

No. 23937.

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA

STATUT UNIVERSITI PUTRA MALAYSIA  
(HOSPITAL SULTAN ABDUL AZIZ SHAH) 2026

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Pada menjalankan kuasa yang diberikan oleh Seksyen 35 Perlembagaan Universiti, Canselor membuat statut yang berikut:

BAHAGIAN I

PERMULAAN

**Nama**

1. Statut ini bolehlah dinamakan sebagai Statut Universiti Putra Malaysia (Hospital Sultan Abdul Aziz Shah) 2026.

**Tafsiran**

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

“Bursar” termasuklah Timbalan Bursar Kanan, Timbalan Bursar, Ketua Penolong Bursar, Penolong Bursar Kanan dan Penolong Bursar atau apa-apa nama lain sebagaimana yang ditetapkan oleh Universiti dari semasa ke semasa yang bertugas di Hospital Sultan Abdul Aziz Shah;

“Lembaga Pengarah UPM” ertinya Lembaga Pengarah Universiti;

“Pengarah Urusan” ertinya Pengarah Urusan Hospital Sultan Abdul Aziz Shah yang dilantik di bawah seksyen 13 Statut ini;

“Pendaftar” termasuklah Timbalan Pendaftar Kanan, Timbalan Pendaftar, Ketua Penolong Pendaftar, Penolong Pendaftar Kanan dan Penolong Pendaftar atau apa-apa nama lain sebagaimana yang ditetapkan oleh Universiti dari semasa ke semasa yang bertugas di Hospital Sultan Abdul Aziz Shah;

“Perlembagaan” ertinya Perlembagaan Universiti Putra Malaysia;

“Universiti” ertinya Universiti Putra Malaysia.

## BAHAGIAN II

PENUBUHAN DAN OBJEKTIF HOSPITAL SULTAN ABDUL AZIZ SHAH  
SEBAGAI HOSPITAL PENGAJAR UNIVERSITI**Penubuhan Hospital Sultan Abdul Aziz Shah**

3. (1) Universiti hendaklah menubuh, menyelia dan mengelola suatu hospital pengajar universiti dalam Universiti bagi memenuhi keperluan pendidikan tinggi perubatan Negara.

(2) Hospital Pengajar Universiti yang ditubuhkan di bawah subseksyen 3(1) Statut ini hendaklah dikenali sebagai Hospital Sultan Abdul Aziz Shah.

(3) Hospital Sultan Abdul Aziz Shah yang ditubuhkan itu hendaklah mempunyai kedudukan setara dengan Fakulti, Sekolah, Pusat, Akademi dan Institut dalam Universiti mengikut peruntukan Seksyen 24 Perlembagaan, dan hendaklah menjadi suatu Pihak Berkuasa Universiti bagi maksud Seksyen 16 Perlembagaan.

(4) Hospital Sultan Abdul Aziz Shah hendaklah di bawah nama yang ditetapkan dalam subseksyen 3(2) Statut ini, mempunyai kuasa penuh—

- (a) untuk membawa guaman dan dibawa guaman dalam semua mahkamah;
- (b) untuk memberikan perkhidmatan kesihatan dan perubatan mengikut tujuan dan objektif dalam seksyen 4 Statut ini;
- (c) bagi maksud Statut ini, dan tertakluk kepada Perlembagaan, kaedah-kaedah dan peraturan-peraturan, untuk membeli apa-apa harta alih atau tak alih dan mengambil, menerima dan memegang apa-apa harta tersebut yang terletak hak padanya, oleh pembelian itu, atau menurut apa-apa pertukaran, pemberian, derma, pajakan, pemberian berwasiat atau selainnya;
- (d) tertakluk kepada kelulusan Lembaga Pengarah UPM, untuk menjual, menggadaijanjikan, memajakkan, menukar atau selainnya melupuskan mana-mana harta itu; dan
- (e) untuk menjalankan dan melaksanakan mengikut peruntukan Statut ini dan Perlembagaan, statut lain, kaedah-kaedah dan peraturan-peraturan semua kuasa dan kewajipan yang diberikan atau ditanggungkan ke atas Hospital Sultan Abdul Aziz Shah oleh peruntukan itu.

(5) Hospital Sultan Abdul Aziz Shah yang ditubuhkan di bawah subseksyen ini hendaklah bagi tujuan perkhidmatan perubatan dan kesihatan yang diberikannya dianggap sebagai Hospital Kerajaan di bawah Kementerian Pendidikan Tinggi.

### **Tujuan dan Objektif Hospital Sultan Abdul Aziz Shah**

4. (1) Tujuan dan objektif Hospital Sultan Abdul Aziz Shah adalah seperti berikut:

- (a) berfungsi sebagai hospital pengajar bagi Fakulti Perubatan dan Sains Kesihatan Universiti, dan melengkapkan fungsi pengajaran, pembelajaran dan penyelidikan dalam bidang perubatan dan sains kesihatan bagi Fakulti itu atau Fakulti-Fakulti lain dalam UPM;
- (b) menyediakan dan memberikan perkhidmatan perubatan dan kesihatan kepada pegawai, guru, pekerja dan pelajar Universiti, serta orang awam;
- (c) menjadi pusat rujukan utama dalam bidang perubatan dan sains kesihatan tertentu yang ditetapkan oleh Lembaga Pengarah UPM bagi faedah masyarakat dan Negara;
- (d) menerima mana-mana orang untuk menjalani latihan amali atau selainnya dalam bidang perubatan dan sains kesihatan atau apa-apa bidang lain yang berkaitan dengannya;
- (e) bekerjasama dengan hospital pengajar lain, hospital awam, hospital lain dan badan atau agensi lain dalam dan luar Malaysia dalam bidang perubatan dan sains kesihatan atau apa-apa bidang lain yang berkaitan dengannya;
- (f) menyediakan kemudahan dan keperluan berkaitan pendidikan, pengajaran dan penyelidikan perubatan dan sains kesihatan dengan mana-mana institusi lain dalam atau luar Malaysia sebagaimana yang dibenarkan oleh Lembaga Pengarah UPM; dan
- (g) melaksanakan apa-apa perkhidmatan perubatan dan kesihatan lain yang berkaitan sebagaimana yang diarahkan oleh Universiti dari semasa ke semasa.

(2) Bagi tujuan subseksyen 4(1) Statut ini, dan tertakluk kepada Perlembagaan dan undang-undang lain, Hospital Sultan Abdul Aziz Shah hendaklah mempunyai kuasa untuk melakukan semua perbuatan dan perkara lain sebagaimana yang diperlukan untuk memajukan lagi perkhidmatan perubatan dan kesihatan, pengajaran, penyelidikan, pentadbiran, kewangan, kebajikan dan tatatertib di Hospital Sultan Abdul Aziz Shah.

