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|  | **OFFICE OF DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)** | UTM/TNCPI/Borang TPA/2012/Pindaan: 1 |
| *UNIVERSITI TEKNOLOGI MALAYSIA’S [A] VISITING ACADEMIC STAFF / [B] VISITING RESEARCHER (PUBLICATION) APPLICATION FORM* | | |
| *Visiting Associate Professor*  *Visiting/External Professor*  *Senior Visiting Professor*  *Distinguish Visiting Professor*  **A**  *Visiting Lecturer / Researcher*  */* | | |
| *Visiting Researcher*  *Visiting Junior Researcher*  *Visiting Associate Research Professor*  *Visiting Senior Research Fellow*  *Visiting Research Fellow*  *Visiting Research Professor*  **B** | | |

**\*\* Please tick ( / ) the relevant category**

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| ***SECTION A : DETAILS OF CANDIDATE*** | | | | | | |
| **1** | **NAME OF CANDIDATE** |  | | | | |
| **2**  **2** | **ADDRESS** |  | | | | |
| **3** | **TELEPHONE NO.** | **OFF** |  | | **HP** |  |
| **4** | **EMAIL** | **1** |  | | **2** |  |
| **5** | **INVITATION NECESSITIES** | 1. *FACULTY:*   *DEPARTMENT/COURSE/PANEL:*   1. *AREA OF EXPERTISE :* | | | | |
| **6** | **DATE OF VISIT** | **\*\*** | | **UNTIL** | **\*\*** | |
| 1. *Has the candidate been invited before?:* 2. *If yes, state the date and duration::* | | | | |
| **7** | **CURRICULUM VITAE** |  | | | | |
| **8** | **INVITATION JUSTIFICATION** |  | | | | |

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| **APPLICANT’S / SUPERVIOR’S VERIFICATION** | | | |
| **NAME OF APPLICANT** |  | | |
| **POST** |  | | |
| **SIGNATURE** |  | **DATE** |  |

**Reminder:** All applications must be submitted at least 2 months (for international candidates) or 3 weeks (for local candidates) before the date of appointment.

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| ***SECTION B : ESTIMATED BUDGET (BASED ON APPROVED ENTITLEMENT)*** | | | |
| 1. **HONORARIUM / TOKEN** |  | | *(To be completed by the TNCPI office. Please leave this space empty.)*   |  |  | | --- | --- | | **ALLOCATION BALANCE** |  | | **AMOUNT APPLIED** |  | | **CURRENT BALNCE** |  | |
| 1. **ACCOMMODATION** |  | |
| 1. **FLIGHT FARE (RETURN)**   *\*First class air tickets will need to be approved by TNC(P&I).* | *BUSINESS* | *ECONOMY* |
|  |  |
| 1. **OTHERS** (Taxi/train fare from home-airport-home) |  | |
| **TOTAL COST** |  | |

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| ***SECTION C : RECOMMENDATION FROM DEAN / HEAD OF DEPARTMENT*** | | | | | | |
| **RECOMMENDED** | |  | **NOT RECOMMENDED** | | |  |
| ***COMMENTS : ....................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................*** | | | | | | |
| **SIGNATURE** |  | | | **DATE** |  | |
| **OFFICIAL STAMP** |  | | | | | |

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| ***SECTION D: REVIEW BY THE SECRETERIAT*** | | | |
| ***COMMENTS :.....................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................*** | | | |
| **SIGNATURE** |  | **DATE** |  |
| **OFFICIAL STAMP** |  | | |

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| ***SECTION E : APPROVAL BY DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)*** | | | | | | |
| **APPROVED** | |  | **NOT APPROVED** | | |  |
| ***COMMENTS :.....................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................***  ***.........................................................................................................................................*** | | | | | | |
| **SIGNATURE** |  | | | **DATE** |  | |
| **OFFICIAL STAMP** |  | | | | | |