

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 6 (30)

9 Julai 2019
6 Zulkaedah 1440

PEKELILING PENTADBIRAN BIL. 20/2019

POLISI TADBIR URUS DOKUMEN POLISI UNIVERSITI TEKNOLOGI MALAYSIA

Sukacita dimaklumkan bahawa Mesyuarat Khas Lembaga Pengarah Universiti Bil. 2/2019 bertarikh 18 Jun 2019 telah bersetuju meluluskan Polisi Tadbir Urus Dokumen Polisi Universiti Teknologi Malaysia (UTM).

2. Polisi ini bertujuan bagi memastikan kawalan dan konsistensi dalam proses penyediaan, pemakaian, semakan, pindaan, pemansuhan, hebahan dan pengurusan Dokumen Polisi yang standard. Bagi menyokong kepada pelaksanaan polisi ini, satu Prosedur Tadbir Urus Dokumen Polisi perlu dibaca bersama untuk memperjelaskan tentang proses tersebut secara terperinci.

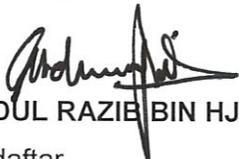
3. Sebagai rujukan, dilampirkan jadual yang menyatakan dengan jelas berkaitan definisi, peringkat kelulusan, senarai isi kandungan dan contoh bagi setiap dokumen.

4. Sehubungan dengan itu, seluruh warga universiti adalah diminta mengambil maklum mengenai Polisi Tadbir Urus Dokumen Polisi UTM. Polisi ini berkuat kuasa mulai tarikh pekeliling ini dikeluarkan. Maklumat lanjut berhubung polisi ini boleh dirujuk ke Seksyen Governan, Jabatan Pendaftar atau boleh dimuat turun melalui pautan <http://registrar.utm.my/governan/polisi/>.

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Saya yang menjalankan amanah,


(ABDUL RAZIE BIN HJ. SHAHEED)
Pendaftar

...2/-

- 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

**PERINCIAN DEFINISI KONSEP, DEFINISI OPERASI (OD), PERINGKAT KELULUSAN, CONTOH
SERTA ISI KANDUNGAN DASAR, POLISI, PROSEDUR DAN GARIS PANDUAN UTM**

KRITERIA	DASAR	POLISI	PROSEDUR	GARIS PANDUAN
DEFINISI KONSEP Mengikut Kamus Dewan bahasa dan Pustaka	Pendirian yang menjadi asas untuk segala tindakan (sikap, keputusan, polisi dll) yang menjadi bahagian terpenting sebagai asas	Rancangan tindakan yang telah dipersetujui secara rasmi sebagai asas untuk membuat atau melaksanakan sesuatu keputusan, dasar dan dokumen yang mengandungi kontrak.	Cara yang lazim untuk membuat sesuatu urusan, aturan atau cara bekerja atau melakukan sesuatu, tatacara; ia akan memastikan yang melakukan atau melaksanakan tugasnya dengan betul menurut peraturan	Panduan atau petunjuk-petunjuk yang perlu diikuti yang boleh dijadikan panduan atau pegangan.
DEFINISI OPERASI (O.D)	Pernyataan umum yang menjadi prinsip asas rujukan kepada semua polisi yang berkaitan sesuatu perkara bagi mencapai matlamat atau sasaran berpandukan Dasar Negara dan hala tuju UTM.	Pernyataan berkaitan prinsip utama dan hala tuju UTM berteraskan bidang tumpuan utama bagi mencapai matlamat atau sasaran selaras dengan pernyataan Dasar UTM.	Tatacara/proses/langkah-langkah pelaksanaan yang menjayakan polisi.	Pernyataan khusus apabila prosedur sedia ada tidak terpakai. Ia juga boleh merupakan amalan terbaik kepada sesuatu proses.
KELULUSAN	LEMBAGA PENGARAH UNIVERSITI	JAWATANKUASA PENGURUSAN UNIVERSITI / SENAT - Pemakluman LPU <i>*Perakuan JPU dan kelulusan LPU untuk Polisi yang berkaitan Kuasa LPU</i>	JAWATANKUASA DASAR DAN ENTITI UNIVERSITI (cadangan diwujudkan) - Pemakluman JPU	JAWATANKUASA PENGURUSAN UNIVERSITI / SENAT - Pemakluman LPU
CONTOH CADANGAN	Dasar UTM	- Polisi Tadbir Urus Dokumen Polisi - Polisi Pengajaran dan Pembelajaran; - Polisi Penyelidikan dan Inovasi; - Polisi Pengantarabangsaan; - Polisi Pembangunan Pelajar; - Polisi Persekitaran,	Polisi Tadbir Urus Dokumen Polisi - Prosedur Tadbir Urus Dokumen Polisi Polisi Pengajaran dan Pembelajaran - Prosedur Pengambilan Pelajar, - Prosedur Mobiliti Pelajar Outbound,	- Garis Panduan Amalan Pelaksanaan Ekosistem Kondusif Sektor Awam (EKSA)