### **BAHAGIAN III**

#### **LEMBAGA PENGELOLA HOSPITAL SULTAN ABDUL AZIZ SHAH**

### **Lembaga Pengelola Hospital Sultan Abdul Aziz Shah**

5. (1) Lembaga Pengelola Hospital Sultan Abdul Aziz Shah, atau apa-apa nama lain yang disebut bagi Lembaga ini adalah ditubuhkan dan hendaklah terdiri daripada—

- (a) Naib Canselor Universiti yang hendaklah menjadi Pengerusi;

- (b) seorang Timbalan Naib Canselor yang ditanggungkan dengan tanggungjawab penyelidikan dan inovasi, atau yang ditanggungkan dengan tanggungjawab hal ehwal akademik dan antarabangsa yang hendaklah menjadi Timbalan Pengerusi;
- (c) seorang ahli Lembaga Pengarah Universiti yang mewakili Kementerian Kewangan Malaysia atau mana-mana ahli Lembaga Pengarah Universiti lain yang berpengetahuan dalam bidang kewangan atau sains kesihatan dan perubatan, yang difikirkan sesuai oleh Lembaga Pengarah Universiti;
- (d) Semua Timbalan Naib Canselor;
- (e) Pendaftar Universiti;
- (f) Bursar Universiti;
- (g) Penasihat Undang-Undang Universiti;
- (h) Pengarah Urusan Hospital Sultan Abdul Aziz Shah;
- (i) Dekan Fakulti Perubatan dan Sains Kesihatan;
- (j) Pengarah Pusat Kesihatan Universiti; dan
- (k) Seorang wakil dari Kementerian Kesihatan Malaysia.

(2) Timbalan Pengarah Urusan atau Pendaftar Hospital Sultan Abdul Aziz Shah hendaklah menjadi setiausaha Lembaga Pengelola Hospital Sultan Abdul Aziz Shah.

(3) Pengerusi Lembaga Pengelola Hospital Sultan Abdul Aziz Shah boleh mengundang mana-mana orang menyertai atau menghadiri dalam apa-apa perbincangan Lembaga Pengelola Hospital Sultan Abdul Aziz Shah.

### **Fungsi dan Tanggungjawab**

6. Lembaga Pengelola Hospital Sultan Abdul Aziz Shah hendaklah mempunyai fungsi dan tanggungjawab berikut—

- (a) hendaklah membuat dasar untuk Hospital Sultan Abdul Aziz Shah;
- (b) hendaklah melaksanakan apa-apa dasar yang diputuskan oleh Universiti berkaitan dengan Hospital Sultan Abdul Aziz Shah;
- (c) hendaklah menjadi badan yang mengelola dan mengawasi Hospital Sultan Abdul Aziz Shah dan boleh menjalankan segala kuasa yang diberikan kepada Hospital Sultan Abdul Aziz Shah kecuali setakat yang kuasa itu diberikan oleh Perlembagaan ini atau statut, kaedah-kaedah dan peraturan-peraturan kepada Pihak Berkuasa, badan atau kepada pegawai lain Universiti;

- (d) hendaklah mengadakan perancangan pengawasan yang strategik yang bercirikan pendidikan dan misi Hospital Sultan Abdul Aziz Shah dan Universiti;
- (e) menggalakkan pengurusan yang cekap dan berkesan dan mengadakan kajian semula yang menyeluruh mengenai operasi Hospital Sultan Abdul Aziz Shah;
- (f) membangunkan hubungan dengan masyarakat, sektor korporat dan industri;
- (g) memupuk hubungan global dan keantarabangsaan berhubung dengan pelajaran tinggi, penyelidikan klinikal dan perkhidmatan kesihatan;
- (h) memastikan pelaksanaan Perlembagaan, undang-undang dan dasar Universiti dan untuk memastikan bahawa tiap-tiap Pihak Berkuasa, Jawatankuasa, Pegawai atau jawatankuasa sentiasa bertindak menurut kuasanya dan bidang tugasnya;
- (i) meluluskan dasar berkaitan dengan pembelajaran, penyelidikan klinikal dan penjagaan pesakit di Hospital dan apa-apa juga pekeliling yang dikeluarkan oleh Kementerian Kesihatan Malaysia untuk diguna pakai di Hospital Hospital Sultan Abdul Aziz Shah;
- (j) meluluskan laporan tahunan berkenaan dengan kegiatan Hospital Sultan Abdul Aziz Shah dan mengemukakan laporan itu kepada Lembaga Pengarah Universiti;
- (k) bertanggungjawab meluluskan semua dasar kewangan Hospital Sultan Abdul Aziz Shah dan membuat kontrak atas nama Universiti atau menubuhkan apa-apa tabung amanah sebagaimana yang diperlukan bagi maksud Hospital Sultan Abdul Aziz Shah bagi pihak Universiti; dan
- (l) membuat syor kepada Universiti berkenaan mengadakan jawatan-jawatan untuk kakitangan hospital termasuk kakitangan perubatan yang diperlukan bagi pelaksanaan dan pentadbiran pengajaran, penyelidikan dan fungsi-fungsi perkhidmatan hospital universiti yang sepatutnya.

### **Mesyuarat dan Kuorum**

7. (1) Mesyuarat Lembaga Pengelola Hospital Sultan Abdul Aziz Shah hendaklah diadakan pada bila-bila masa dan di mana-mana tempat sebagaimana yang ditentukan oleh Pengerusi Lembaga Pengelola Hospital Sultan Abdul Aziz Shah.

(2) Setiausaha Lembaga Pengelola Hospital Sultan Abdul Aziz Shah hendaklah menyebabkan—

- (a) minit semua mesyuaratnya disenggara dan disimpan dalam bentuk yang sepatutnya; dan



- (b) salinan minit semua mesyuaratnya dikemukakan kepada ahli Lembaga Pengelola Hospital Sultan Abdul Aziz Shah seberapa cepat yang boleh dilaksanakan.

(3) Lembaga Pengelola Hospital Sultan Abdul Aziz Shah boleh mengundang mana-mana orang untuk menghadiri mana-mana mesyuaratnya bagi maksud menasihatinya tentang perkara yang sedang dibincangkan tetapi orang itu tidak berhak untuk mengundi dalam mesyuarat itu.

(4) Kuorum bagi sesuatu mesyuarat Lembaga Pengelola Hospital Sultan Abdul Aziz Shah ialah Pengerusi dan empat orang ahli lain.

#### BAHAGIAN IV

##### JAWATANKUASA PENGURUSAN HOSPITAL SULTAN ABDUL AZIZ SHAH

##### **Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah**

8. (1) Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah adalah ditubuhkan dan hendaklah terdiri daripada—

- (a) Pengarah Urusan Hospital Sultan Abdul Aziz Shah, yang hendaklah menjadi Pengerusi;
- (b) Semua Timbalan Pengarah Urusan Hospital Sultan Abdul Aziz Shah;
- (c) Pendaftar, walau apa pun nama disebut;
- (d) Bursar, walau apa pun nama disebut;
- (e) Ketua Farmasi Hospital Sultan Abdul Aziz Shah, walau apa pun nama disebut;
- (f) Ketua Penyelia Jururawat Hospital Sultan Abdul Aziz Shah, walau apa pun nama disebut; dan
- (g) mana-mana pekerja lain yang dilantik oleh Pengarah Urusan.

(2) Pendaftar hendaklah menjadi setiausaha Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah.

##### **Kuasa dan Tanggungjawab**

9. Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah hendaklah mempunyai kuasa berikut—

- (a) memberikan pandangan berkaitan dengan perjalanan Hospital Sultan Abdul Aziz Shah kepada Lembaga Pengelola dan Pengarah Urusan;
- (b) membuat keputusan mengenai pengurusan, pentadbiran dan operasi hari ke hari Hospital Sultan Abdul Aziz Shah;

- (c) mengemukakan apa-apa cadangan dasar berkaitan pemajuan perkhidmatan, pengajaran dan penyelidikan perubatan dan sains kesihatan di Hospital Sultan Abdul Aziz Shah untuk kelulusan Naib Canselor dan Lembaga Pengelola Hospital Sultan Abdul Aziz Shah;
- (d) mengadakan pengurusan perubatan dan sains kesihatan di Hospital Sultan Abdul Aziz Shah yang cekap dan berkesan, dan mengadakan kajian semula berkala yang menyeluruh mengenai operasi Hospital Sultan Abdul Aziz Shah; dan
- (e) melaksanakan apa-apa pelan strategik Universiti sebagaimana yang telah diluluskan dan diarahkan oleh Lembaga Pengarah UPM atau Naib Canselor.

