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Office of International Affairs  
Universiti Teknologi Malaysia

# UTM INTERNATIONALISATION POLICIES AND REGULATIONS

This policy document provides a framework for work on internationalisation at UTM. With this policy as a foundation, the university managerial team and the staff are provided with comprehensive information to deal with the various internationalisation programmes based on specific regulations, guidelines and procedures. This will enable the more consistent ways for implementing the internationalisation programmes in UTM. The policy also attempts to ensure the objectives and the achievements of all internationalisation programmes be evaluated and be recorded in the database so that the mission of the internationalisation can be achieved in due time.

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## 1.0 Policy for Internationalisation

Universiti Teknologi Malaysia has long participated in a wide variety of cooperative relationships with universities, other institutions and individuals in many countries. This cooperation has been valuable to the University and through exposure to new ideas and new perspectives.

At the present time, requests and opportunities for international cooperative ventures—on a person-to person and organization-to-organization basis—are increasing in urgency and importance and the University's interest and involvement in this area are also growing. These changes have created a need for clearer policy guidance, better procedures and greater administrative support services in this area. In order to meet this demand, the University is establishing a policy and regulations for internationalisation. This policy is intended to reaffirm the University's support for internationalisation.

This policy document provides a framework for work on internationalisation at UTM. With this policy as a foundation, the university managerial team and the staff are provided with comprehensive information to deal with the various internationalisation programmes based on specific regulations, guidelines and procedures. This will enable the more consistent ways for implementing the internationalisation programmes in UTM. The policy also attempts to ensure the objectives and the achievements of all internationalisation programmes be evaluated and be recorded in the database so that the mission of the internationalisation can be achieved in due time.

### 1.1 Purpose

The following policy is intended to express the broad framework and principles for the internationalisation of Universiti Teknologi Malaysia.

### 1.2 Application of Policy

This policy applies to all staff, students and members of University, particularly the decision-making or advisory bodies.

### 1.3 Definitions

In this policy the following definitions apply:

- *Internationalisation*: Internationalisation is core to the values of Universiti Teknologi Malaysia which recognises the importance of preparing its students as global citizens. A working definition of Internationalisation as "*the process of integrating an international, intercultural, or global dimension into the purpose, functions, or delivery of post secondary education*" (Knight, J. (2003). Updated internationalisation definition. International Higher Education, 33, 2-3.).
- *International student*: Students who require a study visa in order to study in Malaysia
- *Students*: Students refer to the registered full-time students
- *International staff*: Staff who requires a work permit in order to work in Malaysia.
- *International Exchange Agreements*: The instrument, in the form of agreement or memorandum or protocol, used to formalised the demonstrable mutual benefits and to regulate matters of concern to all the partners in the agreement.
- *Faculty*: Faculty refers to recognised bodies such as Faculty, Academic Centre and Research Alliance (RA).

### 1.4 UTM Internationalisation Declaration

1. UTM aspires to promote its activities in the field of quality teaching and learning, research and social contribution as an internationally recognized university.
2. UTM Vision Statement: to commit itself to be recognized as a world class centre of academic and technological excellence where internationalisation serves as a key element to further enhance the quality of the university in teaching and research activities.
3. UTM recognises the importance of preparing its students and staff as global citizens and hope they are active in activities that internationalise the curriculum, research and other aspects of University life.
4. UTM encourages individual and departments to participate in the internationalisation activities and believe that the participation of the international students and staffs will promote international connectivity that enriches the teaching and research activities.

