

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.01/10.12/2Jld.3(28)

5 September 2023  
19 Safar 1445

## PEKELILING PENTADBIRAN BIL. 43/2023

### TRANSFORMASI INSTITUT SISWAZAH TERSEDIA KEHIDUPAN ATAU INSTITUTE FOR LIFE- READY GRADUATE (UTM iLeaGue) KEPADA SEKOLAH PENGAJIAN PRASISWAZAH (UGS)

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Dasar dan Entiti Universiti Bil. 3/2023 pada 2 Ogos 2023 dan Mesyuarat Senat Bil. 11/2023 pada 30 Ogos 2023 telah meluluskan cadangan transformasi Institut Siswazah Tersedia Kehidupan (UTMiLeaGue) kepada Sekolah Pengajian Prasiswazah. Transformasi baharu ini akan melibatkan perkara berikut:

- (i) Pertukaran nama Institut Siswazah Tersedia Kehidupan atau *Institute for Life-Ready Graduate (UTM iLeaGue)* kepada Sekolah Pengajian Prasiswazah atau *School of Undergraduate Studies (UGS)*.
- (ii) Penjenamaan Pusat Akademik & Pengalaman Pembelajaran atau *Centre for Academic & Experiential Learning (CAEL)* kepada Seksyen Akademik & Pengalaman Pembelajaran atau *Section for Academic & Experiential Learning (CAEL)*.
- (iii) Penjenamaan Unit Pengurusan Akademik dan Kewangan kepada Seksyen Korporat dan Kewangan atau *Section for Corporate and Financial (CoFs)*.
- (iv) Penjenamaan Institut Siswazah Tersedia Kehidupan Kuala Lumpur kepada Sekolah Pengajian Prasiswazah, Kuala Lumpur (UGSKL) atau *School of Undergraduate Studies (UGS) Kuala Lumpur*.
- (v) Penyerahan Pusat Inovasi Mahasiswa & Keusahawanan Teknologi (UTMXCITE) kepada Jabatan Timbalan Naib Canselor (Hal Ehwal Pelajar).

2. UGS akan diketuai oleh Pengerusi dan dibantu oleh Timbalan Pengerusi, Pengurus UGSKL serta Pengurus (Pengalaman Pembelajaran). UGS juga akan bertanggungjawab kepada Timbalan Naib Canselor (Akademik & Antarabangsa).

3. Alamat surat-menyurat dan lokasi UGS adalah seperti berikut :

**UTM Johor Bahru**

Sekolah Pengajian Prasiswazah  
Universiti Teknologi Malaysia  
Blok L52  
81310 UTM Johor Bahru, Johor

**UTM Kuala Lumpur**

Sekolah Pengajian Prasiswazah  
Universiti Teknologi Malaysia Kuala Lumpur  
54100 Jalan Sultan Yahya Petra  
Wilayah Persekutuan Kuala Lumpur

4. Transformasi ini akan berkuat kuasa bermula dari tarikh pekeliling ini dikeluarkan. Sehubungan dengan itu, semua staf diminta mengambil maklum berhubung perkara ini.

Sekian dimaklumkan, terima kasih.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Saya yang menjalankan amanah,



**(NOR AZIZAH BINTI ISMAIL)**

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 Kampus UTM Pagoh
  - Pegawai-Pegawai Kanan/Dekan/Pengarah

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## ADMINISTRATIVE CIRCULAR NO. 43/2023

### **TRANSFORMATION OF THE INSTITUTE FOR LIFE-READY GRADUATES (UTM iLeaGue) TO THE SCHOOL OF UNDERGRADUATE STUDIES (UGS)**

We are pleased to inform you that the Policy and University Entity Committee Meeting No. 3/2023 on August 2, 2023, and the Senate Meeting No. 11/2023 on August 30, 2023, have approved the proposal to transform the Graduate Institute for Life-Ready Graduates (UTM iLeaGue) into the School of Undergraduate Studies (UGS). This new transformation will involve the following:

- (i) Changing the name of the Institute for Life-Ready Graduate (UTM iLeaGue) to the School of Undergraduate Studies (UGS).
- (ii) Renaming the Centre for Academic & Experiential Learning (CAEL) to the Section for Academic & Experiential Learning (CAEL).
- (iii) Renaming the Academic and Financial Management Unit to the Section for Corporate and Financial (CoFs).
- (iv) Renaming the Graduate Institute for Life-Ready Graduates Kuala Lumpur to the School of Undergraduate Studies (UGS) Kuala Lumpur.
- (v) Transferring the Student Innovation & Technology Entrepreneurship Center (UTMXCITE) to the Deputy Vice-Chancellor's Office (Student Affairs).

5. UGS will be led by a Chairperson and assisted by the Deputy Chairperson, UGSKL Manager, Manager (Learning Experience). UGS will also report to the Deputy Vice-Chancellor (Academic & International).

6. The correspondence address and location of UGS are as follows:

**UTM Johor Bahru**

Sekolah Pengajian Prasiswazah  
Universiti Teknologi Malaysia  
Blok L52  
81310 UTM Johor Bahru, Johor

**UTM Kuala Lumpur**

Sekolah Pengajian Prasiswazah  
Universiti Teknologi Malaysia Kuala Lumpur  
54100 Jalan Sultan Yahya Petra  
Wilayah Persekutuan Kuala Lumpur

7. This transformation will take effect from the date of this circular's issuance. All staff are requested to take note of this matter.

Thank you for your attention.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who upload trust,



**(NOR AZIZAH BINTI ISMAIL)**

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 (Campus UTM Kuala Lumpur)  
- UTM Pagoh Campus Director  
- Senior Officers/Deans/Directors