



UNIVERSITI  
MALAYSIA  
KELANTAN

Please attach  
two (2)  
photographs

## UNIVERSITI MALAYSIA KELANTAN APPLICATION FOR ACADEMIC POSTS

### APPLICATION INFORMATION

#### Category of Position

Please tick (✓) the box you want to apply for.

<input type="checkbox"/>	Professor (Khas A)	<input type="checkbox"/>	Professor (Khas B)	<input type="checkbox"/>	Professor (Khas C)	<input type="checkbox"/>	Associate Professor (DS53)	<input type="checkbox"/>	Senior Lecturer (DS51)
<input type="checkbox"/>	Lecturer (DS 45)	<input type="checkbox"/>	Principal Fellow (VK7)	<input type="checkbox"/>	Senior Fellow (DK53)	<input type="checkbox"/>	Fellow (DK51)	<input type="checkbox"/>	Language Lecturer (DG 41)

1. Full Name : .....
2. Passport No. : ..... Staff No.: ..... (For staff UMK)
3. Gender :  Male  
 Female
4. Mailing address : .....
5. Email : ..... 6. Phone No. : .....
7. Place and date of birth : .....
8. Age : .....
9. Place of Residence : ..... Colour : .....
10. Citizens : ..... 11. Marital Status : .....
12. Number of Dependents : .....
13. Current position: .....
- Name of Employer: .....
- Employer address: .....
- Employer's Phone:.....
- Basic Salary (per month): ..... Allowance: .....

14. Working Experience  
(If the space is not enough, please make an attachment):

Types of Experience (Working Experience/ Academic/Iktisas/ Administration)	Employer	Position	Start		Until	
			Year	Month	Year	Month

15. Lesson and Training:

College, Institute and University	Year		Master/ Degree /Diploma	Field	CGPA
	Start	Until			

16. Publications  
 (If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):

a) Academic Book/ Text Book

Publisher	Year	Title	ISBN No.	Joint Writer

b) Monograph

Publisher	Year	Title	ISBN No.	Joint Writer

c) Chapter in a Book

Book Title	Title Of Chapter	Year	Pages	ISBN No.	Joint Writer

d) Translated Book

Book Title	Year	ISBN No.	Joint Writer

e) Academic Journal

Title Of Paper Work	Journal Name	Year	Volume/ Pages	Writer

f) Conference Proceedings/ Seminar/ Symposium

Title Of Paper Work	Name	Conference Place	Year	Pages

g) Abstract/ Proceedings Poster, Seminar and Symposium

Title Of Paper Work	Name	Conference Place	Year	Pages

h) Other Publications

(Research Module, Professional Paper, Creative Work, Ad Hoc Module/ Protocol/ Studio, Drawing/ Practical Guidelines Module/ Filed Work/ CAI/ Novel/ Anthology/ Short Stories/ Mass Media/ Multimedia/ Popular Writing in Magazine/ Newspaper)

Publication Title	Publication Title	Year

17. Research International, National and university – (based on research grant or research award official letter or recognition from agency)  
*(If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):*

a) Research Grant

Grant Type: External Grants/ Internal Grants	Role: Lieder/ Member	Research Tittle	Total Allocation	Year	Duration	Sponsor

b) Patent

Year Of Patented	Patent Status	Patent Tittle

18. Teaching and Supervision (for candidate who has been/ is currently serving the university)  
*(If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):*

a) Teaching at Undergraduate Level

Year	Semester	Course Name	Number Of Student	Number of Lecturers Involved

b) Teaching at Post-Graduate Level

Year	Semester	Course Name	Number Of Student	Number of Lecturer

c) Undergraduate Supervision (every project as in industrial training, SIEP, final year research project and etc. that has been completed)

List of Student Names	Year	Thesis Name	Supervision Team

d) Post-Graduate Supervision (Ph.D., Master's, student-dissertation that has finished study cumulatively)

Level: PhD/ Master	Year End	Thesis Tittle	Supervision Team	Duration Of Study

e) Professional Service and Supervision (Life-long learning, performance, practical, studio or Professional training)

Supervision Type	Duration	Number Of Student	Training Place

19. Academic Acknowledgement and Academic Leadership  
(If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):

a) Academic Award

(Award received from academic activities, including research innovation award either at national or international level from prestigious institution based on academic performance)

Award Name	Awarded Year	Awarding Agency

b) Examiner/ External Examiner (Ph.D./ Master's Thesis, research grant, promotion, internal examiner, academic programme)

University Name	Year	Student/ Staff Name	Title

c) Academic Zamalah or Adjunct Professor (obtained from institution/ prestigious university, the duration of stay for adjunct professor must not be less than 3 months)

Awarding Agency	Place	Duration

d) Examiner/ article reviewer/ paper work for journal publication at national and international level.

