

UNIT KEMASUKAN DAN REKOD

FUNGSI UNIT KEMASUKAN

- 1. Mengurus permohonan kemasukan pelajar baharu**
 - Mengurus dan memproses semua permohonan pelajar tempatan.
 - Menyemak kelayakan akademik calon mengikut syarat program.
- 2. Menjalankan proses pemilihan dan tawaran**
 - Menjalankan tapisan kelayakan, temuduga, atau ujian saringan jika perlu.
 - Mengeluarkan surat tawaran kemasukan rasmi kepada calon yang berjaya.
- 3. Mengurus pendaftaran pelajar baharu**
 - Menyelaras proses pendaftaran fizikal dan dalam talian.
 - Mengurus data pelajar baharu ke dalam sistem pengurusan akademik UNIMEL.
- 4. Promosi dan kempen pengambilan pelajar**
 - Membantu dan menyertai pameran pendidikan, mengurus sesi taklimat dan promosi program pengajian.
 - Bekerjasama dengan Unit Perhubungan Awam dan Unit Pemasaran dalam urusan promosi atau aktiviti kemasukan pelajar.
- 5. Penyelarasan dasar dan prosedur kemasukan**
 - Menyemak dan mengemaskini dasar kemasukan selaras dengan keperluan KPT, MQA, dan universiti.

FUNGSI UNIT REKOD AKADEMIK

- 1. Penyimpanan dan pengurusan rekod pelajar**
 - Menyimpan data akademik pelajar secara sistematik (transkrip, keputusan peperiksaan, status pengajian, dan sebagainya).
 - Menyelenggara maklumat pelajar dari pendaftaran hingga tamat pengajian.
- 2. Pengeluaran dokumen akademik rasmi**
 - Menyediakan dan mengesahkan transkrip akademik, surat pengesahan status pelajar, dan sijil tamat pengajian.
- 3. Pemantauan status pengajian pelajar**
 - Memantau pelajar yang aktif, tangguh, berhenti, dibuang atau tamat pengajian.
 - Menyelaras proses penamatan pengajian dan pengijazahan.
- 4. Penyelarasan konvokesyen**
 - Mengurus senarai graduan yang layak, semakan data dan pengesahan maklumat untuk istiadat konvokesyen.
- 5. Pelaporan dan statistik akademik**
 - Menyediakan laporan statistik enrolmen, kadar tamat pengajian, dan data berkaitan kepada pengurusan universiti dan agensi kerajaan (contohnya KPT, MQA, JPT).

Fungsi Sokongan Tambahan

- Menyelaras sistem pengurusan maklumat pelajar (Student Information System).
- Memberi khidmat pelanggan kepada pelajar dan alumni berkaitan rekod akademik.
- Memastikan pematuhan terhadap dasar perlindungan data (Data Protection Act/PDPA).

ADMISSION AND REKOD UNIT

ADMISSION FUNCTIONS

- 1. Managing Student Applications**
 - Receive, review, and process all student applications (local and international).
 - Verify applicants' academic qualifications and ensure they meet programme entry requirements.
- 2. Selection and Offer Process**
 - Conduct screening, interviews, or entry tests as required by the programme.
 - Prepare and issue official offer letters to successful candidates.
- 3. New Student Registration**
 - Coordinate the registration process for new students, both online and on campus.
 - Record and update new student data in the university's academic management system.
- 4. Student Recruitment and Promotion**
 - Organise and participate in educational fairs, school visits, and promotional events.
 - Liaise with external agencies such as UPU, EMGS, and other educational institutions.
- 5. Admission Policies and Procedures**
 - Review and update admission policies and procedures in line with the requirements of the Ministry of Higher Education (MOHE), MQA, and university regulations.

Academic Records Functions

- 1. Student Record Management**
 - Maintain accurate and secure student records, including examination results, transcripts, and study status.
 - Manage student data throughout the entire study lifecycle—from enrolment to graduation.
- 2. Issuance of Official Academic Documents**
 - Prepare and verify official academic documents such as transcripts, status verification letters, and certificates of completion.
- 3. Monitoring of Student Academic Status**
 - Track students' academic standing, including active, deferment, withdrawal, termination, and graduation status.
 - Coordinate graduation and programme completion processes.
- 4. Convocation Coordination**
 - Manage the list of eligible graduates and verify academic records for convocation purposes.
 - Support the preparation of official graduation documents and certificates.
- 5. Academic Reporting and Statistics**
 - Prepare statistical reports on student enrolment, attrition, and graduation rates.
 - Provide data and reports to university management and external agencies (e.g., MOHE, MQA, JPT).

Additional Support Functions

- Maintain and update the **Student Information Management System (SIMS)**.

- Provide customer service and support to students, graduates, and alumni on academic record matters.
- Ensure compliance with the **Personal Data Protection Act (PDPA)** and institutional data policies.