### **Mesyuarat dan Kuorum**

10. (1) Mesyuarat Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah hendaklah diadakan pada bila-bila masa dan di mana-mana tempat sebagaimana yang ditentukan oleh Pengerusi Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah.

(2) Setiausaha Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah hendaklah menyebabkan —

- (a) minit semua mesyuaratnya disenggara dan disimpan dalam bentuk yang sepatutnya; dan
- (b) salinan minit semua mesyuaratnya dikemukakan kepada ahli Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah seberapa cepat yang boleh dilaksanakan.

(3) Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah boleh mengundang mana-mana orang untuk menghadiri mana-mana mesyuaratnya bagi maksud menasihatinya tentang perkara yang sedang dibincangkan tetapi orang itu tidak berhak untuk mengundi dalam mesyuarat itu.

(4) Kuorum bagi mesyuarat Jawatankuasa Pengurusan Hospital Sultan Abdul Aziz Shah ialah Pengerusi dan empat orang ahli lain.

### **BAHAGIAN V**

#### **LEMBAGA ATAU JAWATANKUASA LAIN**

### **Lembaga atau Jawatankuasa lain**

11. (1) Universiti boleh menubuhkan apa-apa lembaga atau jawatankuasa lain bagi Hospital Sultan Abdul Aziz Shah yang didapatinya perlu dan suai manfaat untuk membantu Hospital Sultan Abdul Aziz Shah dalam melaksanakan tujuan dan objektif Hospital Sultan Abdul Aziz Shah dan boleh menetapkan apa-apa terma rujukan bagi penubuhan lembaga dan jawatankuasa itu dan juga komposisi keanggotaannya.

(2) Keanggotaan lembaga atau jawatankuasa lain Hospital Sultan Abdul Aziz Shah hendaklah dilantik oleh Naib Canselor atau Pengarah Urusan Hospital Sultan Abdul Aziz Shah mengikut kesesuaian setiap lembaga atau jawatankuasa itu.

(3) Hospital Sultan Abdul Aziz Shah hendaklah menubuhkan apa-apa lembaga atau jawatankuasa lain sebagaimana yang ditetapkan oleh mana-mana undang-undang lain dalam Malaysia yang berkaitan dengan perkhidmatan perubatan dan kesihatan. Komposisi dan pelantikan ahli jawatankuasa lain itu hendaklah mengikut peruntukan undang-undang bertulis yang berkaitan.

(4) Peruntukan dalam seksyen 11 hendaklah terpakai bagi lembaga atau jawatankuasa lain yang ditubuhkan di bawah seksyen ini.

## BAHAGIAN VI

### PEGAWAI DAN PEKERJA HOSPITAL SULTAN ABDUL AZIZ SHAH

#### **Pengarah Urusan dan Timbalan Pengarah Urusan**

12. (1) Maka hendaklah ada seorang Pengarah Urusan atau apa-apa nama lain sebagaimana yang ditetapkan oleh Universiti dari semasa ke semasa yang hendaklah dilantik oleh Naib Canselor untuk tempoh tidak melebihi empat tahun, dan boleh dilantik semula setelah tamat tempoh tersebut.

(2) Hendaklah ada sekurang-kurangnya seorang Timbalan Pengarah Urusan atau apa-apa nama lain sebagaimana yang ditetapkan oleh Universiti dari semasa ke semasa yang hendaklah dilantik oleh Naib Canselor untuk tempoh tidak melebihi empat tahun, dan boleh dilantik semula setelah tamat tempoh tersebut.

#### **Bidang kuasa dan Tanggungjawab**

13. (1) Pengarah Urusan hendaklah bertindak di bawah kuasa dan arahan am Naib Canselor, Lembaga Pengarah UPM dan Dekan Fakulti Perubatan dan Sains Kesihatan dan hendaklah—

- (a) menjadi ketua di Hospital Sultan Abdul Aziz Shah;
- (b) bertanggungjawab bagi keseluruhan fungsi pentadbiran, pengurusan, kewangan, perkhidmatan perubatan termasuk perkhidmatan farmasi, penyelidikan, tatatertib dan hal ehwal hari ke hari Hospital Sultan Abdul Aziz Shah;
- (c) melaksanakan apa-apa dasar yang telah diputuskan oleh Lembaga Pengarah Universiti dan Lembaga Pengelola Hospital Sultan Abdul Aziz Shah;

- (d) berhubung dengan pengajaran dan pembelajaran dan program akademik, sentiasa berhubung dan bertanggungjawab terhadap Dekan Fakulti Perubatan dan Sains Kesihatan;
- (e) melaksanakan apa-apa nasihat atau mengambil tindakan terhadap pemerhatian atau arahan yang telah dilakukan atau dibuat oleh Lembaga Pengelola Hospital Sultan Abdul Aziz Shah;
- (f) membuat dan melaksanakan apa-apa perancangan strategik berkaitan dengan Hospital Sultan Abdul Aziz Shah sebagaimana yang dipersetujui oleh Lembaga Pengarah UPM atau Naib Canselor; dan
- (g) menjalankan apa-apa kuasa lain sebagaimana yang diberi kepadanya dan melaksanakan apa-apa kewajipan lain sebagaimana yang dipertanggungjawabkan ke atasnya dari semasa ke semasa, oleh Statut ini atau Naib Canselor.

(2) Timbalan Pengarah Urusan hendaklah bertindak di bawah kuasa dan arahan Pengarah Urusan dan hendaklah membantu Pengarah Urusan dalam melaksanakan kuasa dan tanggungjawabnya di subseksyen 13(1) Statut ini.

(3) Dalam ketiadaan Pengarah Urusan untuk suatu tempoh yang panjang, Timbalan Pengarah Urusan, atau jika ada lebih daripada seorang Timbalan Pengarah Urusan, mana-mana seorang daripada mereka sebagaimana yang ditetapkan oleh Naib Canselor, hendaklah menjalankan fungsi Pengarah Urusan.

#### **Ketua Jabatan dan Pekerja Hospital Sultan Abdul Aziz Shah**

14. (1) Hendaklah ada seorang ketua bagi sesuatu jabatan, bahagian atau selainnya yang ditubuhkan dalam Hospital Sultan Abdul Aziz Shah yang hendaklah dilantik oleh Naib Canselor untuk tempoh tidak melebihi tiga tahun.

(2) Ketua bagi sesuatu jabatan atau bahagian itu hendaklah bertanggungjawab kepada, dan bertindak di bawah kuasa dan arahan Pengarah Urusan, dan boleh dilantik semula setelah tamat tempoh tersebut.

(3) Tertakluk kepada kelulusan Universiti, Hospital Sultan Abdul Aziz Shah boleh mengambil seberapa ramai pekerja yang perlu bagi perjalanan dan pelaksanaan objektif Hospital Sultan Abdul Aziz Shah.

#### **Pelantikan tertakluk kepada Akta dan Apa-Apa Perundangan Subsidiari di bawahnya**

15. Semua pelantikan yang dibuat oleh Hospital Sultan Abdul Aziz Shah hendaklah tertakluk kepada Perlembagaan Universiti, Statut, Kaedah-Kaedah dan Peraturan-Peraturan serta apa-apa perundangan subsidiari di bawah akta yang berkaitan.

