

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 2(42)

24 April 2014  
24 Jamadil Akhir 1435

## PEKELILING PENTADBIRAN BIL. 12/2014

### **PENSTRUKTURAN UTM INTERNATIONAL DAN PENGGABUNGAN PUSAT PELAJAR ANTARABANGSA (ISC) DAN UTM INTERNATIONAL**

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 4/2014 bertarikh 23 Februari 2014 telah bersetuju dengan struktur baharu UTM International di bawah Pejabat Canseleri. Penstrukturan baharu ini akan melibatkan perkara berikut:

- (i) Penjumudan jawatan *Global Alliance Manager*;
- (ii) Pewujudan *Director (Global Education)* dan *Director (Relations)*;
- (iii) Pewujudan *Deputy Director (Global Education)* dan *Deputy Director (Relations)*;
- (iv) Penggabungan dengan Pusat Pelajar Antarabangsa (ISC) yang dahulunya di bawah Pejabat Hal Ehwal Mahasiswa & Alumni; dan
- (v) Pewujudan jawatan *UTM International Fellows*.

2. Tujuan penstrukturan semula ini adalah untuk memperkasa fungsi dan jenama UTM di peringkat nasional dan antarabangsa serta meningkatkan kualiti dan keberkesanan aktiviti dan program pengantarabangsaan.

3. Peranan dan tanggungjawab asal **UTM International** adalah seperti berikut:

- (i) Menjaga hal ehwal pelajar dan staf antarabangsa;
- (ii) Merancang dan menguruskan perhubungan di antara UTM dengan universiti-universiti di luar negara;
- (iii) Menguruskan perkara-perkara yang berkaitan dengan hal ehwal antarabangsa termasuk menaikkan imej UTM di arena global.

4. UTM International juga akan terus melaksanakan fungsi asal dengan penambahan berikut:
- (i) Membangun dan melaksanakan strategi pengantarabangsaan Universiti melalui Pelan Global UTM;
  - (ii) Mengukuhkan reputasi global dan mempromosikan jenama UTM di peringkat antarabangsa;
  - (iii) Memacu hubungan dan kerjasama akademik dan penyelidikan antara UTM dan institusi antarabangsa;
  - (iv) Menggalakkan pengalaman global kepada pelajar dan staf melalui program mobiliti antarabangsa;
  - (v) Membantu pengambilan staf antarabangsa dan pelajar yang pelbagai dan berkualiti tinggi;
  - (vi) Mengantarabangsakan program akademik dan penyelidikan;
  - (vii) Membina reputasi global UTM dan membantu *brand* UTM dikomunikasikan dengan efektif di peringkat antarabangsa;
  - (viii) Memberi perkhidmatan hal-hal imigresen kepada mahasiswa antarabangsa dan tanggungan selaras dengan kepentingan Universiti dan Negara;
  - (ix) Mengurus aktiviti dan kebajikan pelajar antarabangsa; dan
  - (x) Memastikan penyediaan kemudahan, ameniti dan perkhidmatan bertaraf antarabangsa.
5. Sehubungan itu, semua staf diminta mengambil maklum mengenai perubahan ini dan segala urusan berkaitan seperti yang dinyatakan di atas hendaklah dimajukan ke **UTM International** berkuat kuasa dari tarikh pekeliling ini dikeluarkan. Alamat surat-menyurat dan lokasi UTM International di UTM Johor Bahru dan UTM Kuala Lumpur adalah seperti berikut:

**UTM Johor Bahru:**

UTM International

Aras Bawah, Bangunan Sekolah Pengajian Siswazah (F54)

Universiti Teknologi Malaysia Johor Bahru

81310 Skudai, Johor

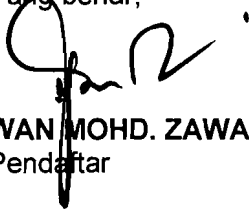
**UTM Kuala Lumpur:**

UTM International  
Tingkat 8, Menara Razak  
Universiti Teknologi Malaysia  
Jalan Semarak 54100  
Kuala Lumpur

Sekian dimaklumkan, terima kasih.