## 1.5 General Policy

The main purpose of UTM's internationalisation is to contribute towards academic, economic, and cultural benefit to the University, particularly to its students and staff, and to its community and region, with reciprocal benefit to the international community. Commitment to internationalisation has implications for curricula, teaching, research, administration, selection and promotion of staff, student recruitment, marketing, service learning through student and staff mobility, quality review, the university budget and communication. The following describes the UTM's general policy:

1. All decisions regarding the curriculum, teaching and research agreements, student and staff mobility, cultural & sports, and international projects are guided by considerations of *global academic excellence*.
2. Internationalisation at UTM, at the institutional level, develops within the *framework* provided by policies and strategies at the national system and sector level. Important documents include National Higher Education Strategic Plan 2020 and National Higher Education Action Plan 2007-2010 and UTM Transformation Plan 2009.
3. Internationalisation programmes can be realized via *mutual acceptable protocols* or preferably through *International Exchange Agreements* to address demonstrable mutual benefits to all the partners in the agreement.
4. UTM strives to make the international student and staff components based on regional and cultural diversity. International staff and students are *integrated* as far as possible into the academic life of the University.
5. For the development of its *academic programmes*, the review of curricula and the assessment of courses offered, UTM will endeavor to follow international best practice while at the same time ensuring that teaching methods and courses are relevant to global academic excellence.
6. With respect to *research programmes* and *international projects*, every effort will be made to facilitate international links and to provide staff with the opportunity to work with international colleagues.
7. The arrangements for student and staff mobility programmes are *coordinated* through formal documentation platform.

## **1.6 Basic policy on International Exchange Agreements**

In response to the need for progressions of internationalisation of this day and age's academic and personal exchanges, and in order to positively strive for the promotion of international exchange, UTM has established the following basic policy.

### **1.6.1 The Purpose**

The purpose of International Exchange Agreements between foreign universities and UTM is to increase the levels of research and academic standards and to aim for improved academic research results, periodically or consecutively, through staff, researcher, and student exchange, joint research, symposiums, and information exchange, according to the relative agreements of the parties involved.

### **1.6.2 Types of International Exchange Instrument**

1. *Memorandum*. The purpose of this being to establish a *general* agreement between UTM and other university (*Inter-University Memorandum*) or between Faculty of UTM to faculty of other university (*Faculty Level Memorandum*), regarding specific items of interest.
2. *International Agreements*. The purpose of this being to establish a *specific* agreement between UTM and other university (*Inter-University Agreement*) or between Faculty of UTM to faculty of other university (*Faculty Level Agreement*), regarding specific items of interest.
3. All of these International Exchange Agreements would cover programmes with regards to Student and Staff Mobility, Academic Programmes, Research Collaboration and Cultural & Sports Activities.

### **1.6.3 Criteria for Partnership**

Universities wishing to create an Inter-University Exchange Agreement, holding to one or more of the following criterion will be considered desirable:

1. Universities considered being top universities within their own nation.
2. Universities considered being on equivalent ranking with UTM.
3. Universities which, either historically or geographically, hold a close relationship with UTM.

### **1.6.4 Miscellaneous**

To maintain the essential validity of the International Exchange Agreement, the term of validity is three to five years, as a general rule. However, renewal of the agreement is available.

In addition to this basic policy, there are necessary procedures and particulars laid out by the Office of International Affairs at UTM.

### **1.7 Implementation**

The implementation of this policy is the responsibility of the Office of International Affairs in coordination with the faculties, SPACE and the School of Graduate Studies.



## 2.0 Regulations for Student Mobility

Student mobility programmes are offered at Universiti Teknologi Malaysia to foster internationalisation and create partnerships with overseas universities and education providers. They are designed to offer academic and intellectual benefit through the exchange of students between Universiti Teknologi Malaysia and overseas institutions. Mobility programmes may include, but are not exclusively, formal Student Exchange Programmes, study abroad, internship, study tours and special schemes such as the UTM Global Outreach Programme. This regulation describes the administrative arrangements for the approval and management of all programmes associated with student mobility.

### 2.1 Objectives and Scopes

These regulations are intended to provide information and University-wide standards for the approval of international travel activities, and to support consistency by providing a single set of rules for this growing and important area of academic activities.

The following shall apply to all University-related curricular activities (i.e., credit or non-credit course work, exchange programmes, field work, and research) and co-curricular activities (e.g., University-sponsored internships), where international travel forms an essential part of the activity, whether or not the student is pursuing the activity for academic credit or recognition and whether or not the student receives University or third-party funding.

