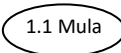
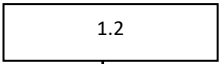
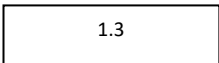
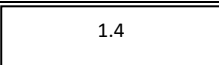
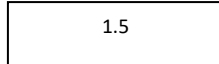
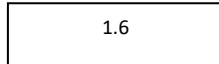
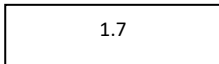
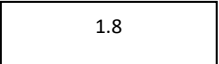
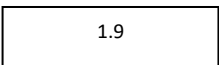



PROSES TERPERINCI

Tanggung jawab	Carta alir		Perincian
			
Fakulti		1.2	Fakulti berhubung dengan calon (daripada senarai yang telah diluluskan) untuk mendapatkan persetujuan awal calon.
Fakulti		1.3	Fakulti menghantar nama calon yang bersetuju untuk dilantik sebagai Profesor Pelawat Kehormat (PPK) kepada Pejabat Pendaftar.
Pejabat Pendaftar		1.4	Pejabat Pendaftar menghantar surat lantikan kepada calon.
Calon		1.5	Calon kembalikan borang persetujuan lantikan kepada Pejabat Pendaftar.
Pejabat Pendaftar		1.6	Pejabat Pendaftar input data dalam Sistem HR Portal dan maklumkan kepada Fakulti.
Fakulti		1.7	Fakulti merancang dan melaksana program Profesor Pelawat Kehormat di UPM (terhad kepada 14 hari setahun).
Fakulti		1.8	Fakulti menghantar laporan kepada Pejabat Pendaftar (untuk dibentangkan dalam Bengkel KPI UPM pada setiap suku tahun)
Pejabat Pendaftar		1.9	Arahan bayaran kepada Bursar oleh Pejabat Pendaftar (akan diperincikan dengan Pejabat Bursar)
			

HONORARY VISITING PROFESSOR
UNIVERSITI PUTRA MALAYSIA

1.	Position	:	Honorary Visiting Professor (Grade UDD).
2.	Duties	:	The Faculty will specify the duties. i) Giving lectures / tasks / seminars / workshops in the field of expertise; ii) Providing consultation to the faculty members in academic matters, curriculum development and research.
3.	Placement	:	At the related faculty.
4.	Terms of Appointment	:	Part-time.
5.	Period of Appointment	:	One (1) year.
6.	Honorarium	:	RM1,000 per day during the visit at UPM (limited to 14 days per year) (<i>Fixed All-In</i>).
7.	Passage Assistance	:	The university will pay the cost of return air passage (economy class) from your home airport to Kuala Lumpur only once per year. The university will not provide passages for any accompanying spouse or child.
8.	Accommodation	:	The University will not provide you with accommodation during the visit at Universiti Putra Malaysia.
9.	Medical Benefits	:	The University will pay all charges incurred by you for general (i.e. non-specialist) out-patient treatment by any member of the University's approved panel of medical practitioners. In the event of you being admitted to a Government hospital in Malaysia on the advice of a panel doctor, the University will pay the hospital charges to the same extent that these are paid by the University for its regular staff members. These benefits are not extended to any accompanying spouse or child nor do they include the cost of medical, surgical or other appliances.

Note:

An official appointment letter as Honorary Visiting Professor will be sent to the candidate by Registrar Office.

CHECK LIST
VISA APPLICATION AND REPORT DUTY
HONORARY VISITING PROFESSOR (HVF)

This checklist is to ensure that Honorary Visiting Professor who reports duty complete all requirements as the followings:

FULL NAME : STAFF NO :
 RELIGION : RACE :
 MARITAL STATUS : TEL (MOBILE) :

NO.	FORMS / LETTER	FACULTY REVIEW	REGISTRAR REVIEW	NOTES
1.	<i>Appointment Letter from UPM</i>			<i>Report Duty</i>
2.	<i>Acceptance of Appointment Form</i>			<i>Report Duty</i>
3.	<i>Full Copy Passport (Front Page)</i>			<i>Report Duty</i>
4.	<i>Curriculum Vitae (CV)</i>			<i>Report Duty</i>
5.	<i>Schedule / Duty To University (Schedule Must Be In Letter Head) - Prepared by PTJ</i>			<i>Report Duty</i>
6.	<i>Copies of Academic Certificates: Doctor of Philosophy (Ph.D) (First appointment at UPM only. If HVF has been appointed before, please inform Registrar Office)</i>			<i>Report Duty</i>
7.	<i>Borang Pengesahan Lapor Diri (SOK/BUM/BR03/LAPOR)</i>			<i>Report Duty</i>
8.	<i>A Copy of Entry Visa / Professional / Social Visit Pass (Please seek advice from Putra International Office regarding any immigration requirements)</i>			<i>Report Duty</i>
9.	<i>Bank Account Details (please provide attachment) Bank : IBAN : ROUTING NO : Bank Account no. : Bank Account Beneficiary : SWIFT Code : Sort Code : Bank Address : Residential Address :</i>			<i>Report Duty</i>

PERINGATAN :

- i. Sila pastikan staf telah memenuhi keperluan senarai semak sebelum melapor diri bertugas;
- ii. Sila tandakan pada ruang yang berkenaan;
- iii. Sila pastikan dokumen-dokumen yang diperlukan disusun mengikut turutan; dan
- iv. Sila buat Salinan borang-borang yang telah lengkap diisi untuk keperluan pihak Fakulti.

Kemaskini: 13/07/2023

UNTUK KEGUNAAN PTJ

Disahkan Lapor Diri pada : _____

Nama/Cap Pembantu Tadbir (P/O) : _____

No Telefon : _____

Tandatangan : _____ Tarikh : _____

UNTUK KEGUNAAN PEJABAT PENDAFTAR

Tarikh Terima Dokumen : _____

Tandatangan & Cap Pembantu Tadbir (P/O) : _____

Catatan : _____

UNTUK KELULUSAN BAYARAN

Tarikh Terima Laporan Pelaksanaan Program PPK : _____

Kelulusan Bayaran : Diluluskan / Tidak Diluluskan

Tandatangan & Cap Ketua Bahagian Pengurusan Sumber Manusia : _____