		Keselamatan dan Kesehatan Pekerjaan;	<ul style="list-style-type: none"> - Prosedur Mobiliti Pelajar inbound, - Prosedur Penghantaran Tesis, - Prosedur Latihan Industri, <p>Polisi Penyelidikan dan Inovasi;</p> <ul style="list-style-type: none"> - Prosedur Pendaftaran Harta Intelek, - Prosedur Pengurusan Penyelidikan - Prosedur Penubuhan dan Pemantauan Syarikat Hiliran 	
ISI KANDUNGAN TEMPLAT	Kepala Dasar : Nama Dasar Nombor Dasar Diluluskan oleh Tarikh Kuatkuasa Pautan Rasmi PENGENALAN (latar belakang dasar) PERNYATAAN DASAR OBJEKTIF DASAR TERAS/PRINSIP DASAR STRATEGI KAWALAN VERSI DAN KRONOLOGI PERUBAHAN	Kepala Polisi: Nama Polisi Nombor Polisi Diluluskan oleh Tarikh Kuatkuasa Pautan Rasmi SEKSYEN 1 : PENGENALAN 1.1 TUJUAN 1.2 SKOP KUATKUASA PEMAKAIAN POLISI 1.3 DASAR DAN POLISI BERKAITAN 1.4 PRINSIP POLISI 1.5 DEFINISI 1.6 KONTEKS PERUNDANGAN SEKSYEN 2 : PERNYATAAN POLISI SEKSYEN 3 : PELAKSANA POLISI PUSAT TANGGUNG JAWAB BERKAITAN	Kepala Prosedur: Nama Prosedur Nombor Prosedur Diluluskan oleh Tarikh Kuatkuasa Pautan Rasmi SEKSYEN 1 : PENGENALAN 1.1 TUJUAN 1.2 SKOP 1.3 POLISI BERKAITAN 1.4 DEFINISI 1.5 KONTEKS PERUNDANGAN SEKSYEN 2 : PROSEDUR 2.1 KERANGKA PROSEDUR (Pilihan) 2.2 TANGGUNGJAWAB 2.3 KETERANGAN PROSES KERJA SEKSYEN 3 : PERANAN DAN TANGGUNGJAWAB PELAKSANA PROSEDUR 3.1 PUSAT TANGGUNGJAWAB BERKAITAN 3.2 PERANAN DAN TANGGUNGJAWAB PTJ	Kepala Garis Panduan: Nama Garis Panduan Nombor Garis Panduan Diluluskan oleh Tarikh Kuatkuasa Semakan Terakhir Pautan SEKSYEN 1 : PENGENALAN 1.1 TUJUAN 1.2 SKOP 1.3 POLISI/PROSEDUR BERKAITAN 1.4 DEFINISI 1.5 KONTEKS PERUNDANGAN SEKSYEN 2 : KETERANGAN PELAKSANAAN GARIS PANDUAN SEKSYEN 3 : TADBIR URUS 3.1 PEMILIK GARIS PANDUAN DAN PENGURUS DOKUMEN POLISI 3.2 TANGGUNGJAWAB 3.3 KAEDAH PEMANTAUAN DAN HEBAHAN 3.4 KAWALAN VERSI DAN KRONOLOGI PERUBAHAN