Journal Name	Title Of Paper Work	Year	Volume Detail (If there is/ related)

e) Board of Editors for Academic Journal (national and international level)

Journal Name	Year	Duration	ISBN No.

f) Speaker/ Lecture/ Guest speaker at conference/ symposium/ plenary/ keynote

Title Of Paper Work	Journal Name	Volume/ Pages	Writer

g) Conference committee/ Seminar/ Symposium (national and international level)

Title Of Paper Work	Name	Conference Place	Year

- h) Professional Academic Society (Committee, member, national and international level)  
(please attach a copy of latest certificate)

Professional Membership Name	Membership Level	Certificate No.	Date/ Duration

20. Consultation

(If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):

- a) Rewarded Consultation (Leader/ team member, only academic oriented consultation worth RM50,000 per project, research worth RM30,000 per project and service worth RM10,000 per project will be considered)

Agency/ Company	Total Allocation	Engagement Level	Year	Duration	Job Scope/ Consultation

- b) Non-rewarded Consultation (leader/ team member, please attach consultation report/ project that has been conducted)

Agency/ Company	Engagement Level	Year	Duration	Job Scope/ Consultation

- c) Contract Research (leader or team member)

Agency/ Company	Engagement Level	Year	Duration	Job Scope/ Consultation

21. Service towards the university (for candidate who has been/ is currently serving the university)

(If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):

- a) Administration (Vice-Chancellor, Deputy Vice-Chancellor, Dean/ Director, Deputy Dean/ Deputy Director/ Head of Department/ Head of Unit/ Hostel Fellow).

Administration Post	Year	Department

- b) Committee at the University Level (Chairman/ member) (membership is not on the capacity of position held in administration)

Membership	Year	Department

- c) Committee at the Faculty Level (Chairman/ member) (membership is not on the capacity of position held in administration)

Membership	Year	Department

d) Involvement in non-academic activity  
 (Example: Sports/ voluntary service/ uniformed unit/ cultural activities)

Activity	Year	Level (University/ Faculty)

e) Ad Hoc Committee

Membership	Year	Department

22. Service towards Society  
 (If the space provided is insufficient, kindly enclosed a list as Appendix based on the given format):

a) Involvement at International Level

Administration Post	Year	Department

b) Involvement at National Level

Administration Post	Year	Department

c) Involvement at Parish/ District/ Village

Administration Post	Year	Department

23. Please state any field that you could teach other than your field of expertise.

.....

24. **Personal Referee (Candidate who applied for Academic Position Grade DG41, DS45, and DS51)**

At least two of them can report your ability and professional/ academic experience. UMK administrative officers and academic staff are **not allowed** to be nominated unless candidate is a graduate from this university.

- a. Name: ..... Address: .....  
 Position: .....  
 Email:..... Phone No.:.....
- b. Name : ..... Address: .....  
 Position .....  
 Email:..... Phone No.:.....
- c. Name : ..... Address: .....  
 Position : .....  
 Email :..... Phone No.:.....

25. **External Examiner (Candidate who applied for Academic Position Grade DS53, VK7, VK6, VK5)**

Examiner must at least hold the position as a Professor in the related field.  
Position of Associate Professor (Grade DS53): Two (2) Overseas, Three (3) Local  
Position of Professor (Grade VK7/VK6/VK5) : Three (3) Overseas, Two (2) Local

- a. Name: ..... University: .....  
Position: ..... Address:.....  
Email:..... Phone No.:.....
- b. Name : ..... University: .....  
Position ..... Address:.....  
Email:..... Phone No.:.....
- c. Name : ..... University: .....  
Position : ..... Address :.....  
Email :..... Phone No.:.....
- d. Name : ..... University: .....  
Position ..... Address:.....  
Email:..... Phone No.:.....
- e. Name : ..... University: .....  
Position : ..... Address :.....  
Email :..... Phone No.:.....

26. When can you assume the position offered: .....

27. Are you bonded to serve Federal/ State Government? :.....  
(For local candidate only)

28. Others: .....

I admit that the above information is truthful and right.

Date: .....

Signature: .....

**REMINDER:** A completed form with **Attachment A** must be submitted to:

**Bahagian Sumber Manusia  
Pejabat Pendaftar  
Universiti Malaysia Kelantan  
Beg Berkunci No.01  
16300 Bachok, Kelantan**



## DOCUMENTS CHECKLIST

Name : \_\_\_\_\_

Position Applied/ Faculty : \_\_\_\_\_

\*Please sort all the documents according to the list below.

BIL.	DOCUMENT	CHECKLIST	
		(√)	(X)
1.	<i>Curriculum Vitae</i> (CV)		
2.	Copy of Identification Card/ Passport (Foreigner)		
3.	Copy of Birth Certificate		
4.	Copy of Sijil Pelajaran Malaysia (SPM)		
5.	Copy of Scroll: - Bachelor Degree - Master Degree - Ph.D Degree		
6.	Copy of Transcript - Bachelor Degree - Master Degree - Ph.D Degree		
7.	Qualification Recognition from Ministry of Higher Education for appointment to the Public Services  - Bachelor Degree - Master Degree - Ph.D Degree  The recognition can be made through : <a href="http://www.interactive.jpa.gov.my/webinteraktif/frmMainIktiraf.asp">http://www.interactive.jpa.gov.my/webinteraktif/frmMainIktiraf.asp</a> .		
8.	<b>Employer's Support Letter</b> -Only for candidates from government agencies		
9.	<b>Letter of Confirmation Staff</b> -Only for candidates from industry		

BIL.	DOCUMENT	CHECKLIST	
		(√)	(X)
10.	<b>Copy of Latest Payslip</b>		
11.	<b>Copy of Laporan Penilaian Prestasi Tahunan (LNPT) (3 years latest)</b> -Only for candidates from government agencies		
12.	<b>Copy of Service Record Book</b> -Only for candidates from government agencies		
13.	<b>Copy of Professional Membership Certificate</b>		