## BAHAGIAN VII

PERKHIDMATAN UTAMA HOSPITAL SULTAN ABDUL AZIZ SHAH DAN  
PEMBAHAGIAN JABATAN, BAHAGIAN, UNIT, DSB, DALAM HOSPITAL  
SULTAN ABDUL AZIZ SHAH

**Perkhidmatan Utama dan Perkhidmatan lain Hospital Sultan Abdul Aziz Shah**

16. (1) Perkhidmatan utama Hospital Sultan Abdul Aziz Shah ialah memberikan pengajaran dan pembelajaran dalam bidang perubatan dan kesihatan kepada pelajar Fakulti Perubatan dan Sains Kesihatan Universiti atau pelajar perubatan dari institusi lain.

(2) Hospital Sultan Abdul Aziz Shah boleh memberikan perkhidmatan lain termasuk penyelidikan, perundingan dan apa-apa perkhidmatan perubatan dan kesihatan lain dan juga sebagaimana yang diarahkan oleh Universiti atau Lembaga Pengelola Hospital Sultan Abdul Aziz Shah dari semasa ke semasa.

(3) Hospital Sultan Abdul Aziz Shah hendaklah juga memberikan perkhidmatan perubatan dan penjagaan kesihatan kepada pegawai, guru, pekerja dan pelajar Universiti, serta orang awam.

**Pembahagian Hospital Sultan Abdul Aziz Shah kepada Jabatan, Bahagian, Laboratori, Unit, Dsb.**

17. (1) Bagi tujuan Seksyen 17 Statut ini, Hospital Sultan Abdul Aziz Shah hendaklah dibahagikan kepada beberapa Jabatan, Bahagian, Laboratori, Unit atau selainnya, mengikut namanya masing-masing sebagaimana yang ditetapkan oleh Pengarah Urusan, dengan persetujuan Naib Canselor.

(2) Sesuatu Jabatan, Bahagian, Laboratori, Unit atau selainnya yang ditubuhkan di bawah subseksyen 17(1) Statut ini, adalah dikecualikan daripada keperluan berunding dengan Jawatankuasa Pengajian yang ditetapkan di bawah seksyen 24(2) Perlembagaan UPM.

(3) Bagi tujuan Seksyen ini selanjutnya, dan walau apa pun tafsiran lain yang dipakai oleh Universiti, nama Jabatan, Bahagian, Laboratori, Unit atau selainnya yang diwujudkan di bawah subseksyen 17(1), hendaklah mempunyai struktur berserta skop tanggungjawab yang ditetapkan oleh Pengarah Urusan dan dengan keizinan Jawatankuasa Pengurusan Universiti dari semasa ke semasa.

## BAHAGIAN VIII

TATACARA, PROSEDUR DAN ARAHAN KERJA

**Tatacara, Prosedur, Arahan Kerja, Dsb.**

18. Tertakluk kepada Perlembagaan Universiti, Hospital Sultan Abdul Aziz Shah boleh membuat, meminda atau membatalkan apa-apa tatacara, prosedur, arahan kerja, notis amalan hospital atau apa-apa notifikasi mengenai apa-apa

perkara berkaitan dengan pengurusan, kewangan, penjanaaan dan perolehan, perkhidmatan perubatan termasuk perkhidmatan farmasi, penyelidikan, tatatertib dan hal ehwal hari ke hari Hospital Sultan Abdul Aziz Shah.

**Tatacara Membuat Prosedur, Arahan Pentadbiran atau Arahan Kerja, Notis Amalan atau Notifikasi Hospital Sultan Abdul Aziz Shah**

19. (1) Pengarah Urusan boleh membuat apa-apa Prosedur, Arahan Pentadbiran atau Arahan Kerja, Notis Amalan atau Notifikasi bagi Hospital Sultan Abdul Aziz Shah.

(2) Apa-apa Prosedur, Arahan Pentadbiran atau Arahan Kerja, atau Notis Amalan atau Notifikasi yang dibuat oleh Pengarah Urusan itu tidak boleh mempunyai kesan kebelakangan.

(3) Apa-apa Prosedur, Arahan Pentadbiran atau Arahan Kerja, Notis Amalan atau Notifikasi yang telah dibuat, hendaklah diumumkan kepada orang awam sekiranya Prosedur, Arahan Pentadbiran atau Arahan Kerja, Notis Amalan atau notifikasi itu berkaitan orang awam yang mendapatkan perkhidmatan di Hospital Sultan Abdul Aziz Shah mengikut cara yang difikirkan patut dan wajar oleh Pengarah Urusan.

BAHAGIAN IX

PERUNTUKAN KEWANGAN

**Anggaran Kewangan Hospital dan Anggaran Tambahan Hospital Sultan Abdul Aziz Shah**

20. (1) Adalah menjadi kewajipan Pengarah Urusan, atau mana-mana pekerja yang diarahkan Pengarah Urusan, untuk menyediakan bagi pertimbangan Lembaga Pengelola Hospital Sultan Abdul Aziz Shah dan Lembaga Pengarah UPM suatu anggaran kewangan Hospital Sultan Abdul Aziz Shah yang meliputi pendapatan dan perbelanjaan Hospital Sultan Abdul Aziz Shah bagi tiap-tiap satu tahun kewangan.

(2) Tertakluk kepada Perlembagaan Universiti, Naib Canselor atau Lembaga Pengarah UPM boleh, menurut budi bicaranya, meluluskan, mengubahsuaikan atau menolak kesemua atau mana-mana butiran yang disediakan dalam anggaran kewangan yang disediakan di subseksyen (1).

(3) Tertakluk kepada apa-apa pengecualian dalam Perlembagaan Universiti, Hospital Sultan Abdul Aziz Shah tidak boleh melakukan apa-apa perbelanjaan yang tidak termasuk dalam sesuatu anggaran yang telah diluluskan.

(4) Jika Hospital Sultan Abdul Aziz Shah memerlukan peruntukan kewangan tambahan dalam sesuatu tahun, Naib Canselor atau Lembaga Pengarah UPM, mengikut mana yang berkenaan boleh dari semasa ke semasa meluluskan anggaran tambahan bagi maksud menunjukkan punca yang darinya sesuatu perbelanjaan tambahan yang dilakukan oleh Hospital Sultan Abdul Aziz Shah boleh dibayar.

(5) Anggaran kewangan atau anggaran kewangan tambahan bagi tiap-tiap satu tahun kewangan Hospital Sultan Abdul Aziz Shah hendaklah disediakan mengikut bentuk dan mengandungi maklumat sebagaimana yang diarahkan oleh Naib Canselor atau Lembaga Pengarah UPM.

#### **Tahun Kewangan Hospital Sultan Abdul Aziz Shah**

21. (1) Bagi maksud Bahagian ini, tahun kewangan ialah satu tahun kalendar, atau apa-apa tempoh lain sebagaimana yang ditetapkan oleh Lembaga Pengarah UPM.

(2) Akaun Hospital Sultan Abdul Aziz Shah hendaklah seberapa segera yang boleh, diimbangkan bagi tahun kewangan yang lalu dan suatu penyata kewangan tahunan atau ringkasannya hendaklah disediakan mengikut bentuk dan mengandungi maklumat sebagaimana yang diarahkan oleh Naib Canselor atau Lembaga Pengarah UPM.

