

Appointment procedures for visiting professors

(30 day process)

1



The candidate and host fill out application forms and prepare following documents:

- A letter of approval issued by the candidate's original affiliate
- The candidate's CV and copy of passport

IR submits nomination letter and required documents to International Relations Division.



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3



The International Relations Division shall check the candidate's documents before nominating him/her to the Vice President for International Relations and Corporate Communication for the allocated scholarship approval.

Once the scholarship is approved, IR prepares scholarship agreement and submits it to International Relations Division for transferring of scholarship fund.



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Once visiting professor arrives at RILCA, IR will process the payment within the first week.

Performance report must be submitted to International Relations Division within 30 days of the visiting professor's last working day.

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