

	UNIVERSITI KUALA LUMPUR STANDARD OPERATING PROCEDURE PROCESSING OF VISITING PROFESSOR APPLICATION	Doc. No:	UniKL/CoRI/ SOP/04
		Level:	2
		Revision No:	00
		Date:	02/10/2015
		Page No:	1 of 4

<p>Prepared by:</p> <p>Name : Muhammad Suffian Bin Abdul Munir</p> <p>Position: Senior Administrative Officer Scholarly Unit, Centre for Research & Innovation, UniKL</p>	<p>Approved by:</p> <p>Name : Assoc. Prof. Dr. Hisham Hamid</p> <p>Position: Director, Centre for Research & Innovation, UniKL</p>
--	---

AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	02/10/2015	Establishment	00	Director

	UNIVERSITI KUALA LUMPUR STANDARD OPERATING PROCEDURE PROCESSING OF VISITING PROFESSOR APPLICATION	Doc. No:	UniKL/CoRI/ SOP/04
		Level:	2
		Revision No:	00
		Date:	02/10/2015
		Page No:	2 of 4

1.0 OBJECTIVE

- 1.1 The objective of this SOP is to guide the process for the Visiting Professor Application.
- 1.2 To serve as a procedure for continuous improvement to the Visiting Professor Application process.
- 1.3 To ensure that the process of Visiting Professor Application is carried out in a consistent manner.

2.0 SCOPE

- 2.1 This procedure will cover all Visiting Professor Application processes in UniKL.

3.0 REFERENCES

- 3.1 PMTC Policy

4.0 DEFINITIONS / ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
Institutes	:	Branch campuses under UniKL
HoRI	:	Head of Research & Innovation Section
CoRI	:	Center for Research & Innovation, UniKL Chancellery
PMTC	:	People Management & Team Culture Division
URPC	:	University Research & Postgraduate Committee

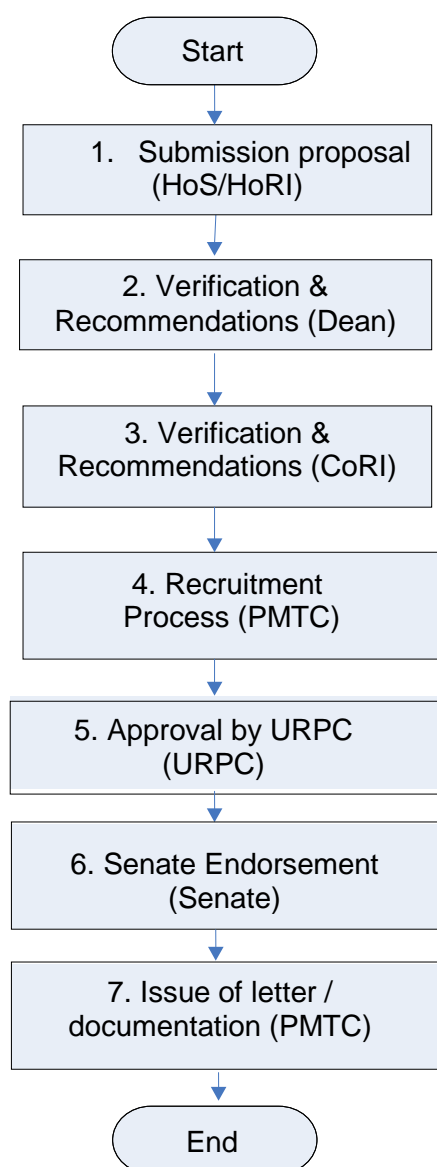
5.0 RESPONSIBILITY

- 5.1 The Director of CoRI is responsible to ensure that the procedure is adhered to processing of all visiting professor applications in UniKL.
- 5.2 HoRI is responsible to ensure that the procedure is adhered to processing of all visiting professor applications at campus level.
- 5.3 Finance at Chancellery) is responsible to ensure that the procedure is adhered to processing of all visiting professor applications at section level.

	UNIVERSITI KUALA LUMPUR STANDARD OPERATING PROCEDURE PROCESSING OF VISITING PROFESSOR APPLICATION	Doc. No:	UniKL/CoRI/ SOP/04
		Level:	2
		Revision No:	00
		Date:	02/10/2015
		Page No:	3 of 4

6.0 PROCEDURE

6.1 Refer to the process flow chart below.



	UNIVERSITI KUALA LUMPUR STANDARD OPERATING PROCEDURE PROCESSING OF VISITING PROFESSOR APPLICATION	Doc. No:	UniKL/CoRI/ SOP/04
		Level:	2
		Revision No:	00
		Date:	02/10/2015
		Page No:	4 of 4

7.0 DESCRIPTION

No	Description	Duration	Person in Charge	Document
1	Submission of proposal for nomination of Candidates	-	HoS/HoRI	<ul style="list-style-type: none"> Proposal
2	Verification & Recommendations	Within one (1) week	Dean/HoRI	<ul style="list-style-type: none"> Proposal
3	Verification & Recommendations	Within one (1) week	CoRI	<ul style="list-style-type: none"> Proposal
4	Recruitment Process	Within one (1) week	PMTC	<ul style="list-style-type: none"> Proposal
5	Approval by URPC	Within two (2) months	University Research & Postgraduate Committee	<ul style="list-style-type: none"> Proposal Recruitment Documents
6	Senate Endorsement	Within one (1) month	Senate	<ul style="list-style-type: none"> Approved Proposal
7	Issue of letter / documentation by PMTC	Within one (1) weeks	PMTC	<ul style="list-style-type: none"> Employment Notification to Successful Candidates

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Conference publication and reward application form: UNIKL/OD/CG-04/2012	CoRI, UniKL	1 year