**“Berkhidmat untuk Negara kerana Allah”**

Yang benar,



**WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN**  
Pendaftar

- s.k.
- YBhg Naib Canselor
  - YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)
  - YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)
  - YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
  - YBhg Timbalan Naib Canselor (Pembangunan)
  - Pengarah Kampus UTM Kuala Lumpur
  - Pegawai-pegawai Kanan/ Dekan / Pengarah

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## ADMINISTRATIVE CIRCULAR NO. 12/2014

### RESTRUCTURING OF UTM INTERNATIONAL AND MERGER OF THE INTERNATIONAL STUDENT CENTRE (ISC) WITH UTM INTERNATIONAL

Please be informed that the University Management Committee Meeting No. 4/2014 dated 23 February 2014 has endorsed the new UTM International structure under the Office of the Chancellery. The revised structure will involve the following:

- (i) Nullification of the Global Alliance Manager position;
  - (ii) Inception of the Director (Global Education) and Director (Relations) positions;
  - (iii) Inception of the Deputy Director (Global Education) and Deputy Director (Relations) positions;
  - (iv) merger with the International Student Centre (ISC) formerly under the Office of Student Affairs and Alumni; and
  - (v) Inception of the UTM International Fellows position.
2. The purpose of this restructuring is to empower the functions and branding of UTM, both nationally and internationally, as well as enhance the quality and effectiveness of internationalization activities and programmes.
3. The initial roles and responsibilities of UTM International are as follows:
- (i) Provide assistance and advice to international students and staff;
  - (ii) Plan and manage affiliations between UTM and universities abroad;
  - (iii) Manage matters related to international affairs, including enhancing the image of UTM globally.
4. Following the restructuring, UTM International will continue to perform its initial functions with the following addendum:
- (i) Develop and implement strategies for the internationalization of the University through the UTM Global Plan;

- (ii) Consolidate UTM's global reputation and promote UTM brand internationally;
- (iii) Stimulate academic and research partnerships and collaborations between UTM and international institutions;
- (iv) Promote global experience among students and staff through international mobility programs;
- (v) Assist in the recruitment of diverse and high quality international staff and students;
- (vi) Internationalization of academic programs and research;
- (vii) Develop UTM's global reputation and assist in the effective dissemination of information pertaining to UTM brand at the international level;
- (viii) Provide services pertaining to immigration related matters to international students and their dependants, in accordance with the interest of the University and Nation;
- (ix) Manage the activities and welfare of international students; and
- (x) Ensure the provision of facilities, amenities and services of international standards.

5. Accordingly, all members of staff are to take note of this change and any matters pertaining to the above shall be forwarded to the Office of UTM International with effect from the date of this circular. The mailing address of UTM International at UTM Johor Bahru and UTM Kuala Lumpur are as follows:

**UTM Johor Bahru:**

UTM International  
Ground Floor, School of Graduate Studies (F54)  
Universiti Teknologi Malaysia Johor Bahru  
81310 Skudai, Johor

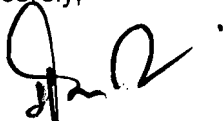
**UTM Kuala Lumpur:**

UTM International  
Level 8, Menara Razak  
Universiti Teknologi Malaysia  
Jalan Semarak 54100  
Kuala Lumpur

Thank you.

**“Berkhidmat untuk Negara kerana Allah”**

Sincerely,



**WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN**  
Registrar

- c.c. - Vice-Chancellor  
- Deputy Vice-Chancellor (Research & Innovation)  
- Deputy Vice-Chancellor (Development)  
- Deputy Vice-Chancellor (Academic & International)  
- Deputy Vice-Chancellor (Student Affairs & Alumni)  
- Director of UTM Kuala Lumpur Campus  
- Senior Officers / Deans / Directors