

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 5 (9)

21 Januari 2018
4 Jamadilawal 1439

PEKELILING PENTADBIRAN BIL. 4/2018

PENSTRUKTURAN SEMULA SEKOLAH PENGAJIAN SISWAZAH (SPS) UNIVERSITI TEKNOLOGI MALAYSIA

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 25/2017 bertarikh 21 November 2017 telah meluluskan cadangan Sekolah Pengajian Siswazah (SPS) di bawah Pejabat Timbalan Naib Canselor (Akademik dan Antarabangsa).

2. Penstrukturan ini bertujuan untuk memperkasa, meminda fungsi serta menstruktur semula SPS dengan melibatkan perkara berikut:

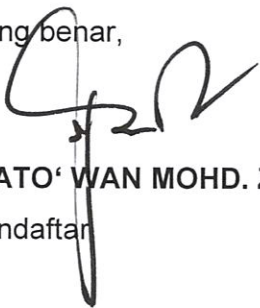
- (i) **Penjenamaan bahagian baharu iaitu Bahagian Program Pesisir & Khas** yang diketuai oleh Timbalan Dekan melalui dua (2) unit iaitu:
 - a. **Unit Pesisir** akan diambil alih dari Bahagian Rekrutmen dan Kemasukan (SRAD) yang mana ia melibatkan pengurusan keseluruhan Program Pesisir.
 - b. **Unit Program Khas** akan melibatkan pengurusan program khas iaitu pembangunan Program *Transnational Education (TNE)* dan Program '*Remote Supervision*'.
- (ii) **Penjenamaan semula Bahagian Pembangunan Sistem & Profesional** yang diketuai oleh Timbalan Dekan melalui (2) unit iaitu:
 - a. **Unit Pembangunan Profesional Pelajar & Penyelia** terlibat dalam pengurusan pembangunan pelajar dan penyelia yang merangkumi aktiviti berbentuk akademik bagi pelajar pasca siswazah dan kursus bagi penyelia selain pemantauan pengurusan serta pembangunan akademik program pascasiswazah

- b. **Unit Teknologi Maklumat** terlibat dengan pembangunan sistem bagi urusan akademik pascasiswazah.
- (iii) **Pewujudan jawatan Timbalan Dekan di Sekolah Pengajian Siswazah (SPS) UTM Kuala Lumpur** selaras dengan pemeraksanaan fungsi SPS UTMKL di mana Timbalan Dekan akan dibantu oleh Pengurus Akademik SPS UTM Kuala Lumpur. Tanggungjawab SPS Kuala Lumpur akan diperkasakan terutama dalam pengurusan akademik dan program-program khas yang akan dirancang oleh Timbalan Dekan UTM Kuala Lumpur.
- (iv) **Penjumudan jawatan Pengurus Akademik (Biasiswa & Penyelidikan) dan Pengurus Akademik (Generik)**
3. Tiga (3) Timbalan Dekan akan bertanggungjawab kepada Dekan Sekolah Pengajian Siswazah (SPS) bermula dari tarikh pelantikan Timbalan Dekan berkenaan. Satu (1) Pengurus Akademik akan bertanggungjawab kepada Timbalan Dekan SPS UTM Kuala Lumpur.
4. Sehubungan dengan itu, seluruh warga Universiti adalah diminta untuk mengambil maklum mengenai perubahan ini. Untuk makluman, urusan surat menyurat adalah tidak berubah kecuali urusan berkenaan Program Pesisir yang mana ia akan diuruskan oleh Sekolah Pengajian Siswazah (SPS) berkuat kuasa dari tarikh pekeliling ini dikeluarkan.

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

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ADMINISTRATIVE CIRCULAR NO. 4/2018

RESTRUCTURING OF THE SCHOOL OF GRADUATE STUDIES (SPS) UNIVERSITI TEKNOLOGI MALAYSIA

Please be informed that the University Management Committee Meeting No. 25/2017 dated 21 November 2017 has endorsed the proposed restructuring of the School of Graduate Studies (SPS) under the office of the Deputy Vice-Chancellor (Academic and International).

2. The restructuring exercise is aimed at empowering and revising the functions as well as restructuring SPS, which involve the following:

- (i) **Branding of a new division, namely, the Offshore & Special Program Division** led by the Deputy Dean through two (2) units:
 - a. The **Offshore Unit** will be taken over from the Recruitment and Admission Division (SRAD) involving the overall management of the Offshore Program.
 - b. The **Special Program Unit** will involve the management of special programs, namely the development of the Transnational Education Program (TNE) and 'Remote Supervision' Program.

- (ii) **Rebranding the System & Professional Development Division** led by the Deputy Dean through (2) units:
 - a. The **Student & Supervisor Professional Development Unit** that is involved in the management of the development of students and supervisors, encompassing academic activities for postgraduate students and courses for supervisors, in addition to the monitoring and development of postgraduate academic programs.

b. The **Information Technology Unit** that is involved with the development of postgraduate academic systems.

(iii) Establishment of the post of Deputy Dean at the UTM Kuala Lumpur School of Graduate Studies (SPS) in line with empowering the function of SPS UTMKL, where the Deputy Dean will be assisted by the UTM Kuala Lumpur SPS Academic Manager. The responsibility of SPS UTM Kuala Lumpur will be strengthened primarily in academic management and special programs planned by the Deputy Dean of SPS UTM Kuala Lumpur.

(iv) Obsolescence of the Academic Manager (Scholarship & Research) and Academic Manager (Generic) posts.

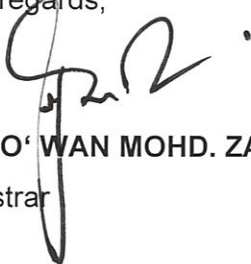
3. Three (3) Deputy Deans will be responsible to the Dean of the School of Graduate Studies (SPS) effective from the date of the appointment of the respective Deputy Deans. One (1) Academic Manager will be responsible to the Deputy Dean of SPS UTM Kuala Lumpur.

4. Hence, the entire University community is requested to take note of this change. Please note that the correspondence address remains unchanged except for matters pertaining to any Offshore Programs which will now be managed by the School of Graduate Studies (SPS) effective from the date of the issuance of this circular.

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