



Name: **Priya .V**
Institution: **Kongu Engineering College, India**

Ref. : UTP/CSD/SMO/VRAP/KEC/41/2021
Date : 15th January 2021

Dear student,

OFFER LETTER: UTP VIRTUAL RESEARCH ATTACHMENT PROGRAMME (VRAP)

We are pleased to inform that your application to participate in Universiti Teknologi PETRONAS Virtual Research Attachment Programme has been accepted.

Details of program are as follow:

Name of Supervisor : **AP Dr Mohd Haris Bin Md Khir**
Topic : **Development of 2 Axis MEMS Micro Actuator**
Course : **Electrical & Electronics Engineering**
Duration : **20 January 2021 – 19 March 2021**

This offer is subject to the following conditions:

1. Rules and work expectations.

- 1.1 While working remotely, students must adhere to all the terms and conditions.
- 1.2 Student may be eligible to work if their duties can be met through basic hardware and software agreed with Supervisor, they have proven to be trustworthy, disciplined, and self-motivated, and have been given permission by the institution.
- 1.3 Students must follow the work schedules provided to them, be sure to meet deadlines, uphold high-quality standards, and submit the requested reports.
- 1.4 Flexibility is allowed, but the students must agree to work set hours as much as possible, five days a week. Performance and progress will be measured weekly.
- 1.5 Tools will be made available by Supervisor to students for managing time and tasks, communicating, logging, and tracking projects, and accessing resources.

2. Communication.

- 2.1 Students are to be online and accessible during agreed time set by Supervisor.
- 2.2 Any correspondence must be answered as per requested and tools for communicating with team on projects shall be decided earlier with Supervisor.
- 2.3 Meetings shall be scheduled for at least once a week. Times are to be discussed and agreed upon between the Supervisor and student.

3. Insurance and liability.

- 3.1 Students are advised to choose a safe and secure location to work from, and to maintain high levels of safety.
- 3.2 UTP is not liable for injuries suffered in the pre-defined workspace during work hours.

4. Intellectual Property Right

- 4.1 UTP asserts and claims the right, title and/or interest to all Intellectual Property created by Students during VRAP as detailed out in **UTP Intellectual Property and Commercialisation Policy**.

5. Security and confidentiality.

- 5.1 Upon start, securing data and research information should be students' utmost concern. Any breaches in security protocol will lead to strict and swift disciplinary action.
- 5.2 Information and documents furnished to UTP must be true and correct.
- 5.3 Students shall not disclose, divulge, and make public, for whatever purpose or reason any information received from UTP, without specific written permission from UTP. "Confidential Information" shall mean any and all information, data, design, memoranda, models, prototypes, and/or other material whether of scientific, technical, commercial, financial or other nature, furnished to or obtained by the students from UTP, in written, oral or other tangible form clearly marked or designated as "Confidential" or orally or visually obtained during VRAP.

6. Cancellation of Offer

- 6.1 UTP reserves the rights to withdraw the offer in the event:
 - a. Any information/document(s) furnished to UTP was found to be untrue.
 - b. Student fail to meet programme requirements, terms, and conditions.

This offer is made subject to you being given approval by your Institution and been accepted by UTP researchers to supervise you with the agreed topic.

Please confirm your acceptance by fill in the online acceptance form provided in your email by **22nd January 2021**. If we do not receive reply from you by then, this offer will be automatically considered void.

Thank you.

Yours sincerely,



Assoc Prof Dr Nurlidia Bt Mansor
Senior Director
Centre for Student Development
Universiti Teknologi PETRONAS