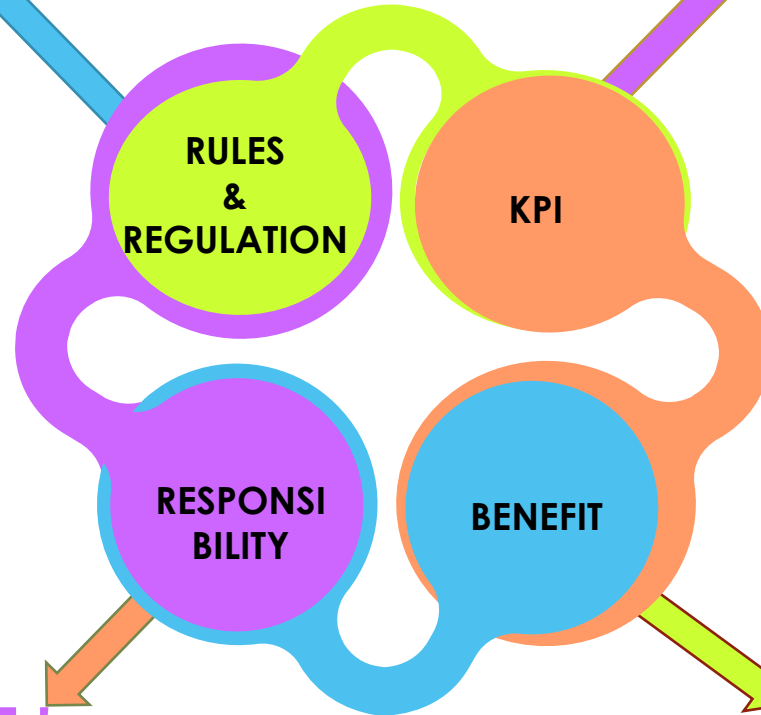


POST DOCTORAL FELLOWSHIP



- ❑ **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).
 - If PD do not follow the leave & attendance procedures, PD might have to face several consequences such as :
 - ❖ Salary will be held until satisfactory official justification submitted to RMC
 - ❖ Salary will be deducted if PD have been paid for those days PD was not in UTM without approval
 - ❖ PD maybe terminated if failed to justify their action within given period
- ❑ **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.
 - Post Doctoral responsible to make E-Filing every year during their contract.
- ❑ **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

- Produce four (4) papers listed in Q1/Q2 as First AuthFor 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

- 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

- ❑ **Annual Leave**
 - 25 days per appointment period/per year
 - Not allowed to apply 25 days od leave in a lump sum
 - All PD are only entitled for 2 days leave per month
 - Leave application need to be signed by Supervisor and approved by Deputy Registrar 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.
 - Medical Leave accepted if the issued by UTM Health Centre / Governmenr 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