



## 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 ONE **(1)** year 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 TWO **(2)** months 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> .  
(Research Management → Research Process → Appointment of Post Doctoral). 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.