



# UTM FELLOWSHIP SCHEME 2025

POSTDOCTORAL FELLOWSHIP SCHEME  
GUIDELINES & GRANT OPENING

17 DECEMBER 2024

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DEPUTY DIRECTOR,  
RESEARCH MANAGEMENT CENTRE

*Innovating Solutions*



UTM JOHOR BAHRU



# UTM FELLOWSHIP SCHEME

## UTM Postdoctoral Fellowship Scheme

A program designed to appoint PhD graduates who can conduct full-time research activities in niche research areas towards excellence in research and innovation and producing scientific literature.

Registration in RADIS system as

**“Professional Development Research University” (PDRU)**

# OBJECTIVES

01



**ENHANCE THE EXPERTISE OF THE UNIVERSITY'S RESEARCHERS TO PRODUCE HIGH-INDEXED AND HIGH-IMPACT PUBLICATIONS**

**COLLABORATE WITH RENOWNED AND INTERNATIONAL UNIVERSITIES**



02

03



**SUPERVISE PHD STUDENTS TO PROMOTE KNOWLEDGE TRANSFER AND ADVANCING RESEARCH**

**INCREASE THE NUMBER OF RESEARCH GRANTS BY COLLABORATING WITH OTHER ORGANIZATIONS/AGENCIES**



04

# POSTDOCTORAL FELLOW DUTIES & RESPONSIBILITIES

## AGREE AND OBSERVE

- **Read and agree** to the terms and conditions outlined in their appointment documents
- Comply with Malaysian government regulations related to tax payment

## UTM REGULATIONS

Adhere to **UTM's regulations**, as well as professional and research ethics standards.

## MOVEMENT

- **Inform the official movement outside UTM** to the Research Management Centre.
- **Clock in daily attendance** at the specified location (unless otherwise instructed by the supervisor) and to apply annual/ medical leave in the case of non attendance

## POSTDOCTORAL FELLOW DUTIES & RESPONSIBILITIES

## PROGRESS

- Prepare **Progress Report** every 6 months (June/ Dec)
- Prepare **Final Report** in RADIS ONE (1) month before contract ends. The reports must be submitted by the Supervisor in the RADIS.
- Conduct **full-time research** under supervisor's supervision
- Supervise students not exceeding 6 hours per week.

## OTHERS

- Fellow needs to help build and strengthen research ecosystem at the centre they are in and in UTM
- Provide the latest contact of immediate family members for any emergency issues.

# KPI

## 1 PUBLICATION

Science & Technology	Social Science
<b>ONE indexed paper listed in Q1/Q2</b> as First Author <b>per year</b> . Paper must be related to the project or in the same field. Supervisor must be the First Corresponding Author for every publication.	<b>ONE indexed paper listed in WOS</b> as First Author <b>per year</b> . Paper must be related to the project or in the same field. Supervisor must be the First Corresponding Author for every publication.

*ONE papers for 1 year appointment*

## 2 COLLABORATION

Encouraged to involve in the establishment of collaboration with external parties

## 3 GRANT

Involve in external grant application

## 4 HELP BUILDING RESEARCH ECO-SYSTEM

Proactively helping build research eco-system in CoE/RG/Faculty/UTM

# BENEFITS & FACILITIES

**01** **MONTHLY SALARY**  
Minimum RM 5,000.00 to RM 6,000.00  
**\*before tax deduction**  
**\*starting salary is subject to university's approval**

**02** **LEAVE**  
**25 days annual leave**  
\*Carry forward to the following year  
**15 days sick leave/ year**  
Medical certificate issued by UTM Health Center and Government Health Care Centre only will be accepted for medical leave application

**03** **MEDICAL TREATMENT**  
RM600.00 /year  
Outpatient treatment and medical check up upon report duty  
**\*Postdoctoral Fellow is strongly encouraged to purchase health insurance for medical cases outside the above scope including those inquire inpatient or hospitalization.**

**04** **FLIGHT TICKET**  
Economy class (return) air fare for international fellow for a maximum of RM 4,400.00

**05** **VISA**  
Visa payment will be borne for fellow only.

# GRANT OPENING



- Application is NOW open until **17 JANUARY 2025 in RADIS**
- Application should be made by the supervisor using own RADIS account
- Supervisor is advisable to gather candidate's personal details and publication before fill in information in RADIS
- Form for Candidate & Project Proposal Details and list of publication can be downloaded in RMC's website



# GRANT OPENING



## SUPERVISOR QUALIFICATION/ REQUIREMENTS

- Contract/Permanent staff with **Grade of 51 and above.**
- Members of Centres of Excellence (CoE) or Research Groups (RG).
- Grant and publication:

ST	SS
Active grant with an accumulated amount of RM 100,000.00 as PI	Active grant with an accumulated amount of RM 50,000.00 as PI
At least three (3) journal publications indexed in WoS as Corresponding / First Author within the previous three (3) years before (excluding the application year).	At least two (2) journal publications indexed in WoS or four (4) publications in SCOPUS as Corresponding / First Author within the three (3) years before (excluding the application year).





