemed urgent. Unscheduled repairs are to be executed only with CEO permission.

- 1.6 University Village**
University Village (“UV”) will be closed except for students allowed to stay in. The registration of students staying back will be organised today. Students from Sabah and Sarawak will be assisted for flight home as soon as it is practical.
- 1.7 Canteen operators and food trucks**
Canteen operators and food trucks will cease services. Arrangement will be made for students staying at UV for food delivery.
- 1.8 Recruitment activities**
Recruitment via roadshows and visits will be postponed. Arrangement will be made for staff to work offsite for inquiries, online registration and confirmation. No official offer letter will be issued during the period.
- 1.9 Financial and bill collection**
All financial services will be put on hold except for payment of salaries and allowances to scholars and part timers. Some staff in the Human Capital and Finance may need to return for the said purpose.
- 1.10 Hostel management**
Principal, fellows and wardens are to draw up their rosters of duty or on call.
- 1.11. Emergencies**
Emergencies are to be handled by Security, Head of Facility Management & Safety, Head of Covid19 Task Force, Registrar and UV Principal and Principal of Akademi Saga.
- 1.12 Fees for semester**
Fees for semester are remained unchanged.
- 1.13 Fees for UV**
Fees for UV’s accommodation for students who registered for not staying in UV are exempted during the period provided they register online or offline before leaving and upon returning. Students who are not staying but not registered maybe charged for the accommodation fees.

Students who stay in UV are required to register and their fees will be discounted by 50% wherever necessary (UMP students need to register too for both staying in and returning home).

1.14 Pre closure housekeeping

Staff and students are responsible for ensuring workplace equipments are shut off, logged off and not placed on stand-by mode unless needed. Kindly ensure that notice for not switching off or on stand-by mode are made visible. Head of Departments and Wardens are responsible to ensure all rooms and workplace, classes and workshops and lecture theatres are secured. Head of Company Operation, Head of Facility Management & Safety, UV Principal and Deputy Head, SHE are responsible to undertake joint inspection on the 18th March 2020.

2.0 POST CLOSURE

2.1 Academic calendar

The University will reorganise academic calendars for post closure. Thus the dates of test, examination, new semester, new registration are to be rescheduled and announced, as soon as is practically can. The academic period thus will not count the period during closure and maybe considered as semester break or holiday.

2.2 Student activities and co-curriculum

Activities will resume after the period with changes in dates.

2.3 Training and workshop

Corporate Training Institute and its units need to reorganise their delivery scheduled to customers.

2.4. Cleaning up operation and facilities

Head of Company Operation and relevant departments shall ensure facilities and operations are back to normal on 1st April 2020.

3.0 STUDENTS AND LECTURERS

3.1 All students and lecturers are encourage to remain in touch for academic consultation using online platform only. No task that require external networking or travels or workshop using external or internal parties are allowed.

3.2 Students are to return to University for classes beginning 1st April 2020. Health declaration are to be made upon returning.

4.0 STAFF

- 4.1 All staff are to comply with Company policies regarding rules and benefits during the period.
- 4.2 Staff who are required to return to work for specific tasks or work from home on tasks to be agreed are to comply as per Company's instructions.
- 4.3 Staff are to sign health declaration upon returning to work.
- 4.4 E-meetings maybe organised via suitable tools or channels and the staff are to comply as required.

5.0 SICK REPORTING

- 5.1 Students who are hospitalised or Person Under Investigation ("PUI") or has been defined as Close Contact in COVID19 are required to report to the Dean of Academic Management Centre or other Deans.
- 5.2 Staff who are hospitalised or PUI or Close contact defined in COVID19 are required to report to Head of Company Operation or Head of Human Capital.

6.0 OTHER INSTRUCTIONS

University and the Company may issue other instruction/s to comply with DRB-HICOM Group's Headquarters or Majlis Keselamatan Negara ("MKN") directives on COVID19 measures.

Let us pray to ALLAH S.W.T. The testing times will be over soon for all of us Malaysian and other people in the world regardless of race, nationalities, colours or religions.

Thank you.



Prof. Dato' Dr. Sr. Omar bin Osman
VICE CHANCELLOR / CHIEF EXECUTIVE OFFICER