

ACADEMIC SERVICES DIVISION

VISION

To be excellent, competitive and recognized in providing quality services to clients.

OBJECTIVE

To ensure that the academic functions of the university such as students' admission, registration, course scheduling, information records, examination and graduation are effectively managed in accordance with the standards established in line with the goals and objectives of the university.

MAIN FUNCTION

Academic Service Division serves as an integral part of the university and is responsible for managing the enrolment, admission, registration, information records, examinations, students' graduation and convocation, as well as all matters in regards to the services and activities of the university's academic affairs.

This division also serves as the Secretariat for Senate Meeting and Undergraduate Committee Meeting.

There are seven (7) sections in this division :-

- **Student Intake and Admission**
- **Timetabling and Course Registration**
- **Examination and Assessment**
- **Convocation and Record Management**
- **Information Management**
- **Senate and Policy Management**
- **Administrative and Finance**

STUDENT INTAKE AND ADMISSION SECTION

Function

- Managing UMS new students intake.
- Managing new student admissions according to the category set by the university.
- Managing admission and offers.

Scope

Intake, Promotion of academic programs, application, offers, selection, appeal and registration.

Activities

1. Coordinating meetings related to new student selection such as Student Selection Meetings with Ministry of Education, Student Appeal Meetings in UMS.
2. Coordinating the new students admission preparation with related Departments/ Units.
3. Handling issues related to students application to change Universities/Programs.
4. Issuing Offer Letter.
5. Preparing complete reports related to students intake and admission to identify any areas for improvement.
6. Coordinating new students intake and admission.
7. Planning the implementations of new students intake and admission.
8. Coordinating matters related to pre-selection of students via interviews/special tests based on program requirements.
9. Coordinating new students intake projection by faculty based on pre-defined category.
10. Planning annual promotional activities with Ministry of Education.
11. Assisting the Corporate Relations Division UMS with promotional activities.
12. To prepare exhibition displays and promotional packages.
13. Reviewing the effectiveness of promotional activities to identify areas for improvements.

TIMETABLING AND COURSE REGISTRATION SECTION

Function

- Managing Undergraduate course offers and registration and lecture/class scheduling.
- Processing Faculty and Students application regarding academic matters such as registration, students appeal and others.

Scope

Course offer and registration, new students registration, lecture/class scheduling, preparation of the University's Undergraduate Prospectus.

Activities

1. Coordinating new students registration.
2. Coordinating Undergraduates Studies course offers for each semester.
3. Managing and coordinating course pre registration process.
4. Updating of current students status in the Student Information System and Client Server.
5. Coordinating the class/lecture scheduling and monitoring the Celcat System.
6. Coordinating Students Course Registration Verification.
7. Managing students' application on academic matters and preparation of academic executive papers to be discussed/endorsed in the Undergraduate Committee and brought to the University Senate Meeting for approval.
8. Preparation of the University's Undergraduate Prospectus.
9. Preparation of reports and identifying areas for improvement.

EXAMINATION AND ASSESSMENT SECTION

Function

Managing Student Examinations

Scope

Examination, examination schedules, printing and question papers.

Activities

1. Planning the course of the university's final examinations.
2. Preparation of the Examination Schedules.
3. Planning and managing examination requirements such as:
 - i. Appointment of Examination Chief Invigilator
 - ii. Appointment of Examination Invigilators
 - iii. Appointment of Examination Invigilators' Assistant
4. Printing of examination question papers based on course requirements.
5. Coordinating the distribution of question papers.
6. Handling the semester's final examination, short semester and special repeat examinations.
7. Analyzing and releasing examination results.
8. Managing students application on academic matters and preparation of academic executive papers to be discussed/endorsed in the Undergraduate Committee and brought to the University Senate Meeting for approval.
9. Preparation of reports and identifying areas for improvement.

CONVOCATION AND RECORD MANAGEMENT SECTION

Function

- Managing graduation data for the purpose of validating the list of students eligible to graduate.
- Convocation Main Committee Secretariat.
- Managing the course of convocation involving students.

Scope

1. Students' Graduation Data, Validation of Graduates, Coordinating the list of award recipients.
2. Convocation Main Committee Secretariat.
3. Managing the course of convocation involving students.