### 2.2 Regulations for Student Mobility

#### 2.2.1 General Regulations

Students who participate in the student mobility programmes should:

1. Possess a good academic record
2. demonstrate empathy and understanding of cultural difference
3. have good health condition
4. demonstrate excellent personal skills.

#### 2.2.2 Formal Study Abroad Programmes and Student Exchange Programme

1. *Inter-University Memorandum or Agreement* are authorised and approved by the Vice-Chancellor and must be in place before a student may apply to participate in a Study Abroad Programmes or a Student Exchange Programme at a host institution.

2. The delivery of Student Exchange Programmes will be balanced by the number of students who participate during the life of an Exchange Agreement.
3. A Study Abroad Program or an exchange programme involves at least one semester of full-time study eligible for credit transfer to the student's record of study at UTM. The credit transfer process should be examined and approved by UTM prior to departure.

### **2.2.3 Short Term Study or Study Tour**

1. Short term study placements or study tour do not require a specific agreement between an international provider and UTM.
2. Students who are approved to participate in the short term study or study tour and wish to seek credit transfer must obtain the approval from UTM prior to departure.

### **2.2.4 UTM Global Outreach Programme**

1. The UTM Global Outreach Programme differs from traditional international exchange or study abroad programmes. This programme is part of UTM's initiatives to produce global ready graduates.
2. In this programme, students spend one or two weeks abroad not just for academic exchange but also to gain cultural and international experience.
3. Students should have a good academic standing and not be under any disciplinary sanctions.
4. International students wishing to participate in this program should choose a host country other than their home country unless approved by the university.

## **2.3 Outgoing Students**

UTM students will be considered for a student mobility programme provided that:

1. the admission standards of the host institution (including language proficiency standards) are met
2. the applicant is currently a student of UTM
3. the applicant agrees to be responsible for the costs incurred. The students may seek other sources of sponsors including that provided by UTM to subsidise some expenses including travel, accommodation and insurance expenses
4. the applicant *must* agree to enrol at the host institution for a period of study as described in the mobility plan
5. the applicant must agree to abide by the rules and regulations of the host institution or placement provider.

## **2.4 Incoming Students**

1. International students from overseas universities or partner institutions who wish to enrol in a UTM student exchange programme must apply through their home institution.
2. Upon approval of the international exchange programme by UTM, the student needs to sign the letter of acceptance and agrees with the terms and conditions
3. The process of admission, enrolment and orientation of the incoming exchange students is managed by the Office of International Affairs, UTM
4. The incoming exchange students are responsible for maintaining a full-time enrolment while studying, in accordance with the agreement signed and their visa requirements.
5. Upon completion of a UTM Student Exchange Programme a letter of completion will be sent to the student's home institution by UTM

## **2.5 Students Welfare**

The care and well being of students on exchange programmes will be monitored by the Office of International Affairs, UTM in consultation with the relevant faculties or other university's units.

## 3.0 Regulations for Staff Mobility

More academic staff and researchers across all faculties are expected to involve in the staff mobility programmes with the international counterparts so that the quality and outputs in *academic, research, publication* and *community service* can be enhanced to meet the international standard. The major mobility programmes cover staff exchange, sabbatical and professional training, post-doctoral fellowship and the visiting professorship. The merits of the involvement of staff in international activities ought to be recognised more fully in granting promotions.

### 3.1 Objective

The objective of the regulations is to outline the important guidelines for staff when involved in the staff mobility programmes. The regulations apply on all staff of UTM including the international staff.

### 3.2 Regulations for all Staff Mobility Programmes

#### 3.2.1 General Regulations

1. Every staff of UTM participating in the internationalisation activities serves as the *'ambassador'* for UTM where their key roles apart of achieving the various aspects of KPI for the University, they need to promote the good image of UTM
2. The staff is subjected to the Law & Regulations of the University as well as that by the Malaysian government when staying abroad.
3. All staff involved in the Mobility Programmes is required to fill in the application form and the relevant documents according to the procedures as set by UTM.

