

No. 767.

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN

STATUT JAWATANKUASA PENGAJIAN 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 Jawatankuasa Pengajian 2024.

(2) Statut ini disifatkan telah mula berkuat kuasa pada1 Januari 2024.

Tafsiran

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

“ahli akademik” ertinya seseorang yang dilantik menjadi pengajar atau penyelidik oleh Universiti dan termasuklah profesor, profesor madya, felo penyelidikan, felo, penolong profesor, pensyarah kanan, pensyarah, penolong pensyarah, guru bahasa dan tutor;

“Jawatankuasa” ertinya Jawatankuasa Pengajian yang mana terma rujukannya adalah ditetapkan oleh Senat dari semasa ke semasa;

“Perlembagaan” ertinya Perlembagaan Universiti Sultan Zainal Abidin;

“Pengerusi Ganti Tetap” ertinya mana-mana ahli yang telah dinamakan oleh Pengerusi untuk mempengerusikan mesyuarat semasa ketiadaan Pengerusi dan dilantik bagi suatu tempoh yang telah ditetapkan;

“Senat” ertinya badan akademik bagi Universiti; dan

“Universiti” ertinya Universiti Sultan Zainal Abidin.

Jawatankuasa Pengajian

3. (1) Menurut seksyen 25 Perlembagaan, hendaklah ditubuhkan suatu Jawatankuasa Pengajian bagi—

(a) menguruskan perkara mengenai Fakulti, Sekolah, Pusat, Akademi dan Institut; dan

(b) menimbangkan cadangan yang dirujuk kepadanya oleh Senat bagi penubuhan Fakulti, Sekolah, Pusat, Akademi dan Institut.

(2) Jawatankuasa Pengajian dalam perenggan 3(1) adalah terdiri daripada—

- (a) Jawatankuasa Pengurusan Akademik Prasiswazah Universiti yang diperuntukkan di bawah perenggan 4;
- (b) Jawatankuasa Pengurusan Akademik Siswazah Universiti yang diperuntukkan di bawah perenggan 5; dan
- (c) Jawatankuasa Pengajian Akademik Universiti yang diperuntukkan di bawah perenggan 6.

Jawatankuasa Pengurusan Akademik Prasiswazah Universiti

4. (1) Senat hendaklah menubuhkan suatu Jawatankuasa Pengurusan Akademik Prasiswazah Universiti bagi menguruskan hal-hal akademik peringkat pra-siswazah di Fakulti, Sekolah, Pusat, Akademi dan Institut menurut seksyen 25(a) Perlembagaan.

(2) Keahlian Jawatankuasa Pengurusan Akademik Prasiswazah Universiti hendaklah terdiri daripada—

- (a) Timbalan Naib Canselor yang bertanggungjawab bagi hal ehwal akademik hendaklah menjadi Pengerusi;
- (b) Dekan-dekan Fakulti atau wakil gilir tetap; dan
- (c) Ketua-ketua Sekolah, Pusat, Akademi atau Institut yang berkaitan akademik atau wakil gilir tetap.

(3) Ketua Pusat yang bertanggungjawab bagi hal ehwal pengurusan akademik prasiswazah hendaklah menjadi Setiausaha Jawatankuasa.

(4) Jawatankuasa Pengurusan Akademik Prasiswazah Universiti adalah bertanggungjawab untuk—

- (a) meneliti dan memperakukan perkara-perkara dasar yang melibatkan hal ehwal akademik berkaitan prasiswazah;
- (b) meneliti dan memperakukan pelantikan profesor pelawat, profesor adjung, penilai luar dan lain-lain berkaitan; dan
- (c) meneliti dan memperakukan permohonan pemindahan universiti.

(5) Jawatankuasa Pengurusan Akademik Prasiswazah Universiti hendaklah membuat laporan mengenainya kepada Fakulti, Sekolah, Pusat, Akademi atau Institut, atau kepada Senat, mengikut kehendak keadaan.

Jawatankuasa Pengurusan Akademik Siswazah Universiti

5. (1) Senat hendaklah menubuhkan suatu Jawatankuasa Pengurusan Akademik Siswazah Universiti bagi menguruskan hal-hal akademik peringkat siswazah di Fakulti, Sekolah, Pusat, Akademi dan Institut menurut seksyen 25(a) Perlembagaan.

