

POST DOCTORAL FELLOWSHIP

❑ Attendances

- PD must log in by entering User ID to the Attendance System
- Must Slide In & Out (Working hours must be 9 hours per day).

❑ Income Tax

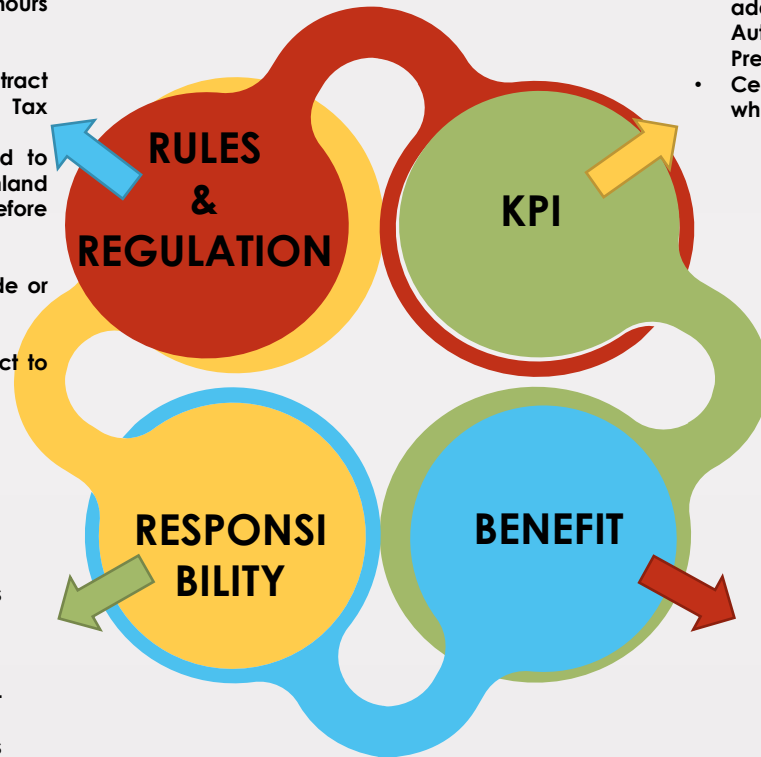
- The emolument received throughout PD contract tenure in Malaysia is subject to the Income Tax imposed by the Malaysian Government
- Post Doctoral responsible to register tax and to make income tax declaration at the Inland Revenue Department at least one (1) month before contract end.

❑ Holding Other Positions

- Not allowed to hold other positions either inside or outside University

❑ Post Doctoral Scheme Agreement

- According to PD Agreement, all PD are subject to Malaysian Rules and Regulation



- Conduct fulltime under Supervisor's supervision
- Supervise students not exceeding 6 hours / 1 week
- Presence (base on Supervisor location – UTMJB & UTMKL)
- Submit Progress Report every three (3) months and End Report at the end of the term

- Produce four (4) papers listed in Q1/Q2 as First Author (In Press/ Published only)
- For second appointment – Need to produce additional two (2) papers listed in Q1/Q2 as First Author (status to be considered is Accepted/In Press/Published only)
- Certificate will only be produced for Post Doctoral who have achieved their KPI during the contract

❑ Annual Leave

- 25 days per appointment period/per year
- Not allowed to apply 25 days of leave in a lump sum
- Leave application need to be signed by Supervisor and approved by Director of RMC
- Annual leave balanced for current year cannot be carry forward to the following year

❑ Flight Ticket

- The University will bear Economy Class (return) air fare for the PD only.
- This will provided once during his/her tenure/contract

❑ Medical

- PD, spouse and two (2) children (unmarried) can enjoy medical reimbursement up to RM600.00 per contract term/ year
- Can only be made for medical treatment at UTM Health Centre or Government Health Care only.

❑ Visa

- Visa processing fee will be borne by University for PD only
- For dependents refer directly to UTM International Office
- For Extension PD,
 - Need to do tax clearance for previous contract before proceed with extension visa application