



PRIVATE & CONFIDENTIAL

28 November 2024

Dr Helda Khusun
Lecturer
Universitas Muhammadiyah Prof. Dr. HAMKA
Bumi Asih Indah, Blok LL-04
Jatiasih, Bekasi 17424
Indonesia

Dear Dr Helda

Appointment as Adjunct Associate Professor

We are pleased to confirm that we wish to appoint you as **Adjunct Associate Professor** with School of Food Studies and Gastronomy subject to the following terms and conditions:

1.0 Period of Appointment

The period of appointment is from **01 January 2025** until **31 December 2026** or such other period as may be mutually agreed.

2.0 Time & Availability

Your services shall be made available at School of Food Studies and Gastronomy located at Taylor's University, Taylor's Lakeside Campus, No. 1, Jalan Taylor's, 47500 Subang Jaya, Selangor Darul Ehsan during the period of this appointment.

3.0 Scope of Services

You will liaise with the Head of School, who will coordinate your visits pursuant to the following areas of attention during the period of this appointment:

- a. To serve as the key visiting lecturer for a few modules in the Master of Food Studies and Gastronomy.
- b. To assist in the course and curriculum planning and development of the Postgraduate programmes in Food Studies.
- c. To facilitate peer links networks within the academia, industry and community.
- d. To conduct workshops and guest lectures to students.
- e. To deliver talk series at 'Taylor's SFSG Food Studies Speakers Series'.
- f. To develop innovative and research-based approaches in fostering research culture in the field of Food Studies.



TAYLOR'S EDUCATION GROUP

- Taylor's University, Malaysia
- Taylor's College, Malaysia
- Garden International School, Malaysia
- Nexus International School, Malaysia & Singapore
- Australian International School, Malaysia
- Taylor's International School, Malaysia

Taylor's University Sdn Bhd

Co.Reg.No. 198601000495 (149634-D)
No. 1, Jalan Taylor's, 47500 Subang Jaya,
Selangor Darul Ehsan, Malaysia.
Tel : 603-56295000
Fax : 603-56295001
Email : applications@taylors.edu.my

- g. To create opportunities for funding and research development.
- h. To provide publication opportunities by co-authoring articles and offering referrals.
- i. To provide advisory supports for School of Food Studies and Gastronomy staff and students who shared research interests with the candidate.

4.0 Honorarium Fees

You shall be paid honorarium fees of **RM250.00** (Malaysian Ringgit: Two Hundred and Fifty Only) per hour for the days on official business with the University on campus. Payment fees shall be made during your visit at the school or transferred to your account.

As an adjunct appointee from overseas, you will also be eligible for reimbursement of your return-trip economy class airfare when travelling to Malaysia from Indonesia for the purposes of your engagement with us.

Hotel/living accommodation will be provided by the Company.

Your travel expenses shall be reimbursed to you when you are in Malaysia.

5.0 Confidentiality

You shall not, during the period of your appointment or thereafter without the written consent of the University use or divulge to any person whomsoever and shall prevent the publication and disclosure of the contents of this appointment, any trade secrets, inventions, processes, methods, know-hows, products, research & development work or any other information concerning the business of the University or its principle associates or its subsidiaries.

Publications in written, digital or graphic form or art which have a bearing on the scope of activities or the image of the University shall require prior written approval of the President prior to its dissemination or use.

6.0 Standard of Conduct

In rendering your services, you shall conform to high professional standards or work and business ethics. You shall not, in any event, take any action or accept any assistance or engage in any activity that will result in any educational institution, government body, research institute or other person, entity or organisation acquiring any rights of any nature in the results of work performed by or for the University.

Furthermore, you shall execute all the obligations under this Appointment and ensure that your performance and/or conduct does not bring disrepute to the University nor cause any loss or damage to the University's property through any act of negligence or wilful act or omission on incompetence on your part.

Failure to adhere to the above may result in the immediate discontinuation of this Appointment by the University via notice in writing and fees whether or not they may have accrued may be withheld by the University.

7.0 Report

Two (2) weeks before the expiry of this Appointment, you shall prepare and submit a written report to the University on your observations and conclusions regarding your consulting/advisory services.

8.0 Tax Liabilities

You shall be personally liable and responsible for all statutory payments arising in connection with the provision of the consultancy services, including but not limited to liability for the payment of income tax in respect of the fees paid.

You shall agree to fully indemnify and keep the University fully indemnified against and from all claims, demands, awards, damages, actions, losses, costs (including legal costs) and other expenses arising as a result of or in connection with any claims that may be made by the relevant authorities against the University in respect of tax or similar contributions or deductions in connection with the services.

9.0 Relationship

For the avoidance of doubt, this appointment shall be treated for all purposes as a contract for services with the relationship between the University and you being one of the independent contractors.

It is hereby expressly agreed and acknowledged by you and the University that this contract for services between you and the University herein shall supersede any previous discussions or understanding, whether written or verbal.

If the above terms and conditions are acceptable to you, kindly acknowledge your acceptance of the above by signing and returning the duplicate of this letter.

We look forward to having a meaningful and mutually beneficial relationship with you.

With warmest regards.

Yours sincerely

TAYLOR'S UNIVERSITY SDN BHD



PROFESSOR DR NEETHIAHNANTHAN ARI RAGAVAN


Executive Dean

Faculty of Social Sciences & Leisure Management

PC/sn

Appointment as Adjunct Associate Professor
Dr Helda Khusun

I, Helda Khusun, NRIC/Passport No.: X2405969
hereby agree and accept the above terms and conditions.


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Date: December 26th, 2024
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Signature