#### **Kuasa Naib Canselor dan Pengarah Urusan untuk mendapatkan dana, menerima hadiah, dsb**

22. Naib Canselor, dan Pengarah Urusan, boleh bagi pihak Hospital Sultan Abdul Aziz Shah mendapatkan dana bagi aktiviti dan operasi Hospital Sultan Abdul Aziz Shah dan menerima sebagai pemberian, hadiah, pemberian berwasiat, subsidi, legasi atau selainnya, harta atau wang membantu kewangan Hospital Sultan Abdul Aziz Shah atas apa-apa syarat sebagaimana yang ditetapkan yang olehnya.

#### **Bentuk Kontrak**

23. Apa-apa kontrak yang melibatkan perbelanjaan Hospital Sultan Abdul Aziz Shah hendaklah dibuat atas nama Universiti atau atas nama Hospital Sultan Abdul Aziz Shah secara bertulis, dan ditandatangani oleh mana-mana pegawai Universiti yang diberikan kuasa sewajarnya oleh Lembaga Pengarah UPM, sama ada secara khusus dalam hal tertentu, atau secara am bagi semua kontrak di bawah suatu nilai tertentu atau selainnya, sebagaimana yang ditetapkan dalam pemberian kuasa itu.

#### **Fi Perkhidmatan Hospital Sultan Abdul Aziz Shah**

24. (1) Tertakluk kepada persetujuan Lembaga Pengelola Hospital Sultan Abdul Aziz Shah dan Lembaga Pengarah UPM, Hospital Sultan Abdul Aziz Shah boleh menetapkan apa-apa kadar fi bagi apa-apa perkhidmatan yang disediakan dan ditawarkan oleh Hospital Sultan Abdul Aziz Shah kepada pegawai, guru, pekerja dan pelajar Universiti, serta orang awam yang kena dibayar oleh pegawai, guru, pekerja dan pelajar Universiti, serta orang awam yang mendapatkan perkhidmatan itu.

(2) Apa-apa fi yang dikenakan oleh Hospital Sultan Abdul Aziz Shah bagi perkhidmatan yang diberikannya, tetapi tidak dibayar oleh penerima perkhidmatan itu, hendaklah menjadi hutang yang boleh dituntut secara guaman oleh Hospital Sultan Abdul Aziz Shah dan Universiti.

(3) Bagi maksud subseksyen 24(1), fi bagi perkhidmatan yang disediakan oleh dan ditawarkan oleh Hospital Sultan Abdul Aziz Shah boleh termasuk caj perubatan, perundingan, penyelidikan, penyewaan ruang dan fasiliti hospital atau caj lain yang diluluskan oleh Lembaga Pengelola Hospital Sultan Abdul Aziz Shah dan Lembaga Pengarah UPM.

(4) Kesemua fi perkhidmatan yang diterima adalah suatu pendapatan Universiti dan hendaklah diakaunkan ke dalam akaun Universiti.

### **Audit**

25. Akaun Hospital Sultan Abdul Aziz Shah hendaklah diaudit setiap tahun oleh juruaudit yang dilantik oleh Lembaga Pengarah UPM. Akaun yang telah diaudit itu hendaklah dibentangkan kepada Jawatankuasa Pengurusan Universiti dan Lembaga Pengarah UPM.

## **BAHAGIAN X**

### **PERUNTUKAN AM, KECUALIAN DAN PERALIHAN**

### **Tafsiran**

26. Dalam Bahagian ini—

“tarikh yang ditetapkan” ertinya tarikh Statut ini mula berkuat kuasa.

### **Kesahan Tindakan Hospital Pengajar Universiti sebelum Kuat Kuasa Statut**

27. (1) Apa-apa surat cara, surat ikatan, hak milik, dokumen, perjanjian dan perkiraan yang telah disempurnakan oleh Hospital Sultan Abdul Aziz Shah sebelum tarikh yang ditetapkan, hendaklah pada tarikh yang ditetapkan, disifatkan telah dibuat di bawah Statut ini dan terus berkuat kuasa dan mempunyai kesan.

(2) Segala hak, keistimewaan, tanggungan, kewajipan dan Hospital Sultan Abdul Aziz Shah, pegawai dan pekerjaanya sebelum tarikh yang ditetapkan, hendaklah pada tarikh yang ditetapkan, terus berkuat kuasa dan mempunyai kesan.

(3) Segala aku janji yang telah diberikan oleh, atau kepada Hospital Sultan Abdul Aziz Shah, dan perkara yang belum selesai sebelum tarikh yang ditetapkan, hendaklah pada tarikh yang ditetapkan, diteruskan setakat aku janji atau perkara yang belum selesai itu tidak bertentangan atau bercanggah dengan peruntukan Statut ini.



**Kuasa yang diwakilkan**

28. Semua kuasa atau tanggungjawab yang telah diwakilkan sebelum tarikh yang ditetapkan, hendaklah pada tarikh yang ditetapkan, disifatkan telah dibuat di bawah Statut ini dan terus berkuat kuasa dan mempunyai kesan.

**Kecualian**

29. Semua arahan pentadbiran, arahan kerja, prosedur, garis panduan, notis amalan hospital, notifikasi, pemberitahuan, atau borang yang dikeluarkan atau dibuat oleh Hospital Sultan Abdul Aziz Shah sebelum tarikh yang ditetapkan, hendaklah terus berkuat kuasa setakat arahan pentadbiran, arahan kerja, prosedur, garis panduan, notis amalan hospital, pemberitahuan dan borang itu selaras dengan, atau tidak digantikan atau dibatalkan oleh peruntukan Statut ini.

Dibuat 18 Jun 2026

[Minit Mesyuarat LPU 181.02 (4)(v)(2)]

[UPM/PPUU/600-1/3/6/Statut HSAAS]

SULTAN SHARAFUDDIN IDRIS SHAH ALHAJ  
IBNI ALMARHUM SULTAN SALAHUDDIN ABDUL AZIZ SHAH ALHAJ  
*Canselor*  
*Universiti Putra Malaysia*

**No. 23938.**

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**

**THE CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA**

**UNIVERSITI PUTRA MALAYSIA (HOSPITAL SULTAN  
ABDUL AZIZ SHAH) STATUTE 2026**

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971  
THE CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (HOSPITAL SULTAN ABDUL AZIZ SHAH)  
STATUTE 2026

In exercise of the power conferred by section 35 of the Constitution of Universiti Putra Malaysia, the Chancellor makes the following statute:

PART 1

COMMENCEMENT

**Name**

1. This Statute may be cited as Universiti Putra Malaysia (Hospital Sultan Abdul Aziz Shah) Statute 2026.

**Interpretation**

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

“Bursar” includes Senior Deputy Bursar, Deputy Bursar, Chief Assistance Bursar, Senior Assistant Bursar and Assistant Bursar on duty at the Hospital Sultan Abdul Aziz Shah or may be known by such other names as may be determined by the University from time to time;

“Board of Director of UPM” means the Board of Director of the University;

“Managing Director” means the Managing Director of Hospital Sultan Abdul Aziz Shah appointed under Section 13 of this Statute;

“Registrar” includes Senior Deputy Registrar, Deputy Registrar, Chief Assistant Registrar, Senior Assistant Registrar and Assistant Registrar on duty at the Hospital Sultan Abdul Aziz Shah or may be known by such other names as may be determined by the University from time to time;

“Constitution” means the Constitution of Universiti Putra Malaysia;

“University” means Universiti Putra Malaysia.

PART II

ESTABLISHMENT AND OBJECTIVES OF HOSPITAL SULTAN ABDUL AZIZ SHAH  
AS A UNIVERSITY TEACHING HOSPITAL

**Establishment of Hospital Sultan Abdul Aziz Shah**

3. (1) The University shall establish, supervise and manage a university teaching hospital within the University to meet the need of medical higher education of the Nation.

