

## 1. OBJECTIVES

- (1) To provide opportunities for notable experts, industry practitioners and significant stakeholders in the industries and relevant fields to share their knowledge and experiences with UM students.
- (2) To provide successful UM alumni the opportunity to give back to their alma mater by sharing their success stories with students.

## 2. SPECIFIC GUIDELINES:

### (1) Key Roles and Responsibilities:

- (a) Deliver lectures and dialogues OR oversee practical and clinical skill sessions in certain areas of course/expertise to students in a guided manner based on the course proforma /topic provided by the Faculty.
- (b) Provide experience/expert advice to students regarding the reality of the industry related to their field in a continuous manner during the engagement.
- (c) Advise on curriculum formation in specific fields of study (for programme accreditation matters).

### (2) Appointment Criteria and Benefits:

No.	Criteria	Details
1.	<b>Qualification (External Appointment)</b>  ELITE Fellows are not among the staff currently serving at UM	A prominent / well-known / distinguish industry consultants/ industry practitioners/ notable stakeholders/ outstanding individual/ partners and influential entrepreneurs who <b>AGREE</b> to provide experiential learning/skilled or engagement session or structured lectures or clinical or practical sessions in existing courses/programme in faculties.  <b>Compulsory Criteria (Additional):</b> <ul style="list-style-type: none"> <li>• Have a minimum of 10 years relevant working experience.</li> <li>• Significant contribution in relevant industry (journals, talks, seminar, coaching, consultancy etc)</li> </ul>

		<ul style="list-style-type: none"> <li>• A minimum of bachelor's degree and above OR relevant/equivalent qualification / experiences.</li> <li>• Clear from any criminal/disciplinary records.</li> </ul> <p><b>Optional Criteria:</b></p> <ul style="list-style-type: none"> <li>• Award recipients awards in respective fields.</li> <li>• Member of professional body.</li> <li>• Coaching and training experience</li> </ul>
2.	<b>Duration of Appointment</b>	<ul style="list-style-type: none"> <li>• <b>Minimum of appointment is ONE (1) year but this can be extended depending on performance.</b> Course Coordinators need to submit a justification report to CITrA (minimum one page) on their engagement with the faculties.</li> <li>• Focus should be given towards courses/programmes that have none or too minimal industrial/guest lecture participation.</li> <li>• Course/Programme Coordinators need to ensure teaching and learning activities or sharing experience have been conducted with evidence of attendance and students' feedback and evaluation.</li> </ul>
3.	<b>Honorarium</b>	<ul style="list-style-type: none"> <li>• As a token of appreciation, an honorarium of <b>RM150.00 per hour</b> of teaching and learning activity will be paid to the ELITE fellow; capped at <b>RM900.00</b> for one (1) year (<b>per appointment/person</b>).</li> <li>• <b>Minimum sharing session / teaching hours is two (2) hours / semester.</b></li> <li>• To promote the spirit of giving, ELITE fellows will be given an option to donate their honorarium to UM upon receiving the offer letter. The system administrator at the faculty will need to make the necessary arrangements accordingly. The donation will be channeled to our Endowment Fund (refer to CARIA).</li> </ul>
4.	<b>Duties and Responsibilities of Faculties</b>	<ul style="list-style-type: none"> <li>• To ensure 25% of undergraduate courses at the respective Faculties have industry involvement through ELITE Fellow appointment.</li> <li>• To give structured learning activities / sharing experiences related to the field of study in existing courses offered or another related activities organised by the faculties.</li> <li>• Topic guidance / relevant learning objective /content will be provided by the faculties (prepared by respective course/programme coordinators).</li> </ul>

