

No. 754.

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN

STATUT BURSAR 2024

Pada menjalankan kuasa yang diberikan oleh seksyen 35(1) Perlembagaan Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], Canselor membuat statut yang berikut:

Nama dan permulaan kuat kuasa

1. (1) Statut ini bolehlah dinamakan Statut Bursar 2024.
- (2) Statut ini disifatkan telah mula berkuat kuasa pada 1 Januari 2024.

Tafsiran

2. Dalam Statut ini, melainkan jika konteksnya menghendaki makna yang lain—

“Akta” ertinya Akta Universiti dan Kolej Universiti 1971;

“Lembaga” ertinya Lembaga Pengarah Universiti;

“Perlembagaan” ertinya Perlembagaan Universiti Sultan Zainal Abidin; dan

“Universiti” ertinya Universiti Sultan Zainal Abidin.

Fungsi dan kuasa Bursar

3. (1) Maka hendaklah ada seorang Bursar yang dilantik oleh Lembaga mengikut nasihat Jawatankuasa Pemilih, yang hendaklah berkhidmat sebagai pegawai sepenuh masa Universiti, mengikut seksyen 14 Perlembagaan.

(2) Tertakluk kepada Akta, Perlembagaan, Statut, Kaedah dan Peraturan, tugas Bursar termasuklah—

- (a) menjadi ketua Pejabat Bursar atau apa-apa nama lain sebagaimana yang ditentukan oleh Lembaga;
- (b) menjadi ahli *ex-officio* Lembaga dan Senat;
- (c) menjadi ahli Jawatankuasa Tetap Kewangan Universiti dan jawatankuasa kewangan lain Universiti;

- (d) menjadi ahli Jawatankuasa Pengurusan Universiti dan mana-mana jawatankuasa lain yang ditetapkan oleh Perlembagaan, Statut, Kaedah dan Peraturan;
- (e) melaksanakan apa-apa kuasa atau tanggungjawab lain sebagaimana yang diperlukan di bawah Perlembagaan, Statut, Kaedah dan Peraturan;
- (f) menjadi ketua pegawai kewangan yang hendaklah menguruskan hal ehwal kewangan Universiti;
- (g) membantu Naib Canselor dalam perencanaan pelan strategik dengan mengambil langkah-langkah pengurusan kewangan yang perlu untuk merealisasikan pelan strategik selaras dengan visi dan misi Universiti;
- (h) terlibat dalam merancang, melaksana dan memantau aktiviti-aktiviti penjaan pendapatan Universiti;
- (i) terlibat dalam merancang, melaksana dan memantau aktiviti pengurusan sumber dalam penjaan pendapatan dalaman Universiti;
- (j) menyediakan penyata kewangan Universiti;
- (k) menuntut, menerima dan mengakaun hasil dan terimaan termasuklah semua yuran, sewa dan wang lain yang diterima oleh Universiti dan mengeluarkan resit untuk yang sama;
- (l) mengurus dan mentadbir perolehan Universiti;
- (m) mengawal selia (*custodian*) aset Universiti termasuklah mengurus, merekod dan melupus aset itu;
- (n) mengawal selia (*custodian*) rekod kewangan Universiti;
- (o) menyelaras urusan pengauditan penyata kewangan Universiti;
- (p) membuat dan mengakaunkan pembayaran kepada mana-mana pihak yang berkenaan;
- (q) mengeluarkan arahan pengurusan kewangan dan memberi nasihat berkaitan hal kewangan;
- (r) meminta penjelasan berhubung apa-apa perbelanjaan Universiti dan boleh menolak mana-mana perbelanjaan yang melebihi daripada peruntukan yang diluluskan; dan
- (s) menjalankan tugas-tugas dan fungsi lain yang diarahkan oleh Naib Canselor dari semasa ke semasa.

Mewakulkan kuasa

4. (1) Bursar boleh mewakulkan mana-mana kuasanya secara bertulis kepada mana-mana pekerja Universiti di Pejabat Bursar untuk membantu dalam melaksanakan dan menjalankan dengan sewajarnya tugas-tugas Bursar.

