



**GUIDELINES FOR THE
APPOINTMENT OF ELITE FOR
THE EXPERIENTIAL LEARNING BY INDUSTRY AND
TECHNOCRAT AT UNIVERSITI MALAYA PROGRAMME
(ELITE@UM)**

1. Introduction

This document is prepared to guide the Responsibility Centre (RC) in understanding all matters relevant to the nomination and appointment of ELITE in Universiti Malaya (UM). The Experiential Learning by Industry and Technocrat at Universiti Malaya programme or ELITE@UM was introduced to close the gap between industry and this academic institution.

2. Objectives of the ELITE@UM Programme

- (1) To provide students and academics with the opportunities to gain practical knowledge and real-world insights from notable experts, industry practitioners and key stakeholders in relevant industries and fields.
- (2) To facilitate experiential learning through structured teaching, guidance, industry-driven activities, and programmes that emphasize critical thinking, problem solving and the development of soft skills.
- (3) To enhance students' readiness for employment and entrepreneurship opportunities, ensuring they are well prepared to meet the current and future workforce demands.

3. Scope

The use of the Guidelines for the Appointment of Elite for the Experiential Learning by Industry and Technocrat Program at Universiti Malaya (ELITE@UM) is for the Undergraduate, Master and Doctoral/PhD level.

4. Key Roles and Responsibilities

- (1) ELITE (including *Karyawan Tamu*) who are appointed must fulfil at least one of the following roles and responsibilities:
 - (a) Deliver lectures and/or dialogues and/or supervise practical/clinical skill sessions in certain areas of course/expertise to students based on the course proforma/topic provided by the RC.
 - (b) Facilitate experiential learning through structured teaching, mentorship, industry-driven activities, and learning activities that emphasize critical thinking, problem solving and soft skills building.
 - (c) Provide experience and expert advice to students regarding the reality of the industry related to their field in a continuous manner during the engagement.
 - (d) Providing opportunities, whenever feasible, for one-on-one guidance, internships training, or permanent employment to outstanding students identified by the RC, while guiding student's career pathways and developing industry-specific skills at both local and global levels.

- (e) Enhance students' readiness for employment and/or entrepreneurial opportunities for current and future workforce demands.
- (2) Subject to the above, each session conducted must not involve any elements of politics, racism, or extremism, and must not touch on societal sensitivities or harm the image and reputation of the university.

5. Reference Document

- (1) *Garis Panduan Program Experiential Learning by Industry and Technocrat at Universiti Malaya (ELITE@UM)*
- (2) *Minit Mesyuarat Jawatankuasa Strategik Akademik dan Antarabangsa (JKSAA) Bil.2/2024*

6. Definition

Karyawan Tamu refers to prominent figures/subject matter experts in the field of arts (culture, literature, music, drama, painting and design) who are recognized for their expertise.

7. Appointment Criteria and Benefits

(1) Background and Qualifications

- (a) An established and notable figure/expert in a specific industry, including public, private, and professional sectors, recognized for their expertise, management or specialized skills with at least 10 years of relevant working experience since the time of ELITE appointment.
- (b) Possess at least an academic qualification at the Bachelor's degree level.

(2) Term of Appointment

- (a) The appointment is on a part-time basis and candidates can be selected from local or international individuals.
- (b) The duration of appointment is two (2) years for both local and international candidates. For international candidates who need to conduct physical classroom sessions, they must already possess an employment visa to work in Malaysia.
- (c) The appointment may be extended subject to written approval from the Dean/Executive Director/Director.
- (d) The appointed ELITE are not given an honorarium as part of efforts to strengthen academic-industry relations, foster a culture of volunteerism and the spirit of giving, as well for them to integrate this role as part of fulfilling their corporate social responsibility (CSR).

(3) Facilities/Support

The following are the facilities/support provided to appointed ELITE:

- (a) Responsibility Centre (RC)
 - (i) To provide a comprehensive teaching work plan, which is related to the course learning outcomes, timetable, and other relevant materials specifically designed for ELITE.
 - (ii) Provide office space, telephone and computer where necessary.

- (iii) To ensure that ELITE receive their appointment letters.
- (iv) To ensure that ELITE, students and staffs complete the feedback form (provided by CITRA) to evaluate the effectiveness of the industry engagement.

(b) Centre of Integral Learning (CITRA)

- (i) To provide a Welcome Folder containing the UM profiles and core values, contact numbers of relevant centres in UM and campus map.
- (ii) To serve as the liaison between ELITE and central RCs, such as Estates Department (JHB) and libraries, to facilitate access to facilities in compliance with the established regulations.

(c) Human Resource Department

- (i) To assist in visa/travelling pass processes for international candidates, where necessary.

(4) Duties and Responsibilities

The roles of the relevant responsible centres are as follows:

(a) Responsibility Centre (RC)

- (i) To appoint ELITE who meet the high standards specified above, with each appointment requiring written approval from the Dean/Executive Director/Director. The appointment of ELITE desired to strengthen teaching standards and foster a culture of excellence in education.
- (ii) To conduct a thorough background check on candidates to be appointed to ensure that the appointment does not affect the University's image and reputation.
- (iii) To ensure undergraduate core courses in the respective Responsibility Centre include industry involvement through the appointment of ELITE. Exemptions apply to University Courses, including General Education Courses (*Kursus Mata Pelajaran Umum*), SHE courses, Community Engagement, Research Project, Internship and Research Methodology course.
- (iv) To ensure that ELITE are involved in teaching and learning activities for at least two (2) hours per semester.
- (v) To ensure that ELITE receive their appointment letters as scheduled.
- (vi) To ensure that ELITE, students and staffs complete the feedback form (provided by CITRA) to evaluate the effectiveness of the industry engagement.
- (vii) ELITE are responsible for reporting to and being answerable to the Head of Department for matters related to the specific courses they are involved in.

(b) Centre for Integral Learning (CITRA)

- (i) To issue an appointment letter signed by the Vice-Chancellor to ELITE, who are required to respond to the appointment within two (2) weeks after the offer letter is issued.
- (ii) To manage and monitor data related to the appointment of ELITE in the Central Data Repository System.
- (iii) To prepare evaluation forms in collaboration with PTj to collect feedback and assess the progress and effectiveness of industry engagement.
- (iv) To issue an appreciation letter upon contract completion and a renewal letter for reappointment, if applicable.

Flow Chart for Appointment of ELITE for Experiential Learning by Industry and Technocrat at Universiti Malaysia (ELITE@UM) Program