#### 3.2.2 Regulations for Staff Exchange Programme

##### i) Outbound

1. Staff is responsible to arrange the exchange programme through the personal contacts or recommendations by the University
2. Approvals from the head of unit or department and the faculty are essential where staff should plan their programmes in advance
3. Staff is responsible to seek his/her own source of financial to realize the exchange programme.

##### ii) Inbound

1. A staff member of UTM will be appointed as the host of the visiting inbound staff for Staff Exchange Programme. He or she would assist the application process and the orientation of the visiting staff.

2. The inbound staff should conform to the terms and conditions as set out in the letter offer or the exchange agreement.

### **3.2.3 Regulations for Sabbatical and Professional Training**

#### **i) Outbound**

1. The regulations for sabbatical and professional training are as set by the Human Resource Department of UTM.

#### **ii) Inbound**

1. A staff member of UTM will be appointed as the host of the visiting inbound staff for the Sabbatical and Professional Training. He or she would assist the application process and the orientation of the visiting staff.
2. The inbound staff should conform to the terms and conditions as set out in the letter offer or the exchange agreement.

### **3.2.4 Regulations for Post-Doctoral Fellowship**

All faculties in UTM are encouraged to recruit outstanding post-doctoral (Post-doc) candidate to expedite the achievement of research excellence.

1. The post-doc candidates should possess good track record on research and publication
2. Recruitment is initiated by a specific academic staff or a researcher of UTM and application is forwarded by the respective faculty to the Registrar Office of UTM for approval and appointment
3. The post-doctoral should conform to the terms and conditions as set out in the letter offer or the agreement.

### **3.2.5 Regulations for Visiting Professorship**

The faculties in UTM are encouraged to recruit professor to expedite the achievement of research excellence notably in terms of publication of refereed international papers.

1. Recruitment is initiated by a specific academic staff or a researcher of UTM and application is forwarded by the respective faculty to the Registrar Office of UTM for approval and appointment
2. The visiting professor should conform to the terms and conditions as set out in the letter offer or the agreement.



## 4.0 Regulations for International Research Collaborations

The purposes of these regulations are to protect the rights of students and faculty members who engage in international research collaboration and facilitate compliance with UTM Policy on Data Management and Intellectual Property. These regulations pertain to any research that is likely to be submitted for presentation at a professional meeting, publication in a scholarly journal and application of Intellectual Property. Terms and conditions of the research collaboration must be agreed among the parties involved on data ownership and the intellectual property right.

### 4.1 Responsibilities of Project Leader

The Project Leader (PL) has overall responsibility for the conduct of the research or scholarly activity.

1. The PL's responsibilities are to determine the authorship and acknowledgement credit for presentations and publications;
2. The PL should ensure the conduct of the research or scholarly activity must comply with UTM policies with respect to data ownership, control, and access.

### 4.2 Data Management

#### 4.2.1 Ownership of Research Data

Research data include but are not limited to raw data recorded in any format, computer records and printouts, videotapes, audiotapes, photographs, laboratory notebooks, and field notes and journals.

1. UTM is the owner of the scientific records for projects conducted at the University, under the auspices of the University, or with University resources.
2. The original copies of all such data must be maintained at UTM, including data from student-initiated research projects.

#### 4.2.2 Management of Research Data

Management refers the ways in which research data are collected, stored, and retained.

1. The PL is the custodian of the data, with responsibility for ensuring the accuracy of the scientific record, the confidentiality of research data (when appropriate), and the physical condition and security of research data.
2. The PL is responsible for retaining the research data for not less than three years after the submission of the final project report or publication (whichever occurs last).

3. The PL is responsible for protecting intellectual property resulting from the research and responding to allegations of misconduct in research or financial conflicts of interest.
4. The PL is responsible for determining who may have access to research data and under which conditions.
5. When the students or faculty members involved in research projects at UTM leave the University, the ownership of the data is subjected to the terms and conditions as set in the agreement.



## 5.0 Regulations for International Joint Academic Programme

Universiti Teknologi Malaysia (UTM) adopts the International Joint Degree Programmes and the regulations to enhance a wider global vision as well as more frequent academic exchanges between the various faculties of UTM and those of foreign institutes.

