



UNIVERSITI TEKNOLOGI MALAYSIA POST DOCTORAL FELLOW GUIDELINE

1. Scheme name

The scheme is named as Universiti Teknologi Malaysia Post-Doctoral Fellow Scheme

2. Introduction

Universiti Teknologi Malaysia Post-Doctoral Fellow Scheme Guideline is provided for guidance in the management of UTM Post-Doctoral Fellow.

3. Definition

UTM Post-Doctoral Scheme is a method to appoint PhD graduate researchers who can conduct full-time research activities towards excellence in research and innovation in niche research area to produce scientific literature.

4. Terminology

- I. **University** means Universiti Teknologi Malaysia
- II. **Supervisor** means UTM Academic staff (permanent/contract) assigned to supervise Post-Doctoral Fellow
- III. **VDR** means Visa With Reference issued by the Malaysia High Commission Office abroad to a non-citizen to allow individuals to enter Malaysia after visa approved by the Immigration Office.
- IV. **Employment Pass** means official document issued by Malaysia Immigration Office to expatriate from another country who is offered a job in Malaysia.
- V. **First Author** is the first named author of a publication.
- VI. **Dependent Pass** refer to official document issued by Malaysia Immigration Office to the family members of an expatriate from another country who is offered a job in Malaysia such as:
 - a. Spouse
 - b. Children (below 21 years old)
 - c. Disabled child
 - d. Legally adopted child

5. Objective

- Objectives of UTM PD Scheme are as follows:
- a. Conduct research and produce academic publications
 - b. Collaboration with well-known universities
 - c. Supervising PhD Students to encourage knowledge transfer.

6. Candidate Qualification

PD Candidate should have the following qualifications:

- I. Open to local and international candidates
- II. Holds a PhD from the university listed in QS or from the university which has collaborated with UTM
- III. English Language Proficiency requirement for those candidates with non-English PhD Thesis or Non-UTM graduates of (minimum TOEFL 600 or IELTS minimum band 6.5)
- IV. Must have experience in conducting research and produced at least **two (2) papers in indexed journals WOS as First or Second Author** (issue status to be considered are In press /Published only)
- V. Candidates must be **within five (5) years after completing a PhD** from a recognized University.

7. Appointment Status

The appointment is **temporary**.

8. Appointment period

- I. Duration of appointment is for **TWO (2)** years and can be considered for an extension of **ONE (1)** year based on Post-Doctoral performance.
- II. PD or UTM may terminate the contract with **ONE (1)** month notice.

9. Additional Terms of Post-Doctoral Appointment

- I. All applications must be made through Centres of Excellence (CoE) or Research Group (RG).
- II. Post-Doctoral who was appointed responsible for the Centres of Excellence (CoE) or Research Group (RG).
- III. Centres of Excellence (CoE) or Research Group (RG) must have at least two (2) active grants among its members.
- IV. Centres of Excellence (CoE) or Research Group (RG) should appoint a supervisor with grade of 53/54 and above.

10. Duties and Responsibilities of a UTM PD Supervisor

- I. Supervisor need to assist PD candidates report for duty in UTM
- II. Need to assist in gathering and submitting documents for VDR or any other official documents.
- III. Register Post-Doctoral grant in RADIS System to get a cost centre after the PD reporting for duty.
- IV. Provide space and adequate research needs.
- V. Submit Progress Report online every three (3) months in RADIS
- VI. Submit final report at the end of appointment period (a month before contract ends)
- VII. Monitor PD attendance at UTM during the period of appointment.
- VIII. Ensure PD to be First Author in all published collaborative research work during the period of appointment.

11. Duties and Responsibilities of UTM PD

Duties and responsibilities of PD are as follows:

- I. To conduct **full-time** research under Supervisor's supervision.
- II. To produce **at least FOUR (4) papers** listed in **Q1/Q2** as First Author (issue status to be considered are In press /Published only)
- III. PD can be instructed to supervise students not exceeding 6 hours per week.

- IV. To submit Progress Report every **THREE (3)** months and Final Report in RADIS System One (1) month before contract ends. The reports must be verified by the Supervisor and the Director of Research Management Centre.

