

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.3(19)

6 Oktober 2015
22 Zulhijjah 1436H

PEKELILING PENTADBIRAN BIL. 24/2015

PENSTRUKTURAN SEMULA PEJABAT PENGAJIAN PRASISWAZAH (UGS)

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 9/2014 bertarikh 21 Mei 2014 dan Mesyuarat Senat Bil. 09/2014/2015 bertarikh 18 Februari 2015 telah bersetuju dengan penstrukturan semula Pejabat Pengajian Prasiswazah (UGS). Penstrukturan semula ini melibatkan perkara-perkara berikut:

- i) Penamaan semula Pusat Kursus Umum & Ko-kurikulum (CGCC), UTM Johor Bahru kepada **Pusat Kursus Ko-kurikulum & Pembelajaran Servis (*Centre for Co-curriculum Courses & Service Learning - CCSL*)** dan diletakkan di bawah Pejabat Pengajian Prasiswazah;
- ii) Penubuhan **Pusat Pembangunan Akademik (*Academic Development Centre – ADC*)** bertujuan untuk menerajui pembangunan dan penambahbaikan kurikulum pengajian program prasiswazah serta memantapkan aktiviti pembangunan akademik pelajar.

2. CCSL akan diketuai oleh Timbalan Dekan (Kursus Ko-kurikulum & Pembelajaran Servis) manakala ADC akan diketuai oleh Timbalan Dekan (Pembangunan Akademik) bermula dari tarikh kelulusan Senat. Kedua-dua Timbalan Dekan ini adalah bertanggungjawab kepada Dekan Pengajian Prasiswazah.

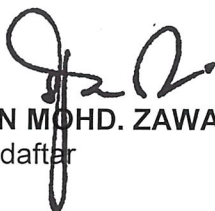
3. Sehubungan itu, semua staf diminta mengambil maklum mengenai perubahan ini dan segala urusan berkaitan seperti yang dinyatakan di atas hendaklah dimajukan ke Pejabat Pengajian Prasiswazah (UGS) berkuat kuasa dari tarikh pekeliling ini dikeluarkan. Alamat surat-menyurat UGS adalah seperti berikut:

Pejabat Pengajian Prasiswazah
Aras 2, Blok R02, Rumah Universiti
Universiti Teknologi Malaysia
81310 Johor Bahru.

Sekian, 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. 24/2015

RESTRUCTURING OF THE OFFICE OF UNDERGRADUATE STUDIES (UGS)

Please be informed that the University Management Meeting No. 9/2014 dated 21 May 2014 and the Senate Meeting No. 09/2014/2015 dated 18 February 2015 have endorsed the restructuring of the Office of Undergraduate Studies (UGS). The restructuring exercise involves the following:

- i) Rebranding of the Centre for General Courses and Co-Curriculum (CGCC), UTM Johor Bahru to the **Centre for Co-curriculum Courses & Service Learning – CCSL**, placed under the Office of Undergraduate Studies.
- ii) Establishment of the **Academic Development Centre – ADC**, which aims to drive the development and enhancement of the curriculum of undergraduate programs and consolidate student academic development activities.

2. CCSL will be led by the Deputy Dean (**Co-curriculum Courses & Service Learning**), while ADC will be led by the Deputy Dean (**Academic Development**), both effective from the date of endorsement of the Senate. Both Deputy Deans are responsible to the Dean of Undergraduate Studies.

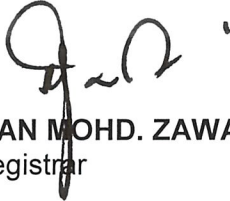
3. Thus, all staff members are requested to take note of this change, and all matters related to the above are to be forwarded to the Office of Undergraduate Studies (UGS) effective from the date of this circular. The correspondence address of UGS is as follows:

Office of Undergraduate Studies
Level 2, Block R02, Rumah Universiti
Universiti Teknologi Malaysia
81310 Johor Bahru.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

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