		<p>SEKSYEN 4 : TADBIR URUS 4.1 PEMILIK POLISI DAN PENGURUS DOKUMEN POLISI 4.2 KAEDAH PEMANTAUAN DAN HEBAHAN 4.3 KAWALAN VERSI DAN KRONOLOGI PERUBAHAN</p>	<p>SEKSYEN 4: TADBIR URUS 4.1 PEMILIK PROSEDUR DAN PENGURUS DOKUMEN POLISI 4.2 TANGGUNGJAWAB 4.3 KAEDAH PEMANTAUAN DAN HEBAHAN 4.4 KAWALAN VERSI DAN KRONOLOGI PERUBAHAN</p> <p>SEKSYEN 5 : DOKUMEN SOKONGAN 5.1 CARTA ALIR BERSEPADU / CARTA ALIR BERKAITAN 5.2 BORANG BERKAITAN</p>	<p>SEKSYEN 4 : DOKUMEN SOKONGAN 4.1 CARTA ALIR BERSEPADU / CARTA ALIR BERKAITAN 4.2 BORANG BERKAITAN</p>
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ADMINISTRATIVE CIRCULAR NO. 20/2019

POLICY FOR GOVERNANCE POLICY DOCUMENTS UNIVERSITI TEKNOLOGI MALAYSIA

Please be informed that the University Board of Directors Special Meeting No. 2/2019 dated 18 June 2019 had endorsed the Policy for Governance Policy Documents, Universiti Teknologi Malaysia (UTM).

2. This Policy seeks to ensure control and consistency in the process of preparation, adoption, revision, amendment, repeal, restructuring and management of standardised Policy Documents. In support of the implementation of this policy, a Governance Procedure Policy Document is to be read together to clarify the process in detail.

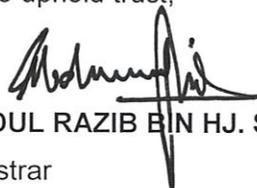
3. A table that clearly states the definition, approval level, list of contents and examples of each document, is attached for reference purposes.

4. Thus, the entire University community are advised to take note of this UTM Policy for Governance Policy Documents. This policy is effective from the date of the issuance of this circular. Further information on the policy may be referred to the Governance Section, Department of the Registrar, or can be downloaded via <http://registrar.utm.my/governan/polisi/>.

Thank you.

“Berkhidmat untuk Negara kerana Allah”

I, who uphold trust,



(ABDUL RAZIB BIN HJ. SHAHUDDIN)

Registrar

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

DETAILS OF CONCEPT DEFINITION, OPERATIONAL DEFINITION, APPROVAL LEVEL, EXAMPLES AND CONTENT FOR PRINCIPLE, POLICY, PROCEDURE AND GUIDELINE ADOPTED AT UTM

CRITERIA	PRINCIPLE	POLICY	PROCEDURE	GUIDELINE
CONCEPT DEFINITION Following <i>Kamus Dewan Bahasa dan Pustaka</i> (Dictionary by the Language and Literature Bureau of Malaysia)	Stance is the basis for all actions (attitudes, decisions, policies, etc.) that forms the most important part of the foundation.	Action plan that has been officially endorsed as the basis for making or implementing a decision, policy and document containing a contract.	Common approaches in conducting activities and procedures or in implementing work, which will ensure that the duties are performed correctly in accordance with specific rules.	Guidelines or indicators that may be followed as a form of guidance.
OPERATIONAL DEFINITION (O.D)	General statements, which act as the basic principle of reference to all policies related to a matter, in achieving set goals or targets based on National Policies and the direction of UTM.	Statements relating to the main principles and directions of UTM, underpinned by the main focus areas for achieving goals or targets in line with UTM Policy statements.	Procedures / processes / implementation measures that make the policies work.	Specific statements when existing procedures do not apply. It can also be the best practice for a process.
APPROVAL	UNIVERSITY BOARD OF DIRECTORS (LPU)	UNIVERSITY MANAGEMENT COMMITTEE (JPU)/ SENATE - Notification to LPU * JPU verification and LPU endorsement for Policies related to the Power of LPU	UNIVERSITY ENTITY AND POLICY COMMITTEE (proposed to be established) - Notification to JPU	UNIVERSITY MANAGEMENT COMMITTEE (JPU)/ SENATE - Notification to LPU