### Regulations

1. The faculty needs to provide a working paper for the proposed International Joint Academic Programme. The application will be processed according to the standard procedure for a new academic programme in UTM. The approved proposal should be agreed by parties involved before taking effect.
2. The proposal should consider the following scopes:
  - Applicant's qualification
  - Admission criteria
  - Curriculum design, delivery and assessment methods
  - Credit-waiver system
  - Term of study at both institutions
  - The joint supervision of thesis/dissertation
  - The allocation of the faculties members from both institution
  - Awarding of degrees
  - Tuition fees and number of enrolled students allowed
  - Regulations regarding revision and termination of the agreement
  - Other related issues
3. All applicants at the Master or PhD level should also sign the joint supervising of thesis/dissertation agreement in English version as reviewed and approved by the faculty meeting. The joint supervising thesis/dissertation agreement should include:
  - Name of the advisee
  - Names of the thesis/dissertation advisors
  - Thesis/dissertation topic
  - The term of study at both schools
  - Language used in thesis/dissertation and in its abstract
  - Publication and copyright of thesis/dissertation
  - Revision and termination of the agreement
  - Other related issues
4. Foreign institutes which enter the International Joint Academic Programme with UTM should send the list of their applicants and the following documents for review:
  - Application form(s) provided by UTM

- A copy of proof of student status for the foreign students (Please also include a translated version of the document in English)
  - A copy of transcript in English certified by the original school of the applicant
  - A copy of health report of the applicant in English (Including the HIV/AIDS examination report)
  - Financial proof of the applicant (if required)
  - Other related documents according to the agreement
5. Foreign applicants should apply to UTM through the coordinator of their home institution.
  6. Students who are accepted by the International Joint Academic Programme should fulfill the term of study at UTM as follows:
    - Students at undergraduate level should have enrolled a minimum of four semesters at UTM;
    - The Master degree should have enrolled a minimum of one semester at UTM;
    - The PhD students should have enrolled a minimum of three semesters at UTM
  7. Upon registration, the accepted student should hand in his/her health report and proof of related insurance that should cover the student while studying at UTM.
  8. UTM students who did not complete the programme at the foreign institute may submit an application of withdrawal of the programme. Upon approval of the application, the student can only resume his UTM's student status if this is done two weeks before the beginning of a semester according to UTM's calendar or else the student has to register on the following semester.
  9. During the term of study at UTM, foreign students should make compliance with the laws and regulations of Malaysian Government as well as the rules and regulations of UTM.
  10. Upon completion of the programme, students will be granted the academic transcript from the host institution.

## 6.0 Regulations for Concluding an International Memorandum or Agreement

The regulations for concluding an International Memorandum or Agreement between Universiti Teknologi Malaysia and foreign institutions will be handled in the following manner:

### 6.1 International Memorandum or Agreement

1. In order for a faculty or UTM to conclude an International Memorandum or Agreement, they must first complete a separate document “Working paper for International Memorandum or Agreement” and apply to the relevant authorities according to the procedure as set out by the governing bodies of UTM.
2. The Vice-Chancellor will bring the Proposed International Memorandum or Agreement deliberated upon by the governing bodies of UTM, before the University Board of Directors and upon receiving approval, said proposed agreement becomes concluded.

### 6.2 Renewal of the International Memorandum or Agreement

1. In order for a faculty or UTM to renew an International Memorandum or Agreement, they must complete a separate document “Working paper for Renewal of International Exchange Memorandum or Agreement” and apply to the relevant authorities according to the procedure as set out by the governing bodies of UTM.
2. The Vice-Chancellor will bring the Proposed Renewal of International Memorandum or Agreement deliberated upon by the governing bodies of UTM, before the University Board of Directors and upon receiving approval, said proposed agreement becomes concluded.
3. In order to renew an International Memorandum or Agreement, the governing bodies shall deliberate on the activities of the existing agreement and the future plans for the duration of the agreement to be renewed.

