

FSKIK / T / TEMPAH OO

BOOKING FORM FOR COMPUTER LABS/STUDIOS

FAKULTI SENI, KOMPUTERAN DAN INDUSTRI KREATIF, UNIVERSITI PENDIDIKAN SULTAN IDRIS TEL +605 450 6205

A. APPLICANT'S INFORMATION

Student / Staff No : _____ **STAFF / STUDENT**

Applicant's name : _____

Faculty / Department : _____

Position : _____

Email : _____ Telephone No : _____

B. BOOKING DETAILS

Purpose of booking : _____

Name of the Computer Lab/ Studio : _____

Number (Capacity) : _____

Date	Day	Starting Time	Ending Time

C. CONFIRMATION

I will undertake full responsibility for the equipment/hardware and abide the rules of computer lab/studio throughout its use.

Applicant's signature :

.....
**Lecturer's signature & Official stamp

Date :

Date :

ATTENTION!

- ** BOOKING BY STUDENTS OF FSKIK MUST BE ACCOMPANIED BY LEACTURER'S/COORDINATOR'S OFFICIAL STAMP
- ** BOOKING BY STAFF OF FSKIK MUST BE ACCOMPANIED BY THE HEAD OF DEPARTMENT' OFFICIAL STAMP
- ** BOOKING BY OTHER STAFF MUST BE ACCOMPANIED BY AN APPLICATION LETTER AND THE HEAD OF DEPARTMENT'S APPROVAL THROUGH THE DEAN OF FSKIK
- ** CHANGES ARE SUBJECTED TO FUTURE AMENDMENTS

D. OFFICE USE

APPROVED / NOT APPROVED

Allocated Lab / Studio : _____

Technician/Craftsman on duty : _____

Note : _____

Name :

Date :

E. INFORMATON

1. his form has to be filled out and endorsed at least TWO working days from the date of use
2. Endorsed forms have to be submitted to relevant TECHNICIAN/CRAFTSMAN for further action
3. Applications from students of FSKIK entail approval from relevant Lecturer/Program Coordinator
4. Applications from students of other faculties must be accompanied by application letters and approval from the dean of FSKIK
5. Matters pertaining to studio/labs/ teaching aids should be referred to Unit Pereka Seni (ext : 6510 / 6511)
6. Matters pertaining to machines/ hardware/ water/ electricity should be referred to Unit Kejuruteraan (ext: 6523)
7. Matters pertaining to network / servers / computers / LCDs should be referred to Unit Komputer dan Elektronik (ext: 6205 / 6206)
8. All machines/hardware/computers are not allowed to be taken out from the studio/lab without the permission of the craftsman/Technician on duty .
9. Changes are subjected to future amendments