(2) Keahlian Jawatankuasa Pengurusan Akademik Siswazah Universiti hendaklah terdiri daripada—

- (a) Timbalan Naib Canselor yang bertanggungjawab bagi hal ehwal akademik hendaklah menjadi Pengerusi;
- (b) Dekan-dekan Fakulti atau wakil gilir tetap; dan
- (c) Ketua-ketua Sekolah, Pusat, Akademi atau Institut yang berkaitan akademik atau wakil gilir tetap.

(3) Ketua Pusat yang bertanggungjawab bagi hal ehwal pengurusan akademik siswazah hendaklah menjadi Setiausaha Jawatankuasa.

(4) Jawatankuasa Pengurusan Akademik Siswazah Universiti adalah bertanggungjawab untuk—

- (a) meneliti dan memperakukan perkara-perkara dasar yang melibatkan hal ehwal akademik berkaitan siswazah;
- (b) meluluskan pelantikan pemeriksa luar dan penasihat luar;
- (c) meneliti dan memperakukan pelantikan penilai luar;
- (d) meneliti dan memperakukan penganugerahan Ijazah; dan
- (e) menganjurkan program-program pembangunan profesional dan akademik untuk pelajar siswazah;

(5) Jawatankuasa Pengurusan Akademik Siswazah Universiti hendaklah membuat laporan mengenainya kepada Fakulti, Sekolah, Pusat, Akademi atau Institut, atau kepada Senat, mengikut kehendak keadaan.

Jawatankuasa Pengajian Akademik Universiti

6. (1) Senat hendaklah menubuhkan suatu Jawatankuasa Pengajian Akademik Universiti bagi menimbangkan cadangan yang dirujuk kepadanya oleh Senat bagi penubuhan Fakulti, Sekolah, Pusat, Akademi dan Institut serta membuat apa-apa program pengajian yang berkaitan dengan Fakulti, Sekolah, Pusat, Akademi dan Institut menurut seksyen 25(b) Perlembagaan.

(2) Keahlian Jawatankuasa Pengajian Akademik Universiti hendaklah terdiri daripada—

- (a) Timbalan Naib Canselor yang bertanggungjawab bagi hal ehwal akademik hendaklah menjadi Pengerusi;
- (b) empat orang ahli akademik Universiti yang mempunyai kepakaran dalam sesuatu bidang kluster pengajian yang dilantik oleh Pengerusi. Setiap ahli akademik Universiti tersebut harus mempunyai kepakaran dalam mana-mana bidang kluster pengajian berikut: -

(i) Perubatan dan Sains Kesihatan;

(ii) Pengajian Islam dan Sains Sosial;

- (iii) Pengurusan; atau
 - (iv) Kejuruteraan dan Teknologi Maklumat;
 - (c) dua orang ahli akademik Universiti berpengalaman dalam pembangunan dan semakan kurikulum atau pernah menjadi Panel Agensi Kelayakan Malaysia (MQA) yang dilantik oleh Pengerusi; dan
 - (d) mana-mana orang lain yang dilantik oleh Pengerusi.
- (3) Kuorum bagi mesyuarat Jawatankuasa Pengajian Akademik Universiti ialah tujuh orang termasuk Pengerusi, empat ahli di bawah perenggan 6(2)(b) dan dua ahli di bawah perenggan 6(2)(c).
- (4) Ketua Pusat yang bertanggungjawab bagi hal ehwal pengurusan akademik prasiswazah hendaklah menjadi Setiausaha Jawatankuasa.
- (5) Jawatankuasa Pengajian Akademik Universiti adalah bertanggungjawab untuk—
- (a) meneliti dan memperakukan permohonan program akademik baru dari setiap fakulti;
 - (b) menyemak dan memperakukan kurikulum program akademik sedia ada;
 - (c) meneliti dan memperakukan permohonan penubuhan fakulti, sekolah, pusat, akademi atau institut;
 - (d) meneliti dan memperakukan permohonan penstrukturan semula fakulti, sekolah, pusat, akademi atau institut;
 - (e) meneliti dan memperakukan permohonan penawaran kursus baharu;
 - (f) meneliti dan memperakukan permohonan perubahan maklumat dalam kursus sedia ada;
 - (g) meneliti dan memperakukan permohonan program kerjasama akademik;
 - (h) meneliti dan memperakukan permohonan penambahan lokasi bagi penawaran program;
 - (i) menyemak dan memperakukan maklumat dan maklum balas Panel Agensi Kelayakan Malaysia (MQA) dan Kementerian Pengajian Tinggi Malaysia; dan
 - (j) meneliti dan memperakukan permohonan urusan berkaitan Kod Pendidikan Nasional (NEC).