### 6.3 The Signatories of the International Memorandum or Agreement

1. As a principle, the Vice-Chancellor or his representative is appointed as the signatory.
2. For the Inter-faculty Memorandum or Agreement, the Dean of the Faculty or his representative is appointed as the signatory.

## ACKNOWLEDGEMENTS

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NO.	NAME	FACULTY/UNIT
1.	Prof. Madya Dr. Mohd Ismail Abd Aziz	Hal Ehwal Antarabangsa
2.	Prof. Dr. Rose Alinda Binti Alias Dekan (Kejuruteraan)	Sekolah Pengajian Siswazah
3.	Prof. Dr. Ho Chin Siong	Hal Ehwal Antarabangsa
4.	Prof. Madya Dr. Mohamad Kasim Bin Abdul Jalil	Pusat pelajar Antarabangsa (ISC)
5.	Prof. Madya Dr. Hadi Nur	Hal Ehwal Antarabangsa
6.	Prof. Madya Dr. Mohd Ismid Mohd Said	Hal Ehwal Antarabangsa
7.	Prof. Madya Dr. Lee Chew Tin	Hal Ehwal Antarabangsa
8.	Pn Siti Noraziah Satapah	Hal Ehwal Antarabangsa
9.	Tn Hj Abu Bakar B. Mohd Salleh	BENDAHARI
10.	En. Azham Bin Ramli	HEP
11.	Cik Mardiah Hayati Binti Abu Bakar	Bahagian Perundangan
12.	Prof. Madya Dr. Ismail Bin Said	Fakulti Alam Bina
13.	Encik Zulkifli Osman	SPACE
14.	Prof. Madya Dr. Roslan Bin Amirudin	Fakulti Alam Bina
15.	Prof. Ir. Dr. Abdul Halim Bin Mohd Yatim Wakil: Prof. Madya Dr. Mohd Wazir Bin Mustafa	Fakulti Kejuruteraan Elektrik
16.	Prof. Dr. Esah Binti Hamzah Wakil: Prof. Dr. Mohd Nasir Bin Tamin	Fakulti Kejuruteraan Mekanikal
17.	Prof. Madya Dr. Ramli Mat,	Fakulti Kejuruteraan Kimia Dan Kejuruteraan Sumber Asli
18.	Prof. Dr. Husin Bin Wagiran Wakil: Prof. Dr. Noorddin Ibrahim	Fakulti Sains
19.	Prof. Madya Dr. Muhammad Shafie Bin Abdul Latiff	Fakulti Sains Komputer Dan Sains Maklumat
20.	Prof. Madya Dr. Rosman Bin Mohd Yusof	Fakulti Pengurusan & Pembangunan

---

	Sumber Manusia
21. Dr. M. Al-Muz-Zammil b. Yasin	Fakulti Pendidikan
22. Dr. Yusof Omar	Fakulti Kejuruteraan Bioperubatan Dan Sains Kesihatan
23. Dr. Mohad Anizu Hj Mohd Nor	Kolej Rahman Putra
24. Pn. Khairuzilah Binti Khalil	Kolej Tun Fatimah
25. Prof. Madya Dr. Fadzilah Adibah Abdul Majid	Kolej Tun Dr. Ismail
26. Prof. Madya Dr. Yahya Bin Buntat	Kolej Tuanku Canselor
27. Puan Marzilah Binti A. Aziz	Kolej 9
28. Prof. Madya Dr. Shamsuddin Bin Ahmad	Kolej Dato' Onn Jaafar
29. Prof. Madya Dr. Abdul Latiff Mohd Ibrahim	Hal Ehwal Antarabangsa, International Campus
30. Prof. Madya Dr. Salwani Mohd Daud	KST, KL
31. En. Noraimi Bin Shafie,	Kolej Siswa Semarak, KL
32. En. Noh Muhamad Adlan Bin Mohd Noh	Kolej Siswa Jaya, KL
33. En. Masnawi Bin Miskam	TNC (A&A)
34. Cik Noor Azidah Binti Ahmad	SPACE

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