<p>EXAMPLE</p>	<p>UTM Principles and Policies</p>	<ul style="list-style-type: none"> - Policy for Governance Policy Documents - Policy for Teaching and Learning; - Policy for Research and Innovation; - Policy for Internationalization; - Policy for Student Development; - Policy for Occupational Safety, Health and Environment 	<p>Policy for Governance Policy Documents</p> <ul style="list-style-type: none"> - Governance Procedure - Policy Document <p>Policy for Teaching and Learning</p> <ul style="list-style-type: none"> - Student Recruitment Procedure; - Outbound Student Mobility Procedure; - Inbound Student Mobility Procedure; - Thesis Submission Procedure; - Industrial Training Procedure, <p>Policy for Research and Innovation;</p> <ul style="list-style-type: none"> - Intellectual Property Registration Procedure; - Research Management Procedure; - Establishment and Monitoring of Start-Up Company Procedure 	<ul style="list-style-type: none"> - Public Sector Conductive Ecosystem (EKSA) Practice Guideline
<p>CONTENT TEMPLATE</p>	<p>Main Principle : Name of Principle Principle No. Endorsed by Effective Date Official Link</p> <p>INTRODUCTION (Background of Principles)</p> <p>STATEMENT OF PRINCIPLES</p> <p>OBJECTIVES OF PRINCIPLES</p>	<p>Main Principle : Name of Principle Principle No. Endorsed by Effective Date Official Link</p> <p>SECTION 1: INTRODUCTION</p> <p>1.1 PURPOSE</p> <p>1.2 POLICY SCOPE</p> <p>1.3 RELATED PRINCIPLES AND POLICIES</p> <p>1.4 POLICY PRINCIPLES</p> <p>1.5 DEFINITION</p> <p>1.6 LEGAL CONTEXT</p>	<p>Main Procedure : Name of Procedure Procedure No. Endorsed by Effective Date Official Link</p> <p>SECTION 1: INTRODUCTION</p> <p>1.1 PURPOSE</p> <p>1.2 SCOPE</p> <p>1.3 RELATED POLICY</p> <p>1.4 DEFINITION</p> <p>1.5 LEGAL CONTEXT</p>	<p>Main Guideline : Name of Guideline Guideline No. Endorsed by Effective Date Last Revision Link</p> <p>SECTION 1: INTRODUCTION</p> <p>1.1 PURPOSE</p> <p>1.2 SCOPE</p> <p>1.3 RELATED POLICY/PROCEDURE</p> <p>1.4 DEFINITION</p>

	<p>THRUST OF PRINCIPLES STRATEGY</p> <p>VERSION CONTROL AND REVISION CHRONOLOGY</p>	<p>SECTION 2 : POLICY STATEMENT</p> <p>SECTION 3 : POLICY IMPLEMENTATION RELATED RESPONSIBILITY CENTRE</p> <p>SECTION 4 : GOVERNANCE</p> <p>4.1 POLICY OWNER AND POLICY DOCUMENT MANAGER</p> <p>4.2 MONITORING AND DISSEMINATION METHODS</p> <p>4.3 VERSION CONTROL AND REVISION CHRONOLOGY</p>	<p>SECTION 2 : PROCEDURE</p> <p>2.1 PROCEDURE FRAMEWORK (Optional)</p> <p>2.2 RESPONSIBILITY</p> <p>2.3 DESCRIPTION OF WORK PROCESS</p> <p>SECTION 3: ROLES AND RESPONSIBILITIES OF PROCEDURE IMPLEMENTORS</p> <p>3.1 RELATED RESPONSIBILITY CENTER (PTJ)</p> <p>3.2 ROLES AND RESPONSIBILITIES OF PTJ</p> <p>SECTION 4 : GOVERNANCE</p> <p>4.1 PROCEDURE OWNERS AND POLICY DOCUMENT MANAGERS</p> <p>4.2 RESPONSIBILITIES</p> <p>4.3 MONITORING AND DISSEMINATION METHODS</p> <p>4.4 VERSION CONTROL AND REVISION CHRONOLOGY</p> <p>SECTION 5 : SUPPORTING DOCUMENTS</p> <p>5.1 INTEGRATED FLOW CHART / RELATED FLOW CHART</p> <p>5.2 RELATED FORMS</p>	<p>1.5 LEGAL CONTEXT</p> <p>SECTION 2: DESCRIPTION OF IMPLEMENTATION GUIDELINE</p> <p>SECTION 3 : GOVERNANCE</p> <p>3.1 POLICY OWNER AND POLICY DOCUMENT MANAGER</p> <p>3.2 RESPONSIBILITIES</p> <p>3.3 MONITORING AND DISSEMINATION METHODS</p> <p>3.4 VERSION CONTROL AND REVISION CHRONOLOGY</p> <p>SECTION 4 : SUPPORTING DOCUMENTS</p> <p>4.1 INTEGRATED FLOW CHART / RELATED FLOW CHART</p> <p>4.2 RELATED FORMS</p>
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