



**ELITE@UM**  
**(Experiential Learning with  
 Industries & Technocrats at UM)**  
**PROGRAM GUIDELINES**

**(A) OBJECTIVES**

- 1) To provide opportunities for experts, industry practitioners and notable 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 knowledge, expertise, and personal success stories with current students.

**(B) SPECIFIC GUIDELINES:**

- 1) **Key Roles and Responsibilities:**  
To give structured lectures in existing courses offered by faculties.
- 2) **Appointment Criteria, Terms and Conditions:**

	Position	ELITE @ UM Fellows
1.	<b>Qualification</b>	Industry consultants/ Industry practitioners/ Notable stakeholders/ Successful/ Influential Entrepreneurs currently working in partnership with faculties <b>OR</b> have potential to collaborate with respective faculties as professional advisors, guest lecturers, technical consultants and <b>AGREE</b> to give lectures to students based on the identified courses at the faculty.
2.	<b>Duration of Appointment</b>	<ul style="list-style-type: none"> <li>• 1 year (Open for reappointment)</li> <li>• <b>EACH</b> fellow need to fulfil a <b>minimum</b> commitment of <b>15%</b> of teaching and learning for the course assigned within 2 full semesters.</li> </ul> <p><i>* For example:</i></p> <ul style="list-style-type: none"> <li>• For a 3-credit course, 15% T&amp;L commitment is equivalent to 6 hours. These 6 hours can be completed over 2 semesters. (3hrs/week x 14 weeks x 15% = 6 hours)</li> <li>• For a 2-credit course, 15% T&amp;L commitment is equivalent to 4 hours. These 4 hours can be completed over 2 semesters. (2hrs/week x 14 weeks x 15% = 4 hours)</li> </ul>
3.	<b>Honorarium Payment</b>	As a token of appreciation, an honorarium of <b>RM300.00 per two-hours</b> lecture will be paid to the ELITE fellow. <i>* For example:</i> <ul style="list-style-type: none"> <li>• Total teaching hours for a <b>3-credit course is 6 hours</b>. Total payment = RM 900/- (RM 300 x 3 two-hours lecture)</li> </ul>

		<ul style="list-style-type: none"> <li>• Total teaching hours for a <b>2-credit course is 4 hours</b>. Total payment = RM 600/- (RM 300 x 2 two-hours lecture)</li> </ul> <p><i>** Any courses more than 3 credits and the T&amp;L exceeded 6 hours, honorarium payment will still be capped at RM900/-.</i></p> <p>However, in the spirit of giving, ELITE fellows may also choose to contribute the honorarium towards the various needs of the university such as funding for scholarship or bursary, enhancing our students' welfare provision and improving facilities to support their learning experience.</p> <p>ELITE fellows will be given an option to receive <b>OR</b> donate the honorarium upon receiving the offer letter. The system administrator at the faculty will make the necessary arrangements accordingly.</p>
4.	<b>Appointing ELITE@UM Fellows:</b> <b>Things to Note</b>	<ul style="list-style-type: none"> <li>• Concentration <b>should be given</b> towards courses/programmes that have none or too minimal industrial/guest lecture participation.</li> <li>• Course/Program Coordinators need <b>to monitor</b> the teaching and learning activities conducted by the ELITE fellows (via attendance and students' feedback and evaluation).</li> <li>• Respective course/program coordinators need to prepare and provide a <b>Teaching Plan/Schedule</b> for the ELITE Fellows.</li> <li>• In addition to teaching and learning, faculties can also engage ELITE fellows for the following activities:   <b>**For example (Optional):</b> <ul style="list-style-type: none"> <li>• Professional Development Training (Trainer) for lecturers and students</li> <li>• Collaborative Research with Lecturers: <i>"From Books to the Field"</i></li> <li>• Advisory Panel/Committee Members/ External Expert Advisors/ Examiners for student assessment &amp; evaluations</li> <li>• UM-Industry "ELITE@UM Fellows" International Webinar Series Speakers</li> <li>• Provide internship opportunities.</li> </ul> </li> </ul>
5.	<b>Benefits Provided</b>	<b>By Respective Faculties:</b> <ul style="list-style-type: none"> <li>• <b>A shared common room</b> with complete facilities. (<i>e.g. Desktop, Printer, White board, Bookshelf, Drawers, Tables &amp; Chairs etc</i>) <b>(ONLY if available)</b></li> <li>• Office Administrative Support (<i>e.g. Printing Services, Stationaries etc</i>) <b>(ONLY if available)</b></li> <li>• Teaching Schedules (Timetable for the respective subject)</li> <li>• Meet and Greet Session with the Faculty Management members</li> <li>• Welcome Gift <b>(ONLY if available)</b></li> </ul>

