

Briefing Session

OPERATIONAL MANAGEMENT OF RESEARCH EQUIPMENT WITH SUBSIDY UNIVERSITI MALAYA

13th October 2026



UNIVERSITI
MALAYA

Faculty of Dentistry



What is POPPS?

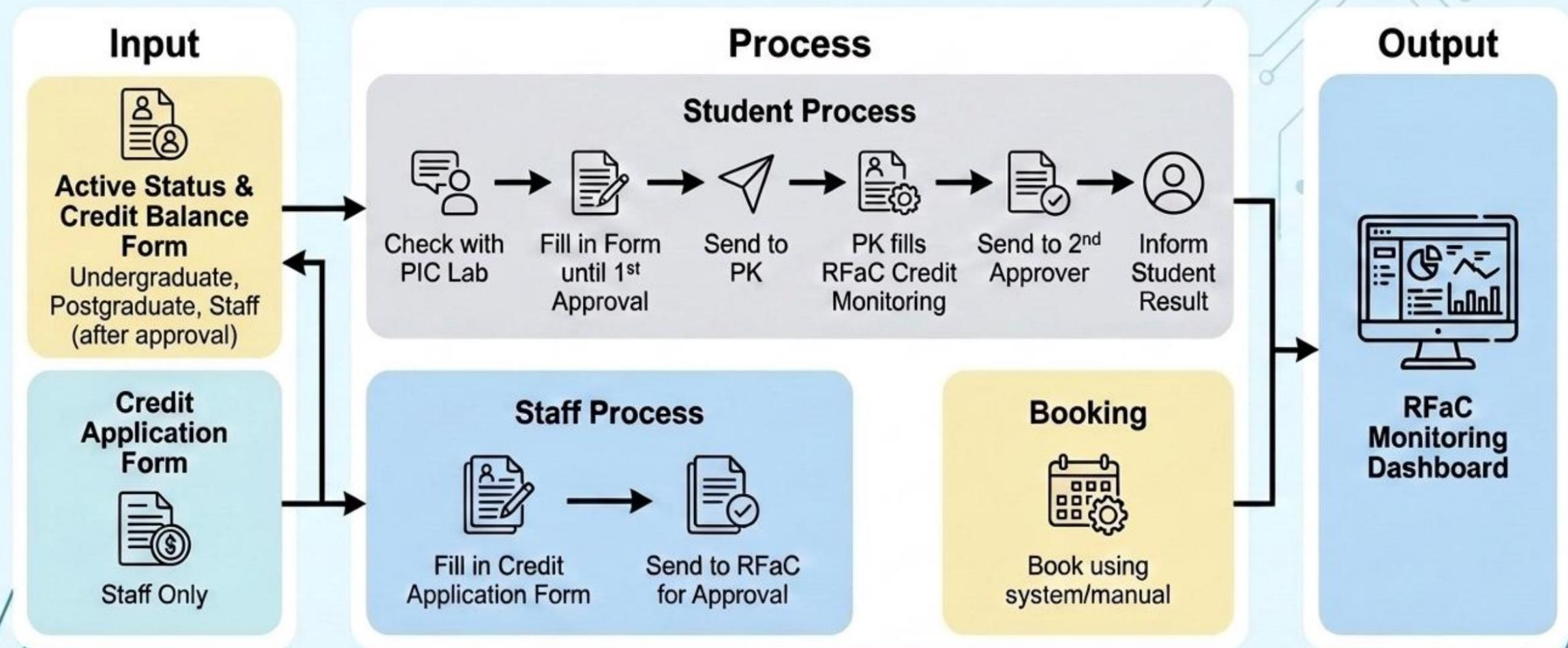
- Resource Optimization: Optimises asset utilisation and promotes free-of-charge sharing of university research equipment.
- Subsidy Allocation: Provided as credit points that are deducted based on standard equipment usage charges.

Credit Officer



- 1) Makmal CMBRL: Pn. Junaida @ Maimunah Hassan Basari – junaida@um.edu.my
- 2) Makmal BUARL: En. Mohd Anuar Zainon – the_nva@um.edu.my
- 3) Makmal RDL & BRL: En. Muhammad Firdaus Badrul Khair – firdausbk@um.edu.my
- 4) Makmal TCRL & RSRL: Pn. Nurul Khairyah Abas – nurulkhabas@um.edu.my

RFaC Credit Monitoring Dashboard Ecosystem 2026



Data is channeled in **REAL-TIME**.

Enables PK PTJ to check current applicant balances transparently and accurately.

Topic 4: Credit Eligibility Limit Matrix

Undergraduate

RM 500



Frequency:
Once (throughout studies)



Approver 1:
Supervisor



Approver 2:
Deputy Dean /
Head of
Department

Postgraduate (Coursework)

RM 1,000



Frequency:
Once (throughout studies)



Approver 1:
Supervisor



Approver 2:
Deputy Dean /
Head of
Department

Postgraduate (Research)

RM 3,000 / year



Frequency:
Maximum 3 times
(must exhaust
previous credit)



Approver 1:
Supervisor



Approver 2:
Deputy Dean /
Head of
Department

Staff (UM)

RM 3,000 / year



Frequency:
Once a year



Approver 1:
Head of
Department



Approver 2:
Dean / Director

Topic 5: Ecosystem Conditions & Credit Control

Core Eligibility

Must have active status for the current year. Staff must have registered projects or justification as a junior researcher without grants.



No Manual Adjustments

Manual credit balance adjustments are prohibited (except with special discretion of the involved lab). All transactions recorded for audit.



