

UNIVERSITI TELEKOM SDN BHD
(436821-T)
(Incorporated in Malaysia)

POLICY MANUAL
HUMAN CAPITAL MANAGEMENT
EFFECTIVE DATE: 1 JULY 2015

PART-TIME APPOINTMENT OF INBOUND VISITING ACADEMIC/ PROFESSIONAL

1. Descriptions:

Part-time appointment of Inbound Visiting Academic/Professional will consist of distinguished leaders or experts from academia, business, industry, or government sectors, who will take up a period of residence in the University, and thereby contribute to the University's academic and research excellence.

Visitors from academia shall hold a title of "Visiting Academic", while visitors from business, industry or government sectors shall hold a title of "Visiting Professional".

2. Duties:

The Visiting Academic/Professional is expected to perform teaching and/or research duties as determined by the Vice President/Dean/Director/Project Leader, which may include:

- Deliver formal lectures or tutorials.
- Engage in formal or informal discussions with staff and students.
- Undertake collaborative research with faculty members.
- Provide technical advice to postgraduate students.
- Involve in the development of programme materials for programmes conducted at/proposed by MMU.
- Generate viable ideas for the University's academic or research progress and development.
- Take active part in the intellectual activities/programmes/events in the faculty/university.

3. Directly responsible to:

Vice President/ Dean/ Director/ Project Leader or Representatives.

4. Criteria:

- The appointees must be exceptional scholars, or senior industry experts who can contribute and enrich the University's intellectual and research endeavors.
- The appointees must hold permanent appointments or have emeritus status at their respective universities/institutions, or organisations.

5. Terms of Appointment:

- For teaching based, the period of appointment will be up to 12 months, which can be renewed.
- For research based, the maximum period of stay is six (6) months, and this may be extended by the University under exceptional circumstances, such as:
 - a) where collaborative research with a faculty at the MMU would not be possible without such extension,
 - b) where the compelling nature of the research and the excellence of the appointee's research profile indicates that an extension should be granted.
- Within the period of appointment, if the appointee is assigned to teach as such the visit to Multimedia University and its branches will be based on the number of classes assigned and normally each class will carry 15 - 20 hours of teaching load per week subject to maximum of two (2) weeks teaching in each trimester.
- The appointment may be terminated at any time for unsatisfactory performance, misconduct, or for other reasonable offences.

6. Entitlement:

The appointee assigned for teaching shall be entitled to the following:

- Reimbursement of expenses for transportation between the venue the subject is offered at MMU and branch campuses from the appointee house with a mileage

claim of RM 0.55/km OR equivalent to return economy flight ticket whichever is cheaper (applicable if air transportation is available)

- If MMU does not provide any university accommodation, the appointee is allowed to stay in a hotel with a maximum rate of RM 230 per night (including service tax) for a maximum of two weeks only. Beyond two weeks, the University will arrange for accommodation.
- The appointee is also allowed to claim taxi fare or mileage claim of RM 0.55/km, whichever is cheaper from his/her accommodation to the teaching venue.
- Teaching claim (please take note that the appointee is under the obligation to pay taxes that may be imposed by the Malaysian government). The amount is as listed in the table below:

Programme	Amount per hour
Undergraduate	RM 150
Master	RM 200
PhD	RM 250

- For expatriates (non-Malaysian residents), if he/she is assigned to teach, and upon completing delivering of the module, the appointee is entitled for a module payment amounting up to RM 4,000 per module as an additional to the above items.
(Please take note that the appointee is under the obligation to pay taxes that may be imposed by the Malaysian government).

The appointee assigned solely for research shall be entitled to the following:

- Visiting Academic/Professional will usually be allocated office space, computing facilities, full access to the university's library, and research laboratory resources.
- MMU may consider to pay a monthly honorarium of a maximum of RM2,000, which shall be based on their credentials or experience in the respective field of expertise, and availability of budget from the University's fund. On the other hand, the

maximum amount of honorarium to be paid using a related external research grant must strictly adhere to the grant policy.

(Please take note that the appointee is under the obligation to pay taxes that may be imposed by the Malaysian government).

- For expatriates (non-Malaysian residents), reimbursement of expenses for transportation of not more than RM3,000 (with receipt) per visit.
- MMU shall try its best to provide university accommodation, subject to availability. If MMU could not provide any university accommodation, all expenses related to accommodation have to be borne by the appointee.

7. Other Conditions:

7.1 Teaching assignment:

- Appointee must inform the Dean/Director or Representatives on the textbooks requirements within two weeks upon receiving of the appointment letter.
- Appointee is not allowed to make any class replacement without prior approval from the Dean/Director or Representatives.
- All examination questions to be submitted to the relevant authorities on time as scheduled.
- Appointee will have to provide the schedule for student consultancy and update to the Dean/Director or Representatives office for reference.
- If the appointee is instructed to do invigilation, the appointee is required to come one hour earlier to check the final exam paper and to invigilate the whole period examination. There will be no extra payment for this.
- If the appointee is instructed to mark examination papers, appointee is to ensure that all final examination results are returned to the relevant authorities within the timeline set by the University's Examinations & Records Unit (ERU). There is no extra payment for this duty.

7.2 Research assignment:

- Appointee must attend the University on a full-time basis for the entire period of appointment.
- Appointee must conduct research and publish papers under the University's name.

- It is necessary that appointee must adhere to all University's intellectual property policy and procedures.
- Prior permission for public disclosure from the University is required for any research development work/publications done by the Visiting Academic/Professional during their stay with the University.
- Normally, the Visiting Academic/Professional should grant due recognition to the hosting university in his/her publications.
- Appointee has to prepare milestone reports in accordance to the timeline, if determined by the Vice President/Dean/Director/Project Leader.
- At the end of fellowship, appointee has to submit a completion report. The contents of the report should at least consist of:
 - a) Details of the fellowship (i.e. fellowship duration, reporting faculty/research centre, research activities, expected outcome and others)
 - b) Research assignment details
 - c) Deliverables
 - d) Major/Significant contribution
 - e) Future plan

8. Appointment Procedures:

- All applications must be recommended by the Vice President/Dean/Director/Project Leader. It is the responsibility of the Vice President/Dean/Director/Project Leader to get the relevant approval pertaining to the appointment of part time academic before HCM issues the appointment letter.
- The Vice President Dean/Director/Project Leader must ensure that they have enough budgets before the appointment.

9. Medical Insurance:

Visiting Academics/Professionals are not employees of the Multimedia University. As such, they are not eligible for insurance benefits or to purchase insurance through the University. Once accepted into the programme, they will be required to purchase their own private health insurance and travel insurance.

10. Entry Visas and Visit Pass:

Visiting Academics/Professionals (applicable for expatriates only) are responsible for ensuring that they have the correct travel documentation, including visas for their entry and stay in Malaysia. The necessary entry visa must be obtained from the Malaysia Embassy High Commissioner or Consulate as well as professional visit passes issued by the Immigration authorities of Malaysia, and valid for the period of appointment.