(2) Perwakilan ini tidak termasuk kuasa untuk menandatangani perjanjian.

Ketiadaan Bursar

5. Sekiranya Bursar tiada bagi suatu tempoh yang lama atas apa-apa sebab, Pengerusi Lembaga boleh memberi kuasa secara bertulis kepada mana-mana pekerja Universiti untuk menjalankan kesemua atau mana-mana tugas Bursar, semasa tempoh ketiadaannya.

Kesahan perbuatan Bursar yang menjalankan tugas berkenaan sebelum kuat kuasa Statut

6. Tiada apa-apa perbuatan atau peninggalan oleh Bursar yang menjalankan tugasnya yang berkenaan sebelum kuat kuasanya Statut ini boleh menjadi tidak sah atas sebab Statut ini belum berkuat kuasa.

Dibuat 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Canselor
Universiti Sultan Zainal Abidin

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

CONSTITUTION OF UNIVERSITI SULTAN ZAINAL ABIDIN

BURSAR STATUTE 2024

In exercise of the powers conferred by section 35(1) of the Constitution of Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], the Chancellor makes the following statute:

Citation and commencement

1. (1) This Statute may be cited as the Bursar Statute 2024.

(2) This Statute is deemed to have come into operation on 1 January 2024.

Interpretation

2. In this Statute, unless the context otherwise requires—

“Act” means the Universities and University Colleges Act 1971;

“Board” means the University Board of Directors;

“Constitution” means the Constitution of Universiti Sultan Zainal Abidin;
and

“University” means Universiti Sultan Zainal Abidin.

Function and power of Bursar

3. (1) There shall be a Bursar appointed by the Board on the advice of the Selection Committee, who shall serve as full-time officer of the University, in accordance with section 14 of the Constitution.

(2) Subject to the Act, Constitution, Statutes, Rules and Regulations, the duties of the Bursar include—

- (a) to be the head of Bursary or such other names as may be determined by the Board;
- (b) to be an *ex-officio* member of the Board and Senate;
- (c) to be a member of the University Standing Finance Committee and other University finance committees;
- (d) to be a member of the University Management Committee and any other committees as conferred by the Constitution, Statutes, Rules and Regulations;
- (e) to perform any powers or duties as required under the Constitution, Statutes, Rules and Regulations;
- (f) to be a head of finance officer which shall handle all the financial affairs of the University;
- (g) to assist the Vice-Chancellor in planning strategic plan and take necessary steps of financial management to realise the strategic plan in accordance with the mission and vision of the University;
- (h) to involve in planning, executing and monitoring income generation activities for the University;
- (i) to involve in planning, executing and monitoring resource management activities in generating internal income for the University;
- (j) to prepare financial statements of the University;

- (k) to claim, receive and account revenues and receipts including all fees, rents, and other monies received by the University and release the receipt for the same;
- (l) to manage and administer the procurement of the University;
- (m) to be the custodian of the assets of the University including manages, records and disposes the assets;
- (n) to be the custodian of the financial records of the University;
- (o) to manage the auditing of financial statements of the University;
- (p) to make and account payments to any related parties;
- (q) to issue instructions on financial management and to advise on financial matters;
- (r) to inquire into any expenditures of the University and disapprove any expenditures which exceed the approved budget; and
- (s) to exercise the tasks and other functions as instructed by the Vice-Chancellor from time to time;

Delegating power

4. (1) The Bursar may delegate any of his powers in writing to any employee of the University in the Bursary to assist in the proper performance and exercise of the duties of the Bursar.

(2) This delegation shall not include the power to sign an agreement.

Absence of Bursar

5. Where the Bursar is absent for an extended period due to any reason, the Chairperson of the Board may authorise, in writing, any employee of the University to exercise all or any duties of the Bursar, during the period of absence.

Validity of acts of Bursar exercising the duty in question before the coming into operation of Statute

6. No acts or omissions by the Bursar who exercises his duty in question before the coming into operation of this Statute shall be invalid on the ground that this Statute has not come into operation.

Made 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Chancellor
Universiti Sultan Zainal Abidin