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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** |  |