		<ul style="list-style-type: none"> <li>• Respective course/programme coordinators are required to prepare and provide teaching schedule to the ELITE fellows.</li> <li>• Students and programme coordinator are required to fill in feedback form to measure effective engagement (provided by CITrA).</li> <li>• ELITE@UM Fellow is required to fill in a feedback form (provided by CITrA) at the end of their appointment.</li> </ul> <p><b>Additional information for faculties:</b></p> <ul style="list-style-type: none"> <li>• Faculties can decide on other possible avenues of collaborations for their appointed Fellows to contribute to UM.</li> <li>• <b>Most importantly, engagement with ELITE fellows must be impactful, meaningful and sustainable.</b></li> </ul>
5.	<b>Facilities Provided</b>	<p><b>By Responsibility Centre (RC):</b></p> <ul style="list-style-type: none"> <li>• Welcome Kit (Folder) <ul style="list-style-type: none"> <li>• Appointment letter by DVC (A&amp;I);</li> <li>• UM Profile: Fact &amp; Figures (provided by CARIA);</li> <li>• UM Core Values: P.O.I.S.E (provided by CARIA);</li> <li>• Contact Numbers: <i>Jabatan Sumber Manusia</i> (JSM), Faculties (provided by CARIA);</li> <li>• Work Plan: Standard Template for Faculties to Complete (provided by Faculties);</li> <li>• Meet &amp; Greet Session, Teaching Schedule, Seminar etc. (provided by Faculties);</li> <li>• Welcome Gift (provided by Faculties/ CARIA);</li> <li>• UM Location Map: Cafeteria, Library, Bank, clinic. (provided by CARIA);</li> <li>• Visa/ Travelling Pass Processes (*ONLY for international visiting “ELITE Fellows”) (provided by JSM);</li> <li>• Others (provided by Faculties).</li> </ul> </li> </ul> <p><b>By JPPHB:</b></p> <ul style="list-style-type: none"> <li>• Sports Facilities</li> </ul> <p><b>By Library: (Faculty library/ Main library)</b></p> <ul style="list-style-type: none"> <li>• Library Facilities &amp; Services</li> </ul>
6.	<b>Evaluation and Feedback (CITrA)</b>	<ul style="list-style-type: none"> <li>• Students and coordinator are required to fill in a feedback form to measure effective engagement.</li> <li>• ELITE@UM Fellow is required to fill in a feedback form at the end of their appointment.</li> </ul>

		<ul style="list-style-type: none"> <li>• CITrA will conduct the feedback and the results will be used to analyse the performance of ELITE@UM programme.</li> </ul>
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### 3. ROLES AND RESPONSIBILITIES OF RESPECTIVE CENTRES AND DEPARTMENT:

#### (1) Deputy Vice Chancellor (Academic & International)

- (a) To issue an **appointment letter** to ELITE@UM fellows. ELITE fellows are required to accept the appointment within two (2) weeks after the offer letter is issued.
- (b) To issue a **letter of appreciation** (upon completion of the contract duration) and **renewal** letter of reappointment.

#### (2) Centre for Internship and Academic enrichment (CITrA)

- (a) Central liaison and coordinating body between **JSM, Jabatan Teknologi Maklumat (JTM), Faculties** and **University Management** on ELITE@UM Fellow Programme.
- (b) Coordinate and monitor information in the **Central Data Repository System**.
- (c) To prepare evaluation forms together with the faculties to obtain feedback and evaluate progress and effectiveness of the programme.

#### (3) Centre for Alumni Relations & Institutional Advancement (CARIA)

- (a) To provide **basic and general information** for faculties to include in their **Welcoming Folder**:
  - UM Profile: Fact & Figures;
  - UM Core Values: P.O.I.S.E;
  - Contact numbers;
  - Welcome Gift; and
  - UM Location Map
- (b) To recommend and advise faculties on the appointment of ELITE Fellow from time to time. Faculties can also refer to CARIA to search for notable Elite@UM fellows among UM's alma mater.

#### (4) Corporate Communication Centre (CCC)

To strategize **visibility** of the appointment of ELITE@UM on UM website and all media.

#### (5) Library/JPPHB:

To prepare necessary facilities (if available)

## Flow Chart for Appointment of ELITE@UM Fellows