(2) The university teaching hospital established under subsection 3(1) of this Statute shall be known as Hospital Sultan Abdul Aziz Shah.

(3) The established Hospital Sultan Abdul Aziz Shah shall have an equivalent standing with the Faculties, Schools, Centers, Academies and Institutes within the University in accordance with the provisions of Section 24 of the Constitution, and shall be as Authority of the University for the purpose of Section 16 of the Constitution.

(4) Hospital Sultan Abdul Aziz Shah shall under the prescribed name in subsection 3(2) of this Statute, have the full authority—

- (a) to sue and be sued in all court;
- (b) to provide health and medical services according to the purposes and objectives in section 4 of this Statute;
- (c) for the purpose of this Statute, and subject the Constitution, rules and regulations, to purchase any property, movable or immovable, and to take, accept and hold any such property which become vested in it by virtue of any such purchase, or by any exchange, grant, donation, lease, testamentary disposition or otherwise;
- (d) subject to the approval of Board of Director of UPM, to sell, mortgage, lease, exchange or otherwise dispose of any such property; and
- (e) to exercise and perform, in accordance with the provisions of this Statute, and the Constitution, other statutes, rules and regulations, all powers and duties conferred or imposed upon the Hospital Sultan Abdul Aziz Shah by such provisions.

(5) Hospital Sultan Abdul Aziz Shah established under this subsection shall for the purpose of the medical and health services rendered be deemed as the Government Hospital under the Ministry of Higher Educations.

#### **Purpose and Objective of Hospital Sultan Abdul Aziz Shah**

4. (1) Purposes and objectives of the Hospital Sultan Abdul Aziz Shah are as follows:

- (a) to function as teaching hospital for the Faculty of Medical and Health Sciences of the University, and to complement the teaching, learning and research function in medical and health sciences field of the Faculty or other Faculties in UPM;
- (b) to provide and to give medical and health services to the officers, teachers, employees and students of the University, and general public;
- (c) to become the main referral centre in certain field of medical and health sciences as prescribed by the Board of Director of UPM for the benefit of the society and Nation;

- (d) to admit any person to undergo practical training or otherwise in the field of medical and health sciences or any other field related to it;
- (e) to cooperate with other teaching hospitals, public hospital, other hospitals and other bodies or agencies within or outside Malaysia in the medical and health sciences field or any other field related to it;
- (f) to provide for education, teaching and research facilities and needs pertaining to medical and health sciences with any other institutions within or outside Malaysia as may be permitted by the Board of Directors of UPM; and
- (g) to carry out, from time to time, any other relevant medical and health services as may be instructed by the University.

(2) For the purposes of subsection 4(1) of this Statute, and subject to the Constitution and other laws, Hospital Sultan Abdul Aziz Shah shall have all powers to carry out all acts and things as may be necessary to further improve the medical and health services, teaching, research, administration, finance, welfare and discipline in the Hospital Sultan Abdul Aziz Shah.

### PART III

#### GOVERNING BOARD OF HOSPITAL SULTAN ABDUL AZIZ SHAH

##### **Governing Board of Hospital Sultan Abdul Aziz Shah**

5. (1) The Governing Board of Hospital Sultan Abdul Aziz Shah or by any other name prescribed for this Board is established and shall consist of—

- (a) Vice Chancellor who shall be the Chairman;
- (b) a Deputy Vice-Chancellor charged with the responsibility of research and innovation, or charged with the responsibility of academic and international affairs who shall be the Deputy Chairman;
- (c) a member of Board of Directors of the University who represents the Ministry of Finance or any other member of the Board of Directors of the University who is knowledgeable in the field of finance or health and medical sciences, as deemed appropriate by the Board of Directors of the University;
- (d) All Deputy Vice-Chancellors;
- (e) Registrar of the University;
- (f) Bursar of the University;
- (g) Legal Adviser of the University;

- (h) Managing Director of the Hospital Sultan Abdul Aziz Shah;
- (i) Dean of the Faculty of Medical and Health Sciences;
- (j) Director of University Health Centre; and
- (k) A member from Ministry of Health Malaysia.

(2) The Deputy Managing Director of Management or Registrar of Sultan Abdul Aziz Shah Hospital shall be the secretary of the Governing Board of Hospital Sultan Abdul Aziz Shah.

(3) The Chairman of the Governing Board of Hospital Sultan Abdul Aziz Shah may invite any person to join the meeting or attend in any discussion of the Governing Board of Hospital Sultan Abdul Aziz Shah.

### **Function and Responsibilities**

6. The Governing Board of Hospital Sultan Abdul Aziz Shah shall have the following functions and responsibilities—

- (a) shall make policies for Hospital Sultan Abdul Aziz Shah;
- (b) shall implement any policy prescribed by the University in relation to Hospital Sultan Abdul Aziz Shah;
- (c) shall be the governing and monitoring body of the Hospital Sultan Abdul Aziz Shah and may exercise all the powers conferred to the Hospital Sultan Abdul Aziz Shah save in so far as they are by this Constitution or the statutes, rules and regulations conferred on some other Authority, body or some other officer of the University;
- (d) shall provide strategic planning-oversight of the educational character and mission of the Hospital Sultan Abdul Aziz Shah and University;
- (e) promote efficient and effective management and provide overall review of the Hospital Sultan Abdul Aziz Shah operations;
- (f) develop links with the community, corporate sector and industry;
- (g) foster global linkages and internationalization in relation to higher education, clinical research and health services;
- (h) ensure the implementation of the University's Constitution, laws and policies and to ensure that every Authority, Committee, officer or committee keeps within its or his powers and terms of reference;
- (i) to approve policies related to learning, clinical research and patient care at the Hospital and any circular issued by the Ministry of Health Malaysia to be adopted at the Hospital Sultan Abdul Aziz Shah;



- (j) to approve the annual report regarding the activities of the Hospital Sultan Abdul Aziz Shah and submit such report to the Board of Directors of the University;
- (k) responsible for approving all financial policies of Hospital Sultan Abdul Aziz Shah and to enter into contract in the name of the University or to establish any trust fund as may be required for the purposes of Hospital Sultan Abdul Aziz Shah on behalf of the University; and
- (l) to provide recommendation to the University to establish positions for hospital staff including medical staff required for the purpose of proper functions of implementation and administration of teaching, research and services of university hospital.

### **Meetings and Quorum**

7. (1) Meetings of the Governing Board of Hospital Sultan Abdul Aziz Shah shall be held at any time and at any place as may be determined by the Chairman of the Governing Board of the Hospital Sultan Abdul Aziz Shah.

(2) The secretary of the Governing Board of Hospital Sultan Abdul Aziz Shah shall cause—

- (a) the minutes of all its meetings are maintained and kept in a proper form; and
- (b) copies of the minutes of all its meetings are submitted to the members of Governing Board of Hospital Sultan Abdul Aziz Shah as soon as practicable.

(3) The Governing Board of Hospital Sultan Abdul Aziz Shah may invite any person to attend any of its meetings for the purpose of advising it on matters under discussion, but such person shall not be entitled to vote at the meeting.

(4) The quorum for a meeting of the Governing Board of Hospital Sultan Abdul Aziz Shah shall be the Chairman and four other members.