Activities

1. Coordinating the data of students eligible to graduate together with the respective faculty.
2. Conducting workshops with the respective faculty to produce the final list of students eligible to graduate.
3. Coordinating the list of award recipients for the convocation ceremony
4. Verifying the graduates of Universiti Malaysia Sabah.
5. Managing the printings of graduate's scroll and transcript.
6. Managing students' application related to Regulation for Undergraduate Studies.
7. Providing detailed reports on the achievement of the graduating students for each cohort for the purpose of a full report on the achievement of the University's Quality Objectives.
8. Planning the course of convocation that involves students.
9. Coordinating the preparation that involves other departments such as JTMK, JPP and University Convocation Secretariat.

10. Coordinating the appointment of staff during convocation that involves students and academic procession.
11. Coordinating the preparation of the university's convocation book.
12. Coordinating the university's prizes to be awarded to students during convocation.
13. Managing Disabled Students for Convocation.
14. Preparing convocation information for the news.
15. Meeting Secretariat to :
 - i. Convocation Main Committee.
 - ii. Graduate Management Committee.
 - iii. Graduation Preparation Committee.
16. Preparing reports and identifying opportunities for improvements from time to time.

INFORMATION MANAGEMENT SECTION

Function

Managing the Information and the Student's Information System.

Scope

Student's Information System, Academic Data, Website.

Activities

1. Handling and monitoring the management of students' record in the Student Information System.
2. To ensure that admission data, registration, examination and status of students are updated into Student Information System.
3. Coordinating the entry of grades, examination analysis and CGPA calculation for students.
4. Preparing data/reports based on the University's requirement from time to time, such as My3S, MyRA, MyMohes, etc.
5. Backing-up the SMP data regularly.
6. Ensuring that the BPA Website is up-to-date.
7. Handling and coordinating the information in BPA's Facebook Page.
8. Preparing reports and identifying opportunities for improvements from time to time.

SENATE AND POLICY MANAGEMENT SECTION

Function

Secretariat to the Undergraduate Committee
and Senate Meeting

Scope

Senate, Undergraduate Committee

Activities

1. Planning the annual Undergraduate Committee and Senate Meetings.
2. Preparation for handling meetings such as booking the Chairman's date and time, reservation of venue and meals and preparation of Invitation letters.
3. Preparation of meeting documents such as minutes of meeting, meeting agenda, implementation memorandum and executive papers to be uploaded in e-meeting.
4. Coordinating the course of meeting and distribution of excerpts from the minutes of meeting.
5. Distribution of minutes of meeting, implementation memorandum and followup actions on meeting decisions.
6. Preparation of LPU meeting documents and notifying LPU meeting decisions related to Senate if required.
7. Updating the Regulations for Undergraduate Studies based on the Senate's decision and notifying any changes to faculty members.
8. Coordinating the appointment of Senate Members, Co-Opt, Professors and Ex-Officio in accordance with the UMS Constitution, Section 22 (1).
9. Coordinating the appointment of Professors as Senat Members.
10. Preparation of reports and identifying areas or improvement.

ADMINISTRATIVE AND FINANCE SECTION

Function

Managing administrative and financial matters.

Scope

Staffs training, staffs performance appraisal, Key Performance Indicator (KPI) evaluation for each unit, Client Charter achievement evaluation, management of assets, inventory and stocks and finance management.

Activities

1. Handling staff training.
2. Handling the filing management system.
3. Managing staffs leave and attendance records.
4. Coordinating staffs performance appraisal.
5. Monitoring the divisions performance through KPI and Client Charter achievement.
6. Monitoring assets, inventories and stock management.
7. Monitoring matters regarding development and maintenance of BPA building and any building supervised by BPA.
8. Managing reservation of lecture halls (Dewan Kuliah Pusat).
9. Managing financial matters such as budgeting, procurement, payments, claims, petty cash.
10. Monitoring matters related to services including customer service counters, customer complaints, EKSA, implementation of 6S, shared values.
11. Meeting secretariat to BPA Executive meetings and Financial Meetings.