(6) Jawatankuasa Pengajian Akademik Universiti hendaklah membuat laporan mengenainya kepada Fakulti, Sekolah, Pusat, Akademi atau Institut, atau kepada Senat, mengikut kehendak keadaan.

Mesyuarat Jawatankuasa

7. (1) Pengerusi hendaklah menentukan agenda, tarikh, tempat dan masa mesyuarat Jawatankuasa dan mesyuarat itu hendaklah dipanggil oleh Setiausaha. Mesyuarat Jawatankuasa boleh dilaksanakan secara dalam talian atas persetujuan daripada Pengerusi.

(2) Kuorum bagi mesyuarat Jawatankuasa hendaklah dua pertiga daripada ahli Jawatankuasa, melainkan dinyatakan sebaliknya.

(3) Dalam masa ketidakhadiran Pengerusi, tertakluk kepada hal perkara yang akan dibincangkan, mesyuarat Jawatankuasa bolehlah dipengerusikan oleh Pengerusi Ganti Tetap atau mana-mana ahli yang dipilih oleh Pengerusi.

(4) Jawatankuasa boleh, dari semasa ke semasa, mengundang mana-mana orang, termasuk mana-mana pelajar, untuk menghadiri mesyuarat atau sebahagian daripada mesyuarat Jawatankuasa dan orang itu mempunyai hak untuk melihat mana-mana bahagian minit mesyuarat sebagaimana yang diluluskan oleh Jawatankuasa tetapi orang itu tidak berhak untuk mengundi dalam mesyuarat itu.

(5) Apa-apa keputusan mesyuarat Jawatankuasa yang minitnya belum disahkan tetapi perlu segera diambil tindakan oleh pihak yang dipertanggungjawabkan, maka tindakan tersebut adalah sah dan dibenarkan tertakluk kepada persetujuan Pengerusi dan hendaklah dicatatkan pada minit mesyuarat Jawatankuasa berikutnya.

Kesahan perbuatan Jawatankuasa yang menjalankan tugas berkenaan sebelum kuat kuasa Statut

8. Tiada apa-apa perbuatan atau peninggalan oleh Jawatankuasa yang menjalankan tugas 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

STUDIES COMMITTEE 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) This Statute may be cited as the Studies Committee 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—

“academician” means a person appointed to be an educator or researcher by the Board in accordance with the Constitution, and includes a professor, associate professor, researcher fellow, fellow, assistant professor, senior lecturer, lecturer, assistant lecturer, language teacher and tutor;

“Committee” means the Studies Committee, whose terms of reference are determined by the Senate from time to time;

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

“Permanent Alternate Chairperson” means any member who has been nominated by the Chairperson to chair the meeting in the absence of the Chairperson and appointed for a specified period;

“Senate” means the academic body of the University; and

“University” means Universiti Sultan Zainal Abidin.

The Committee

3. (1) According to section 25 of the Constitution, the Committee shall be established to—
 - (a) manage matters pertaining to any Faculty, School, Centre, Academy and Institute; and
 - (b) consider proposals referred to it by Senate for the establishment of a new Faculty, School, Centre, Academy and Institute.
- (2) The Committee shall consist of—
 - (a) University Undergraduate Academic Management Committee as provided under paragraph 4;

(b) University Graduate Academic Management Committee as provided under paragraph 5; and

(c) University Academic Studies Committee as provided under paragraph 6.

University Undergraduate Academic Management Committee

4. (1) The Senate shall establish a University Undergraduate Academic Management Committee to manage pre-graduate level academic matters in Faculties, Schools, Centres, Academies and Institutes in accordance with section 25(a) of the Constitution.

(2) The membership of the University Undergraduate Academic Management Committee shall consist of—

(a) the Deputy Vice-Chancellor responsible for academic affairs, who shall be the Chairperson;

(b) Deans of the Faculties or their permanent alternate representatives; and

(c) Heads of Schools, Centres, Academies or Institutes relating to academic or their permanent representatives.

(3) The Head of the responsibility centre in charge of the undergraduate academic management affairs shall be the Secretary of the University Undergraduate Academic Management Committee.

(4) The University Undergraduate Academic Management Committee is responsible for—

(a) reviewing and certifying principle matters involving undergraduate academic affairs.

(b) reviewing and certifying the appointment of visiting professors, adjunct professors, external assessors and related matters; and

(c) reviewing and certifying university transfer applications.