## **PART IV**

### **MANAGEMENT COMMITTEE OF HOSPITAL SULTAN ABDUL AZIZ SHAH**

#### **Management Committee of Hospital Sultan Abdul Aziz Shah**

8. (1) The Management Committee of Hospital Sultan Abdul Aziz Shah is established and shall consist of—

- (a) Managing Director of Hospital Sultan Abdul Aziz Shah, who shall be the Chairman;

- (b) All Deputy Managing Directors of the Hospital Sultan Abdul Aziz Shah;
  - (c) Registrar, by whatever name called;
  - (d) Bursar, by whatever name called;
  - (e) Head of Pharmacy of Hospital Sultan Abdul Aziz Shah, by whatever name called;
  - (f) Chief Nursing Officer of Hospital Sultan Abdul Aziz Shah, by whatever name called; and
  - (g) any other employees appointed by the Managing Director.
- (2) Registrar shall be the secretary of Management Committee of Hospital Sultan Abdul Aziz Shah.

### **Powers and Responsibilities**

9. The Management Committee of Hospital Sultan Abdul Aziz Shah shall have the following powers—

- (a) to provide views relating to the conduct of the Hospital Sultan Abdul Aziz Shah to the Managing Director and the Governing Board of the Hospital Sultan Abdul Aziz Shah;
- (b) to make decisions on the management, administration, and day-to-day operations of the Hospital Sultan Abdul Aziz Shah;
- (c) to submit any proposals on policies related to the advancement of medical and health sciences services at the Hospital Sultan Abdul Aziz Shah for the approval of the Vice Chancellor and the Governing Board of the Hospital Sultan Abdul Aziz Shah;
- (d) to establish efficient and effective medical and health science management at the Hospital Sultan Abdul Aziz Shah, and to conduct a comprehensive periodic review of the operations of the Hospital Sultan Abdul Aziz Shah; and
- (e) to carry out any strategic plans of the University as may be approved and instructed by the Board of Directors of UPM.

### **Meeting and Quorum**

10. (1) The meeting of the Management Committee of Hospital Sultan Abdul Aziz Shah shall be held at such times and places as the Chairman of Management Committee of Hospital Sultan Abdul Aziz Shah may determine.

(2) The Management Committee of Hospital Sultan Abdul Aziz Shah shall cause—

- (a) minutes of all its meetings to be maintained and kept in a proper form; and
- (b) copies of the minutes of all its meetings to be submitted to the members of the Management Committee of Hospital Sultan Abdul Aziz Shah as soon as practicable.

(3) The Management Committee of Hospital Sultan Abdul Aziz Shah may invite any person to attend of its meetings for the purpose of advising it on any matter under discussion but that person shall not be entitled to vote at the meeting.

(4) The quorum for a meeting of the Management Committee of Hospital Sultan Abdul Aziz Shah shall be the Chairman and four other members.

## PART V

### OTHER BOARD OR COMMITTEE

#### **Other Board or Committee**

11. (1) The University may establish any other board or committee for the Hospital Sultan Abdul Aziz Shah which it deems necessary and expedient to assist the Hospital Sultan Abdul Aziz Shah in carrying out the purposes and objectives of the Hospital Sultan Abdul Aziz Shah and may prescribe any terms of reference for the other established board or committee and the composition of its membership.

(2) The membership of the other board or committee of the Hospital Sultan Abdul Aziz Shah shall be appointed by the Vice Chancellor or the Managing Director of Hospital Sultan Abdul Aziz Shah according to the appropriates of such board or committee.

(3) Hospital Sultan Abdul Aziz Shah shall establish such other board or committee as may be prescribed by any other laws in Malaysia relating to medical and health services. The composition and appointment of the members of the committee shall be in accordance with the provisions of the relevant written laws.

(4) The provisions in section 11 shall apply to other committee established under this section.

PART VI

OFFICER AND EMPLOYEES OF HOSPITAL PENGAJAR UNIVERSITI

**Managing Director and Deputy Managing Director**

12. (1) There shall be a Managing Director or may be known by such other names as may be determined by the University from time to time who shall be appointed by the Vice Chancellor for a term not exceeding four years, and may be reappointed upon the expiration of such term.

(2) There shall be at least one Deputy Managing Director or may be known by such other names as may be determined by the University from time to time who shall be appointed by the Vice-Chancellor for a term not exceeding four years, and may be reappointed upon the expiration of such term.

**Powers and Responsibility**

13. (1) The Managing Director shall act under the general authority and direction of the Vice-Chancellor, the Board of Directors of UPM and the Dean of the Faculty of Medicine and Health Sciences and shall—

- (a) be the head of Hospital Sultan Abdul Aziz Shah;
- (b) responsible for the overall functions of administration, management, finance, discipline and day-to-day affairs of the Hospital Sultan Abdul Aziz Shah;
- (c) implement any policy that has been made by the Board of Directors of UPM or the Governing Board of Hospital Sultan Abdul Aziz Shah;
- (d) implement any advice or take action towards the observations or instructions that have been made by the Governing Board of Hospital Sultan Abdul Aziz Shah;
- (e) in regard to teaching and learning and academic programme, liaising and responsible to the Dean of the Faculty of Medicine and Health Sciences;
- (f) make and implement any strategic plan related to the Hospital Sultan Abdul Aziz Shah as agreed by the Board of Directors of UPM or the Vice Chancellor; and
- (g) exercise such other powers as may be delegated to him and perform such other duties as may be delegated to him from time to time, by the Vice Chancellor or this Statute.

(2) The Deputy Managing Director shall act under the authority and direction of the Managing Director and shall assist the Managing Director in exercising his powers and responsibilities in subsection 14 (1) of this Statute.

(3) In the absence of a Managing Director for a long period, the Deputy Managing Director, or if there is more than one Deputy Managing Director, any one of them as may be prescribed by the Vice Chancellor, shall perform the functions of a Managing Director.

#### **Head of Department and Employees of Hospital Sultan Abdul Aziz Shah**

14. (1) There shall be a head of a department or division established in the Hospital Sultan Abdul Aziz Shah who shall be appointed by the Vice Chancellor for a term not exceeding three years.

(2) The head of a department or division shall be responsible to, and act under the authority and direction of the Managing Director, and may be reappointed upon the expiration of such period.

(3) Subject to the approval of the University, Hospital Sultan Abdul Aziz Shah may employ as many employees as necessary for the carrying out and implementation of the objectives of the Hospital Sultan Abdul Aziz Shah.

#### **Appointments are subject to the Act and Any Subsidiary Legislation thereunder**

15. All appointments made by Hospital Sultan Abdul Aziz Shah shall be subject to the Constitution, Statutes, Rules and Regulations as well as any subsidiary legislation under the relevant act.

### **PART VII**

#### **PRIMARY SERVICES OF HOSPITAL SULTAN ABDUL AZIZ SHAH AND DIVISION OF DEPARTMENTS, DIVISIONS, UNITS, ETC, IN THE HOSPITAL SULTAN ABDUL AZIZ SHAH**

#### **Primary Services and Other Services Hospital Sultan Abdul Aziz Shah**

16. (1) The primary service of Hospital Sultan Abdul Aziz Shah is to provide teaching & learning in medicine and health to students of the Faculty of Medical and Health Sciences or medical students from other institutions.

(2) Hospital Sultan Abdul Aziz Shah may provide other services including research, consultation and any other medical and health services as well as directed by the University or the Governing Board of Hospital Sultan Abdul Aziz Shah from time to time.

(3) Hospital Sultan Abdul Aziz Shah shall also provide medical and healthcare services to officers, teachers, employees and students of the University, and to the general public.