		<p><b>By CARIA:</b></p> <ul style="list-style-type: none"> <li>• Welcome Kit (Folder) which includes the following: <ul style="list-style-type: none"> <li>• UM Profile: Fact &amp; Figures</li> <li>• UM Core Values: P.O.I.S.E</li> <li>• Contact Numbers: HR, Faculties</li> <li>• UM Location Map: Cafeteria, Library, Bank</li> </ul> </li> </ul> <p><i>**Faculties need to inform CARIA (Ms. Min at <a href="mailto:muhaymin@um.edu.my">muhaymin@um.edu.my</a> the number of welcoming kits required in advance)</i></p> <p><b>By Human Resource Department:</b></p> <ul style="list-style-type: none"> <li>• Visa/ Travelling Pass Processes</li> </ul> <p><i>*ONLY for international visiting ELITE Fellows</i></p> <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</b>	<ul style="list-style-type: none"> <li>• <b>CITrA</b> will collaborate with all faculties to develop the evaluation and feedback link via google survey.</li> <li>• <b>Course coordinators</b> and <b>students</b> to conduct evaluation and Head of Department shall be notified on the evaluation outcome.</li> <li>• This information will be used for re-appointment justification.</li> <li>• Results of the evaluation and feedback will be used to analyse the performance of the ELITE programme university wide.</li> </ul>
7.	<b>Appointment Process</b>	<ul style="list-style-type: none"> <li>• Please refer the Flow Chart.</li> <li>• Faculty needs to appoint a system administrator (or few system administrators) to administer the appointment processes of ELITE fellows using the system developed by PTM. (<i>A manual will be provided</i>)</li> <li>• Faculty needs to appoint the Head of Department (or the Course/Program Coordinator or whoever deemed appropriate by the faculty) to approve and validate the appointment of the ELITE Fellow using the system developed by PTM.</li> </ul>

## Flow Chart for Appointment of ELITE@UM Fellows

### Course/ Program Coordinators / Lecturer

- Identify suitable names, compile CVs to propose for appointment as ELITE@UM Fellows.
- Initial discussion with potential candidates to brief them about ELITE@UM program and its expectations (including his/her availability to give lectures **IF** appointed).  
*\*\*Please DO NOT commit to anything at this point.*



### Head of Department OR TDID OR Other Relevant Existing Committees

- Conduct meeting to review and approve (or disapprove) the proposed candidates.



### Course/ Program Coordinators

- If approved, course/program coordinators need to liaise with proposed candidates to confirm the exact date and time available to teach the proposed topics.
- To prepare teaching schedule for ELITE@UM Fellows.



### Faculty System Administrator(s)

- Key in all the relevant information into the system (Follow the manual provided)

#### Head of Department

(or Course/Program Coordinator or whoever deemed appropriate by the faculty)

- Approve and validate the appointment of the ELITE Fellow in the system. An offer letter will be auto generated and will be emailed to the appointed ELITE Fellow.
- Obtain Acceptance of Appointment Letter from the appointed ELITE Fellow within 14 days. Record and File the Acceptance Letter.



### Faculty System Administrator (s)

- Process payment upon completion of 4 hours / 6 hours of lectures (based on attendance provided by Course/program Coordinator).

#### Course/Program Coordinator

- Conduct Evaluation and Obtain Feedback from students.

**END**