Kredit
POPPS



Non-Transferable

Credits cannot be carried forward to the next semester/year and are strictly forbidden from being transferred to other researchers.



Financial Responsibility

If subsidized credit is exhausted, users must pay additional analysis costs using current service charge rates.

Topic 8: Spectrum of Misuse Penalties



MAJOR OFFENSES

Authority: Punishment executed at the RFaC level.

Consequence: Credit allocation canceled immediately.

Violation Types:

- Manipulation or falsification of system records.
- False declaration of application information.
- Using credit for personal use / outside research scope.



MINOR OFFENSES

Authority: Punishment executed at the PTJ (Lab) level.

Consequence: Suspension of use, credit balance deduction, or fine charges.

Violation Types:

- Using capacity beyond approved balance.
- Violating lab SOPs (e.g., out-of-specification samples).
- Not attending booked sessions without prior notice (No-show).

Step 1: Form Completion & Planning

For Students & Researchers



Must fill out the Active Status & Credit Balance Form.



Critical Action: Plan experiments carefully. Determine equipment suitability by asking the Lab Person In Charge (PIC) first before applying.

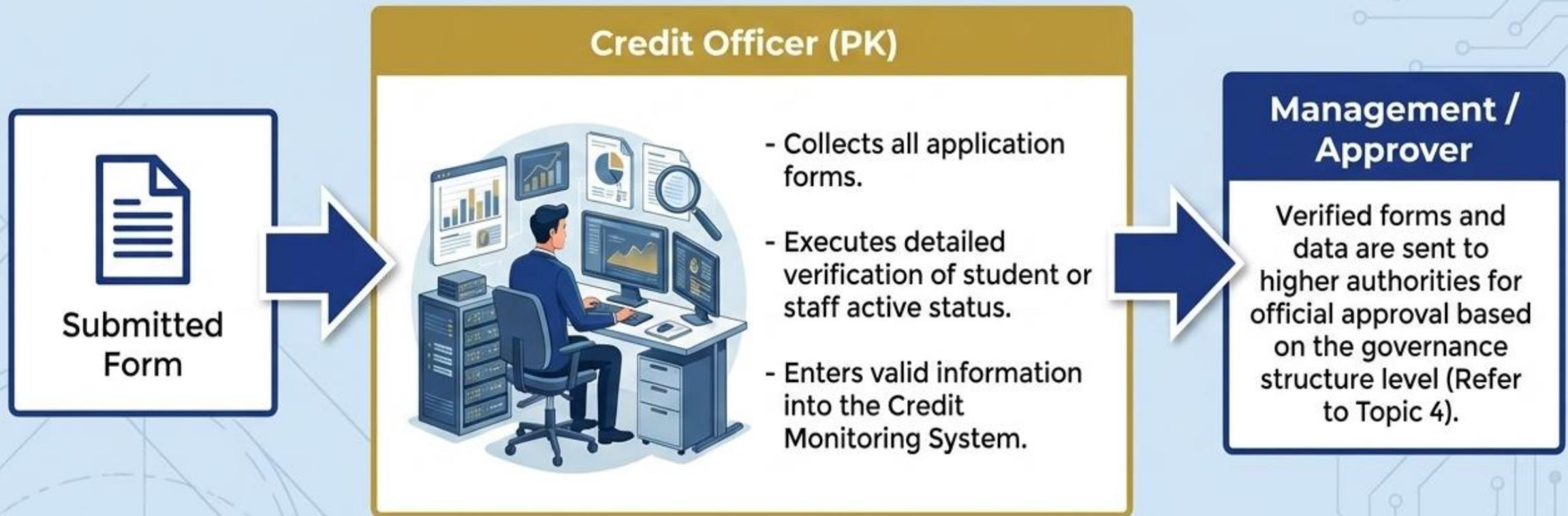
For Staff (UM)



Must fill out the Credit Application Form for research projects.

Note: Thorough preparation and planning at this phase is crucial to prevent form rejection by the Review Committee.

Step 2: Collection & Verification by Credit Officer (PK)



Step 3: Approval & Handover of Copy of Proof



System Verification

Once official approval is obtained, the Credit Officer (PK) will complete and update final data in the Credit Monitoring System.



Written Proof / "Use as Proof of Payment"

- ✓ **Most Critical Action:** PK hands over one copy (physical or digital) of the Active Status Form back to the user.
- ✓ This copy acts as conclusive written proof. Users **MUST** present this form to the lab PIC as a valid guarantee that their credit balance is sufficient.

Step 4: Equipment Booking for Operations



Received
Approval
Passport



Official Booking (System)

Users log in and book equipment time slots officially using the University's booking portal system (UMPOINT).



Manual Booking

Users physically go to the lab and submit the approval document to the lab PIC on the pre-planned date and slot.



Warning: Rule violations at this stage, such as absence during booked slots (No-Show), will incur a Minor Penalty of credit deduction.

Operational Cycle: Submission & Approval

Submission Cycle

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	☐	☐	☒	☐	☐	☐	☐
Week 2	☐	☐	☐	☐	☐	☐	☐
Week 3	☐	☐	☒	☐	☐	☐	☐
Week 4	☐	☐	☐	☐	☐	☐	☐

Submission of Credit Application Forms
to RFaC is done **twice a month**.

Approval Timeline

3 WORKING DAYS



The approval process by RFaC will be
completed within a period of **3 working days**
after receiving the form.

Submission to Credit Officer FOD

- Once a month : **Week 4 (Monday - Friday)**
 - Approval Timeline : **5 – 10 working days**
- *Approval from Credit Officer & Deputy Dean (Research & Innovation)/Dean)