FACULTY ASSET BORROWING AND MOVEMENT GUIDELINES
FACULTY OF ARTIFICIAL INTELLIGENCE (FAI)

1. INTRODUCTION

All faculty assets and equipment, comprising ICT facilities, lab equipment, learning kits, as well as any other physical assets, are university property provided to support administrative, educational, talent development, and research activities at the Faculty of Artificial Intelligence (FAI). These guidelines are established to ensure that every faculty asset is managed responsibly, safely, and in compliance with the designated asset management procedures.

2. PURPOSE

These guidelines are formulated to regulate the use and movement of Faculty of Artificial Intelligence (FAI) assets. This is to ensure alignment with Teaching and Learning (PdP) and research requirements, as well as compliance with the Universiti Teknologi Malaysia (UTM) ICT Security Policy.

The purposes of these guidelines are to:

2.1 Ensure all faculty facilities, equipment, and assets are used prudently for authorized purposes only and to prevent any misuse of assets

2.2 Explain and enforce official asset movement procedures, including borrowing protocols for use both inside and outside the UTM campus premises.

2.3 Establish a systematic, safe, and orderly lab and asset management system to guarantee the long-term operational continuity of the equipment.

2.4 Instill a high sense of integrity, responsibility, and ethics among staff and students when handling faculty equipment, particularly for high-impact assets.

2.5 Streamline borrowing documentation processes in accordance with university asset management standards to facilitate monitoring and auditing.

3. SCOPE

These guidelines apply to all staff, students, and any individuals involved in the use, handling, or borrowing of assets belonging to the Faculty of Artificial Intelligence, whether for use within the university premises or for the movement of assets outside the UTM campus area.

4. ASSET BORROWING AND MOVEMENT GUIDELINES

To ensure organized management, every movement and borrowing of faculty assets must adhere to the following procedures

4.1 Application and Approval Procedure

- All asset borrowing applications must be notified in advance via email to **fai-it@utm.my** for coordination and record-keeping by the faculty asset management team.
- Each asset borrowing application must obtain approval from the **Deputy Dean (Research, Innovation and Development)** before any asset movement is permitted.
- **The maximum borrowing period for each asset is limited to seven (7) working days**. However, any request for an extension of the borrowing period must be notified earlier and is subject to re-approval.

4.2 Borrowing Categories and Form Procedures

Every movement of faculty assets must be recorded according to the following categories:

1. Borrowing Outside the UTM Campus:

    - Applicants must complete the **KEW.PA-6 form (Register of Movement of Fixed Property and Inventory)**.
    - Applicants must also complete the **KEW.PA-9A form (UTM Equipment Handover/Borrowing Form)** in two (2) copies.
    - One (1) copy of KEW.PA-9A must be submitted to the security guard at the UTM exit gate, while the other copy is kept for faculty records.

2. Borrowing Within the UTM Campus:

    - Applicants are only required to complete the **KEW.PA-6 form** as a record of asset movement within the campus.

4.3 Asset Collection and Return Process

Once official approval is obtained from the Deputy Dean (Research, Innovation and Development), the borrower must deal directly with the **Laboratory Manager** for the purpose of asset collection and return.

4.4 Borrowing Rules for Students

- **Application via Staff/Lecturer:** Any asset borrowing application by a student must be made through a responsible faculty staff, course lecturer, or student supervisor. Students are not allowed to submit applications directly to the faculty.
- **Liability:** The borrowing form can only be filled out by staff. If the item is used by a student, any damage or loss is under the full responsibility of the faculty staff, course lecturer, or supervisor who signed the form.
- **Application Channel:** All borrowing applications for student use must be sent by the faculty staff, course lecturer, or student supervisor via email to **fai-it@utm.my** for verification and recording purposes.

4.5 Safety Compliance

All equipment is subject to this procedure to ensure accurate inventory records and prevent the loss of faculty assets.

5. COMPLIANCE & DISCIPLINARY ACTION

5.1 Failure to comply with any provision in these guidelines may result in the party responsible for the asset borrowing (the signatory of the form) being issued a warning or facing other actions determined by the University disciplinary authority in accordance with the regulations currently in force.

5.2 The faculty reserves the right to take immediate action to avoid security risks, equipment damage, or operational disruptions in the event of a breach of these guidelines.

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