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**Division of Hospital Sultan Abdul Aziz Shah into Departments, Divisions, Laboratories, Units, etc**

17. (1) For the purposes of Section 17 of this Statute, Hospital Sultan Abdul Aziz Shah shall be divided into several Departments, Divisions, Laboratories, Units or otherwise in their respective names as prescribed by the Managing Director, with the consent of the Vice Chancellor.

(2) A Department, Division, Laboratory, Unit or otherwise established under subsection 17 (1) of this Statute, Hospital Sultan Abdul Aziz Shah is exempted from the requirement for consultation with the Studies Committee under section 24 (2) of the Constitution of UPM.

(3) For the purpose of this Section, and notwithstanding any other interpretation adopted by the University, the names of the Departments, Divisions, Laboratories, Units or otherwise established under subsection 17(1), shall have a structure with the scope of responsibilities set by the Managing Director, and with the approval of the Management Committee of the University from time to time.

**PART VIII****GUIDELINES, PROCEDURES AND WORK INSTRUCTIONS****Guidelines, Procedures, Work Instructions, etc.**

18. Subject to the University Constitution, Hospital Sultan Abdul Aziz Shah may make, amend or revoke any guidelines, procedure, work order, hospital practice notice or any notification on the matters related to the management, finance, generation and procurement, medical services including pharmacy services, research, discipline and day-to-day affairs of Hospital Sultan Abdul Aziz Shah Hospital.

**Methods for Making Procedures, Administrative Instructions or Work Instructions, Managing Director Practice Notice or Notification of Hospital Sultan Abdul Aziz Shah**

19. (1) The Managing Director may make any Procedure, Administrative Instruction or Work Instruction, Practice Notice or Notification for Hospital Sultan Abdul Aziz Shah.

(2) Any Procedure, Administrative Instruction or Work Instruction, or Notice of Practice made by the Managing Director shall have no retrospective effect.

(3) Any Procedure, Administrative Instruction or Work Instruction, or Practice Notice that has been made, shall be announced to the public if the Procedure, Administrative Instruction or Work Instruction, or the Practice Notice relates to the public obtaining services at the Hospital Sultan Abdul Aziz Shah by way as deemed fit and proper by the Managing Director.

## PART IX

## FINANCIAL PROVISION

**Hospital Financial Estimation and Additional Estimation of Hospital Sultan Abdul Aziz Shah**

20. (1) It shall be the duty of the Managing Director, or any employee as directed by the Managing Director, to prepare for the consideration of the Governing Board of Hospital Sultan Abdul Aziz Shah and the Board of Directors of UPM the financial estimates of the Hospital Sultan Abdul Aziz Shah which cover the income and expenses of the Hospital Sultan Abdul Aziz Shah for each financial year.

(2) Subject to the Constitution of the University, the Vice-Chancellor or the Board of Directors of UPM may, in its sole discretion, approve, modify or reject all or any of the details provided in the financial estimates provided in subsection (1).

(3) Subject to any exception in the Constitution of the University, Hospital Sultan Abdul Aziz Shah shall not incur any expenses which is not included in an approved budget.

(4) If Hospital Sultan Abdul Aziz Shah requires additional financial allocation in a year, the Vice Chancellor or the Board of Directors of UPM, as the case may be, may from time to time approve additional estimates for the purpose of showing the cause from which an additional expenditure incurred by Hospital Sultan Abdul Aziz Shah may paid.

(5) Financial estimates or additional financial estimates for each financial year of the Hospital Sultan Abdul Aziz Shah shall be prepared in such form and shall contain information as the Vice Chancellor or the Board of Directors of UPM may direct.

**Financial Year of Hospital Sultan Abdul Aziz Shah**

21. (1) For the purpose of this Part, the financial year shall be the calendar year, or such other period as the Board of Directors of UPM may determine.

(2) The accounts of Hospital Sultan Abdul Aziz Shah shall as soon as may be, be balanced for the preceding financial year and an annual financial statement of abstract shall be prepared in such form and shall contain all information as the Vice Chancellor or the Board of Directors of UPM may from time to time direct.

**Power of the Vice Chancellor, Managing Director to seek fund, accept gifts, etc**

22. The Vice Chancellor and the Managing Director, may on behalf of Hospital Sultan Abdul Aziz Shah seek funds for activities and operations of Hospital Sultan Abdul Aziz Shah and accept by way of grant, gift, testamentary disposition, subventions, legacies or otherwise, property or moneys in aids of the finances of Hospital Sultan Abdul Aziz Shah on such conditions as it may determine.

**Form of Contracts**

23. Any contract involving the expenditure of Hospital Sultan Abdul Aziz Shah shall be in writing and signed by any employee of the University duly authorized by the Board of Directors of UPM, either specially in any particular case or generally for all contracts below a certain value or otherwise, as may be specified in the authorization.

**Service Fee of Hospital Sultan Abdul Aziz Shah**

24. (1) Subject to the approval of the Governing Board of Hospital Sultan Abdul Aziz Shah and the Board of Directors of UPM, Hospital Sultan Abdul Aziz Shah may charge any fees to be paid for any services provided and offered by Hospital Sultan Abdul Aziz Shah to officers, teachers, employees and students of the University, as well as the public for the services rendered.

(2) Any fee charged by Hospital Sultan Abdul Aziz Shah for the services rendered by it, but not paid by the recipient of the service, shall be a debt which may be legally claimed by the University and Hospital Sultan Abdul Aziz Shah.

(3) For the purposes of subsection 25(1), fees for the services rendered and offered by Hospital Sultan Abdul Aziz Shah may include medical charges, consultation, research, rental of hospital space and facilities or other charges as may be approved by the Governing Board of Hospital Sultan Abdul Aziz Shah and the Board of Directors of UPM.

(4) All fees received for the services rendered are University income and shall be accounted in the University account.

**Audit**

25. The accounts of Hospital Sultan Abdul Aziz Shah shall be audited annually by auditors appointed by the Board of Directors of UPM. The audited accounts shall be presented to the Management Committee of the University and Board of Directors of UPM.



## PART X

## SAVINGS AND TRANSITIONAL PROVISIONS

**Interpretation**

26. In this Part—

“appointed date” means the date on which this Statute shall have effect.

**Validity of Actions by the Hospital Sultan Abdul Aziz Shah before this Statute Come into Force**

27. (1) Any instrument, deed, title, document, agreement and arrangement that has been executed by Hospital Sultan Abdul Aziz Shah before the appointed date, shall on the appointed date, be deemed to have been made under this Statute and continue in force power and have an effect.

(2) All rights, privileges, obligations, duties and Hospital Sultan Abdul Aziz Shah, its officers and employees before the appointed date, shall be on the appointed date, continue in force and have effect.

(3) All undertakings that have been given by, or to Hospital Sultan Abdul Aziz Shah, and matters pending before the appointed date, shall be on the appointed date, continued until the undertaking or the pending matter does not conflict with or conflict with the provisions of this Statute.

**Delegated powers**

28. All powers or responsibilities delegated before the appointed date, shall be on the appointed date, be deemed to have been made under this Statute and continue in force and have effect.

**Exceptions**

29. All administrative instructions, work instructions, procedures, guidelines, hospital practice notices, notifications, notices, or forms issued or made by Hospital Sultan Abdul Aziz Shah before the due date, shall continue in force as far as administrative instructions, work instructions, procedures, guidelines, hospital practice notices, notices and forms are in accordance with, or are not replaced or revoked by the provisions of this Statute.

Made 18 June 2026

[Minutes of LPU Meeting 181.02 (4)(v)(2)]

[UPM/PPUU/600-1/3/6/Statut HSAAS]

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