



## **VISITING ACADEMICS**

### **KEY TERMS AND CONDITIONS OF APPOINTMENT**

#### **1. Background**

The Visiting Academics scheme enriches UCSI University's intellectual environment by connecting the established academics, researchers and industry leaders with UCSI University for further collaborative opportunities; as well as enabling knowledge exchange, fostering networking and facilitating collaborative research projects between the Visiting Academics and our faculty members. The Visiting Academics will also forge bonds with students as a means of professional development for young scholars in UCSI University.

The Visiting Academics, including Visiting Professors and Visiting Fellows are to be actively engaged in a number of activities, as per the following (but not limited to the same):

- i. Exploration of further collaborative opportunities with groups/individuals beyond academic, including policy makers, representatives of the arts, business, government and industry;
- ii. Research and/or training event targeted at early career academic staff in UCSI University;
- iii. Presentation of Visiting Academic's core research to targeted audience;
- iv. A public seminar to the community;
- v. Engagement with postgraduate and undergraduate students, typically providing a career-development talk is strongly encouraged.
- vi. Highlight UCSI University as second affiliation for his/her publication.

Note: Specific details regarding the appointment of each Visiting Academic shall be drawn up and signed off by the Visiting Academic and the university and contracted at the point of appointment.

#### **2. Criteria for Appointment**

##### **2.1 Visiting Professor**

All Visiting Professors should be academicians who meet or exceed the UCSI University's criteria for the appointment of, and promotion to the position of Professor according to the current promotion criteria.

## 2.2 Visiting Fellow

The Visiting Fellow should have attained national and/or international reputation in teaching and research, and publishing track record; or artistic/performance track record; or professional industrial track record.

The Visiting Academics can apply to the faculty/institute through an open application or by invitation. The faculty/institute shall evaluate and submit the application to Top Management for approval, followed by endorsement by University Senate.

## 3. Tenure of Appointment

The tenure of appointment for the Visiting Academics is up to a maximum of THREE (3) years subject to mutual agreement, and renewable dependent on performance review and accomplishments. A Visiting Professor is expected to publish at least THREE (3) original research articles or review articles in Scopus/WoS-indexed journals annually, with UCSI University as one of his/her affiliations.

## 4. Entitlements

The Visiting Academic is entitled to an honorarium for every visit to UCSI University (maximum of 1 visit per year) during the tenure, according to each grade, as below:

Visiting Professor	RM 350.00 per working day up to a maximum of RM 7,000.00 for one calendar month
Visiting Fellow	Nil (faculty/institute/school may seek TMM's approval for proposed honorarium, on case-by-case basis)

- 4.1. The Visiting Academic is entitled to accommodation reimbursement<sup>#</sup> as follows (applicable only if accommodation at Le Quadri Hotel is not available and with the approval from Pro-vice Chancellor):

≤ 5 days = maximum RM300.00 per night at hotel  
> 5 days = RM1,500.00

- 4.2. The Visiting Academic is entitled to air fare reimbursement<sup>#</sup> of return Economy Class by the most direct route from home country/Kuala Lumpur/home country. Extra baggage charges will not be borne by the University.

*Note: Air fare reimbursement is extended to the Visiting Academic only and does not include their child/children nor spouse.*

- 4.3. The Visiting Academic is entitled to airport transfer reimbursement<sup>#</sup>.

*<sup>#</sup>Note: Not applicable for Visiting Academics staying within 50 km radius of relevant UCSI University campus.*

- 4.4. Wherever and whenever possible, outpatient medical treatment shall be made at the Laurent Bleu Medical Centre or UCSI Hospital when the Visiting Academic happens to be taken ill whilst actively engaged. Where other panel clinics are consulted, claims with original receipts could be submitted for reimbursements. A Medical Benefit cap of up to RM200 per month (applicable only on the month where the Visiting Academic is actively engaged) shall apply.

## **5. Intellectual Property Rights and Acknowledgement**

All research publications produced with UCSI University's funding must acknowledge the affiliation with UCSI University. The intellectual property (IP) rights of all research outputs produced with UCSI University's funding shall belong to UCSI University. Publications arising from collaboration with UCSI academics and funded by UCSI University, shall include the academics as co-authors in the publications.

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