(5) The University Undergraduate Academic Management Committee shall make a report on it to the Faculty, School, Centre, Academy or Institute, or to the Senate, as the case may be.

University Graduate Academic Management Committee

5. (1) The Senate shall establish a University Graduate Academic Management Committee to manage graduate level academic matters in Faculty, School, Centre, Academy and Institute in accordance with section 25(a) of the Constitution.

(2) The membership of the University Graduate Academic Management Committee shall consist of—

- (a) the Deputy Vice-Chancellor responsible for academic affairs, who shall be the Chairperson;
- (b) Deans of the Faculties or their permanent alternate representatives; and
- (c) Heads of Schools, Centres, Academies or Institutes relating to academic or their permanent representatives.

(3) The Head of the responsibility centre in charge of the graduate academic management affairs shall be the Secretary of the University Graduate Academic Management Committee.

(4) The University Graduate Academic Management Committee is responsible for—

- (a) reviewing and certifying principal matters involving graduate academic affairs;
- (b) approving the appointment of external examiners and advisors;
- (c) reviewing and certifying the appointment of external assessors;
- (d) reviewing and certifying the awarding of the Degree; and
- (e) organizing professional and academic development programs for graduate students.

(5) The University Graduate Academic Management Committee shall report on it to the Faculty, School, Centre, Academy or Institute, or to the Senate, as the case may be.

University Academic Studies Committee

6. (1) The Senate shall establish a University Academic Studies Committee to consider proposals referred to it by the Senate for the establishment of Faculties, Schools, Centres, Academies and Institutes and to make any study programs related to Faculties, Schools, Centres, Academies and Institutes according to section 25(b) of the Constitution.

(2) The membership of the University Academic Studies Committee shall consist of—

- (a) the Deputy Vice-Chancellor responsible for academic affairs, who shall be the Chairperson;

(b) four University academics who have expertise in a cluster field of study appointed by the Chairperson. The University academics must have expertise in any of the following cluster field of study:

- (i) Medicine and Health Sciences;
- (ii) Islamic Studies and Social Sciences;
- (iii) Management; or
- (iv) Engineering and Information Technology;

(c) two University academics experienced in curriculum development and review or have been on the Malaysian Qualifying Agency (MQA) Panel appointed by the Chairperson; and

(d) any other person appointed by the Chairperson.

(3) The quorum for the meeting of the University Academic Studies Committee is seven persons including the Chairperson, four members under paragraph 6(2)(b) and two members under paragraph 6(2)(c).

(4) The Head of the responsibility centre in charge of the undergraduate academic management affairs shall be the Secretary of the University Academic Studies Committee.

(5) The University Academic Studies Committee is responsible for—

- (a) reviewing and certifying new academic programme applications from each faculty;
- (b) reviewing and certifying the curriculum of existing academic programmes;
- (c) reviewing and certifying applications for the establishment of new faculty, school, centre, academy or institute;
- (d) reviewing and certifying new faculty, school, centre, academy or institute restructuring applications;
- (e) reviewing and certifying new course offer applications;
- (f) reviewing and certifying the application for change of information in existing courses;
- (g) reviewing and certifying applications for academic collaboration programmes;
- (h) reviewing and certifying applications for additional locations for programme offer;

- (i) reviewing and certifying the information and feedback of the Malaysian Qualifications Agency Panel (MQA) and the Ministry of Higher Education Malaysia; and
- (j) reviewing and certifying applications related to the National Education Code (NEC).

(6) The University Academic Studies Committee shall report on it to the Faculty, School, Centre, Academy or Institute, or to the Senate, as the case may be.

Committee Meeting

7. (1) The Chairperson shall determine the agenda, date, place and time of the meeting of the Committee and the meeting shall be called by the Secretary. The Committee meeting may be held online at the approval of the Chairperson.

(2) The quorum for the meeting of the Committee shall be two third of the members of the Committee, unless otherwise stated.

(3) If the Chairperson is absent, the Permanent Alternate Chairperson or any member selected by the Chairperson shall preside over the Committee meeting.

(4) The Committee may, from time to time, invite any person, including any student, to attend the meeting or part of the meeting of the Committee and that person has the right to look at any part of minutes of the meeting as may be approved by the Committee but that person shall not be entitled to vote in the meeting.

(5) Any decision of the Committee meeting that has not been confirmed but requires immediate action by the responsible party, the action is valid and permissible subject to the approval of the Chairperson and must be recorded in the minutes of the next Committee meeting.

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

8. No acts or omissions by the Committee which exercises the 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