

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 2(44)

28 April 2014
28 Jamadil Akhir 1435

PEKELILING PENTADBIRAN BIL. 14 /2014

PEMERKASAAN BAHAGIAN PENGURUSAN AKADEMIK, UNIT PENGAMBILAN DAN UNIT PENGURUSAN AKADEMIK SEKOLAH PENGAJIAN SISWAZAH SERTA UNIT PEMASARAN UNIVERSITI SEBAGAI ENTITI BAHARU PEJABAT PENDAFTAR AKADEMIK UTM (UTM ACADEMIC REGISTRAR OFFICE) (UTM ARO)

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil.2/2014 bertarikh 26 Januari 2014 telah bersetuju dengan pemusatan pengurusan akademik melalui pemerksaan Bahagian Pengurusan Akademik, Unit Pengambilan dan Unit Pengurusan Akademik Sekolah Pengajian Siswazah serta Unit Pemasaran Universiti sebagai entiti baharu **Pejabat Pendaftar Akademik UTM (UTM Academic Registrar Office) (UTM ARO)**.

2. Tujuan penubuhan **UTM ARO** adalah untuk meningkatkan kualiti dan keberkesanan pengurusan akademik mahasiswa secara berpusat di samping aktiviti rekrutmen mahasiswa yang lebih efisien dapat dilaksanakan. **UTM ARO** terdiri daripada dua bahagian iaitu Bahagian Rekrutmen & Kemasukan (*Student Recruitment & Admission Division* atau singkatannya **SRAD**) dan Bahagian Pengurusan Akademik (*Academic Management Division* atau singkatannya **AMD**) dan diletakkan di bawah **Pejabat Timbalan Naib Canselor (Akademik dan Antarabangsa)**. Pusat pentadbiran **UTM ARO** terletak di **Bangunan Akademik (Blok F54)**. Sebahagian besar **AMD** masih beroperasi di **Bangunan Canseleri Sultan Ibrahim (BCSI)** kerana menunggu ruang di **Blok F54**.

3. Peranan dan tanggungjawab utama **UTM ARO** adalah seperti berikut:

- 3.1 Pengurusan Senat;
- 3.2 Perancangan aktiviti pemasaran program akademik;
- 3.3 Pengurusan pengambilan mahasiswa prasiswazah, pascasiswazah Perdana/Program Luar (Pesisir) dan Program Khas

- 3.4 Pengurusan VDR (Visa Dengan Rujukan) mahasiswa baharu;
- 3.5 Pendaftaran mahasiswa baharu;
- 3.6 Pengurusan akademik, maklumat dan rekod mahasiswa peringkat prasiswazah dan pascasiswazah sepenuh masa;
- 3.7 Pengurusan Peperiksaan;
- 3.8 Pengurusan Pengijazahan;
- 3.9 Pengeluaran transkrip dan sijil;
- 3.10 Pengurusan Konvokesyen; dan
- 3.11 Pentadbiran dan kualiti;

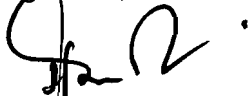
4. Universiti juga telah bersetuju melantik **YBhg Prof. Madya Dr Othman bin Che Puan** sebagai **Pengarah SRAD** dan **Cik Hajjah Najmah binti Shamsuddin** sebagai **Pengarah AMD** bermula dari tarikh penubuhannya pada 1 Mac 2014.

5. Sehubungan itu, semua staf diminta mengambil maklum mengenai perubahan ini dan segala urusan berkaitan seperti yang dinyatakan di atas hendaklah dimajukan kepada SRAD di Blok F54 dan AMD di BCSI berkuat kuasa dari tarikh pekeliling ini dikeluarkan.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN

Pendatar

- 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. 14 /2014

CONSOLIDATION OF THE ACADEMIC MANAGEMENT DIVISION, ADMISSION UNIT AND ACADEMIC MANAGEMENT UNIT OF THE SCHOOL OF GRADUATE STUDIES WITH THE UNIVERSITY MARKETING UNIT AS A NEW ENTITY: UTM ACADEMIC REGISTRAR OFFICE (UTM ARO)

Please be informed that the University Management Committee Meeting No.2/2014 dated 26 January 2014 has made the decision to centralise academic management through the consolidation of the Academic Management Division, Admission Unit and the Record Management & Academic Unit of the School of Graduate Studies with the University Marketing Unit as a new entity known as **UTM Academic Registrar Office (UTM ARO)**.

2. The objective for the establishment of **UTM ARO** is to enhance the quality and effectiveness of student academic management achieved through centralisation. In addition, more efficient student recruitment activities could also be implemented. UTM ARO comprises two divisions, namely, Student Recruitment & Admission Division (SRAD) and Academic Management Division (AMD), positioned under the Office of the Deputy Vice-Chancellor (Academic and International). ARO UTM administrative centre is located at the **Block F54** Academic Building. Nevertheless, **most AMD activities are still operating at the Sultan Ibrahim Chancellery Building (BCSI) while waiting for the availability of space at Block F54.**

3. The roles and responsibilities of **UTM ARO** are as follows:

- 3.1 Management of Senate;
- 3.2 Planning academic programme marketing activities;
- 3.3 Management of student intake at both undergraduate and graduate (mainstream/offshore/special programmes) levels.

- 3.4 Management of VDR (Visa with Reference) for newly enrolled students;
- 3.5 Registration of newly enrolled students;
- 3.6 Management of full-time undergraduate and graduate students' academics, information and records;
- 3.7 Management of Examinations;
- 3.8 Management of Degree Conferment;
- 3.9 Issuance of Transcripts and Certificates;
- 3.10 Management of Convocation; and
- 3.11 Administration and Quality.

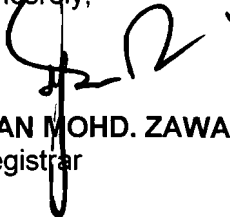
4. The University has also endorsed the appointment of **Assoc. Prof. Dr. Othman bin Che Puan** as the **SRAD Director** and **Ms. Hajjah Najmah binti Shamsuddin** as the **AMD Director** commencing March 1, 2014.

5. Hence, all staff members are requested to take note of this change and any matters pertaining to the above matter shall be forwarded to SRAD at Block F54 and AMD at BCSI, with effect from the date of this circular.

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