

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 5 (8)

21 Januari 2018
4 Jamadilawal 1439

PEKELILING PENTADBIRAN BIL. 3/2018

PENSTRUKTURAN SEMULA UTM INTERNATIONAL (UTMi) UNIVERSITI TEKNOLOGI MALAYSIA

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 22/2017 bertarikh 10 Oktober 2017 telah meluluskan cadangan struktur baharu UTM International (UTMi) di bawah Pejabat Canseleri.

2. Penstrukturan semula ini bertujuan untuk memperkasa fungsi UTMi sebagai pusat sehati dalam pengurusan hal ehwal antarabangsa, selain meningkatkan keterlihatan global UTM serta kualiti dan keberkesanan aktiviti dan program pengantarabangsaan. Penstrukturan baharu ini melibatkan perkara berikut:

- (i) **Penyusunan semula skop dan tanggungjawab di bawah empat (4) bahagian utama iaitu *Global Strategy & Engagement Division (GSE)*, *Student Services & Global Education (SGE)*, *Corporate Services (CS)* dan UTMi Cawangan Kuala Lumpur.**
- (ii) **Semua bahagian diketuai oleh Timbalan Pengarah atau Timbalan Pendaftar. Manakala, jawatan Pengarah sebelum ini dijumlahkan.**
- (iii) **Bahagian *International Student Centre (ISC)* telah dinamakan sebagai Unit *International Student Scholar Services (3S)* bertanggungjawab dalam pengurusan visa dan pas bagi pelajar serta staf antarabangsa serta tanggungan.**

3. Selain itu, fungsi tambahan yang dilaksanakan oleh UTMi adalah:

- (i) Menguruskan permohonan *Visa Approval Letter* (VAL) bagi kemasukan pelajar;
- (ii) Menguruskan pas dan visa bagi staf antarabangsa dan tanggungan; dan
- (iii) Menjaga kebajikan staf antarabangsa

4. Secara kesimpulan, penjenamaan baharu ini adalah seperti berikut:

Penamaan Asal	Penamaan Baharu	Ketua	Unit
<i>Relations division</i>	<i>Global Strategy & Engagement Division (GSE)</i>	Timbalan Pengarah	i. Unit <i>Partnership</i> ii. Unit <i>Alliance / Network</i> iii. Unit <i>Global Strategy</i>
<i>Global Education division</i> <i>International Student Centre</i>	<i>Student Services & Global Education Experience (SGE)</i>	Timbalan Pengarah	i. Unit <i>Students & Scholars Services (3S)</i> ii. Unit <i>Mobiliti</i> iii. Unit <i>Student Experience</i>
<i>Administrative division</i>	<i>Corporate Services Division (CS)</i>	Timbalan Pendaftar	-
UTMi Cawangan KL	<i>Kekal sama</i>	Timbalan Pengarah	-

5. Sehubungan dengan itu, seluruh warga Universiti adalah diminta mengambil maklum mengenai perubahan ini dan segala urusan berkaitan hendaklah dimajukan ke UTMi berkuat kuasa dari tarikh pekeliling ini dikeluarkan. Alamat surat-menyurat dan lokasi UTMi di UTM Johor Bahru dan UTM Kuala Lumpur adalah seperti berikut:

UTM Johor Bahru:

UTM International
Blok S19
Universiti Teknologi Malaysia Johor Bahru
81310 Skudai, Johor

UTM Kuala Lumpur:

UTM International
Tingkat 8, Menara Razak
Universiti Teknologi Malaysia
Jalan Sultan Yahya Petra
54100 Kuala Lumpur

Sekian, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)

Pendaftar

- s.k. - Naib Canselor
- Timbalan Naib Canselor (Pembangunan)
 - Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan-Kampus Pagoh
 - Pegawai-pegawai Kanan/Dekan/Pengarah

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 5 (8)

21 January 2018
4 Jamadilawal 1439

ADMINISTRATIVE CIRCULAR NO. 3/2018

RESTRUCTURING OF UTM INTERNATIONAL (UTMi) UNIVERSITI TEKNOLOGI MALAYSIA

Please be informed that the University Management Committee Meeting No. 22/2017 dated 10 October 2017 has endorsed the proposed restructuring of UTM International (UTMi) under the Chancellery.

2. The restructuring is aimed at empowering the function of UTMi as a one-stop centre for the management of international affairs, in addition to enhancing UTM's global visibility as well as the quality and effectiveness of internationalisation programs and activities. This new restructuring involves the following:

- (i) **Restructuring of the scope and responsibility under four (4) key areas, namely, Global Strategy & Engagement Division (GSE), Student Services & Global Education (SGE), Corporate Services (CS) and UTMi Kuala Lumpur Branch.**
- (ii) **All divisions are led by a Deputy Director or Deputy Registrar, while the previous Director's position is made obsolete.**
- (iii) **The International Student Centre (ISC) Division is rebranded as the International Student & Scholar Services (3S) Unit, responsible for the management of visas and passes for international students as well as for international staff and their dependents**

3. Furthermore, additional functions of UTMi will be as follows:

- (i) Manage *Visa Approval Letter (VAL)* applications for student entry;
- (ii) Manage passes and visas for international staff and their dependents; and
- (iii) Oversee the welfare of international staff.

4. In summary, the new restructuring exercise takes effect as follows:

Original Designation Title	New Designation Title	Head	Unit
Relations Division	Global Strategy & Engagement Division (GSE)	Deputy Director	i. Partnership Unit ii. Alliance / Network Unit iii. Global Strategy Unit
Global Education Division International Student Centre	Student Services & Global Education Experience (SGE)	Deputy Director	i. Student & Scholar Services (3S) Unit ii. Mobility Unit iii. Student Experience Unit
Administrative Division	Corporate Services Division (CS)	Deputy Registrar	-
UTMi KL Branch	Remain as is	Deputy Director	-

5. Hence, the entire University community is advised to take note of this change and all relevant matters shall be forwarded to UTMi effective from the date of this circular. The mailing addresses and locations of UTMi at UTM Johor Bahru and UTM Kuala Lumpur are as follows:

UTM Johor Bahru:

UTM International
Block S19
Universiti Teknologi Malaysia Johor Bahru
81310 Skudai, Johor

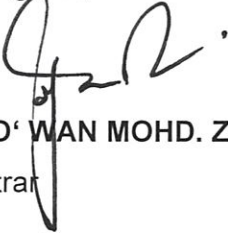
UTM Kuala Lumpur:

UTM International
Level 8, Menara Razak
Universiti Teknologi Malaysia
Jalan Sultan Yahya Petra
54100 Kuala Lumpur

Thank you.

“Berkhidmat untuk Negara kerana Allah”

Best regards,



(DATO' WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN)

Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Development)
 - Deputy Vice-Chancellor (Research and Innovation)
 - Deputy Vice-Chancellor (Academic and International)
 - Deputy Vice-Chancellor (Student Affairs)
 - Pro-Vice-Chancellor (UTM Kuala Lumpur Campus)
 - Director, Research Centre, UTM-Pagoh Education Hub
 - Senior Officers/Deans/Directors