12. Re-appointment/Extension

- I. Supervisor may submit application to re-appoint their PD within **THREE (3)** months period before their current contract ends.
- II. PD must meet the stated KPIs.
- III. PD extension depends on the University financial position.

13. KPI for Second Appointment

PD need to produce additional **TWO (2) papers in Q1/Q2 as First Author** (status to be considered is In press /Published only)

14. Placement of Service

- I. PD can only be placed at **UTM Johor or UTM International Campus**
- II. PD can carry out research work in any university, government or private agencies **in Malaysia** with the approval of the Supervisor and Director of RMC.

15. Salary

- I. Monthly salary is from RM 5,000 to RM 7,000 based on qualification and experience.
- II. The monthly salary determination is based on the approved salary matrix and subject to the University financial position.

16. Annual Leave

- I. PD will be given **25 days annual leaves per year**. PD can apply for leaves based on their entitlement. Annual leaves that cannot be spent in the current year should not be carried out to the following years.
- II. Leave application need to be supported by Supervisor and approved by Director of RMC.

17. Authority To Appoint

- I. The authority to appoint UTM PD belong to members of Post-Doctoral Selection and Appointment Committee chaired by the Deputy Vice Chancellor (Research and Innovation)
- II. Director of RMC (through the approval of the delegation of power in February 2014) may approve the application of those candidates who meet all criteria.
- III. Appointment letter can only be signed by the Deputy Vice Chancellor (Research and Innovation) or Director of RMC
- IV. Members of Post-Doctoral Selection and Appointment Committee should be endorsed in Senate Committee Meeting (Research and Innovation)

18. PD Work Flow

Complete work flow for PD appointment is shown in Appendix 1.

19. Holding other Positions

PDs are **not allowed** to hold other positions either inside or outside Universiti Teknologi Malaysia.

20. Sources of Financing Scheme

The Scheme is funded by the budget of the Ministry of Higher Education through the Research University Fund.

21. Other Facilities

Other provided facilities are as follows:

- I. Economy class flight return ticket will be covered by UTM once throughout the duration of the appointment for the non-citizen or Malaysian citizen residing abroad or in Sabah or Sarawak. Candidates who have been in Malaysia / Peninsular Malaysia are eligible to claim one-way tickets only at the end of the contract.
- II. Medical facilities for candidates, their spouse and two children(unmarried) which include medical treatment at the UTM health centre and government hospital only **(medical charges shall be paid in advance by PD and claims can be made for reimbursement at RMC)**
- III. The amount allocated for medical reimbursement is **RM600.00** per year.
- IV. Treatment borne are as follows:
 - a. Outpatient
 - b. Medical Health examination for report duty.
- V. Airfare's claim will be paid according to the amount claimed and subject to a maximum of RM4,400.00.
- VI. Visa payment will be borne for candidates only.
- VII. Application for refund must be submitted to the RMC **within three (3) months from the date of the receipt issued**. The delay in submitting the claim will result the receipt of payment will not be processed by the secretariat.
- VIII. PD is **subject to tax payment** imposed by Inland Revenue Department.
- IX. PD has to make **income tax declaration** at the Inland Revenue Department at least one month before their contract end.

22. Application

- I. The invitation will be advertised by the Research Management Centre.
- II. Application form can be accessed/ downloaded from RMC Portal (<http://rmc.utm.my/researchactivity/>). Application must be made through Centres of Excellence (CoE) or Research Group (RG) and submitted to Post-Doctoral Secretariat of RMC via Supervisor for review. Application form must be approved by the Director of Research Alliance/Senior Director of the Institute/ Deputy Dean of Faculty (Research & Innovation) before being forwarded to RMC.
- III. If there is no feedback within 6 months, the application is considered as unsuccessful.
- IV. The Guideline is effective for the appointment of PD starting 2017.
- V. Candidates are required to submit original documents/certificates during the application:
 - a. Passport copy
 - b. Passport size photo
 - c. Copies of Academic Certificates(Diploma/Degree/Masters/PhD or Senate Approval Letter)
 - d. Certificate of TOEFL/IELTS
 - e. Curriculum Vitae
 - f. Research Proposal
 - g. Salary form (Verify by RA Dean /TDPI)
 - h. List of Publications (published/In Press publications only)
 - i. Front Page of Listed Publications only.