# GRANT OPENING



## CANDIDATE QUALIFICATION / REQUIREMENTS

- i) Open to all eligible **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) or equivalent.
- iv) Must have experience in conducting research and produced at least **two (2) papers Q1/Q2** in indexed WOS journal as First Author **in the last 3 years** (issue status to be considered are In press /Published only).



# APPLICATION PROCESS

APPLICATION SHOULD BE MADE BY PRINCIPAL INVESTIGATOR / SUPERVISOR IN RADIS



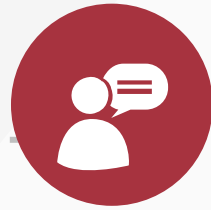
## PREPARATION OF DOCUMENTS

**Action by:  
Supervisor & Candidates**

- Preparation of information and documents
  - i) \*Candidate Personal Details
  - ii) \* Project Proposal
  - iii) \* List of Publication

*\*Documents are used to collect information from candidates before filling in information in the RADIS system."*

*\*\*Documents are available for download on the RMC website.*



## APPLICATION REGISTRATION

**Action by:  
Supervisor**

- Application registration in RADIS



## ASSESSMENT AND SELECTION

**Action by:  
CoE /RG, RA, RMC, Selection and Appointment Committee**

- Application Assessment in RADIS by the Director of the Center of Excellence (CoE), the Head of Research Group (RG), Chair of Research Alliances (RA)



## RESULT & APPOINTMENT

**Action by:  
RMC**

- Notification of result (by email)
- Activation of grant

# IMPORTANT DATES

Task	Date/ Duration
Grant Opening Announcement	1 DECEMBER 2024
Grant Briefing	17 DECEMBER 2024
Application Submission	18 DECEMBER - 17 JANUARY 2025
Application Assessment and Selection	18 FEBRUARY - 24 MARCH 2025
Result Announcement	25 MARCH 2025 - 27 MARCH 2025
Acceptance Feedback	28 MARCH 2025 - 6 APRIL 2025
REPORT DUTY	1 July 2025

**\*All dates are subject to changes**



# Schedule for Application & Registration

Task	Date	Action By
<b>Application</b>	18 Dec 2024 - 17 Jan. 2025	New Candidate
	1 – 30 April 2025	Current UTM Postdoctoral Fellow whose contract ends in June 2025.
<b>Registration</b>	1 July 2025	<ul style="list-style-type: none"><li>• Malaysian Citizen Candidates</li><li>• Non-citizen Candidates (residing in Malaysia/ hold a valid pass to stay in Malaysia during report duty)</li><li>• Extension Candidates</li></ul>



<<The display in the system may differ after improvements to the PDRU's form >>

# APPLICATION PROCESS

## GRANT APPLICATION IN RADIS : STEP BY STEP

**BASIC INFO TAB**

Fill in **ALL INFORMATION** required  
Important information to be inserted

### 1- Sponsor Information

* Sponsor Category :	NATIONAL
* Sponsor Agency :	Government
* Sub-Sponsor :	UTM
* Sub-Sponsor Details :	POST DOCTORAL FELLOWSHIP

### Postdoctoral Fellowship

Sponsor Category :	NATIONAL
Sponsor Agency :	Government
Sub-Sponsor :	UTM
Sub-Sponsor Details :	RUG OF UTM

### Research Fellow

<<The display in the system may different after improvements to the PDRU's form >>

# APPLICATION PROCESS

## GRANT APPLICATION IN RADIS : STEP BY STEP

Checking Qualification Basic Info **Members** History Details Equipment Budget Attachment Declaration

Members

Add Member

#	Member Role	Member Type	Name	Staff No./IC No/Passport No	Faculty/Institute/Agency	Position	Member Status	CV
1	PROJECT LEADER	STAFF	SITI RAHIMAH BINTI MOHD YUSOP	11352	PUSAT PENGURUSAN PENYELIDIKAN	PEGAWAI TADBIR (NA44)	PERMANENT	

Showing 1 to 1 of 1 entries

Add Member

Member Category: Collaborator

Others Category: International

\* Email: ali@gmail.com Search

Name: Name

\* Passport: Passport

\* Gender: --Select Gender--

\* Sector: --Select Sector--

\* Member Start Date 01/07/2023

\* Member End Date 30/06/2024

\* Organization Type: --Select Organization--

\* Country: --Select Country--

Upload / Update CV (pdf file only): Choose File No file chosen Upload Reset

CV:

### MEMBERS TAB

- Click **ADD MEMBER** and select **COLLABORATOR** as the option for member category at the drop down option
- Insert information of the postdoctoral fellow candidate
- Gather candidate's information before entering the information in here
- Use candidate's personal details form in RMC website to gather candidate's information

<<The display in the system may differ after improvements to the PDRU's form >>

# APPLICATION PROCESS

GRANT APPLICATION IN RADIS : STEP BY STEP

## PUBLICATION TAB

1. Please list the publications produced by the candidate.
2. Please list at least two (2) papers Q1/Q2 in indexed WOS journal as First Author in the last three (3) years.
3. Only paper with "In Press" and "Published" status will be reviewed.
4. Please prepare the front page of each paper.

Reference No: PY/2023/00003Status: DRAFT

**INSTRUCTION:**

1. Please list the publications produced by the candidate.
2. Please list atleast 2 paper Q1/Q2 as first author in WOS in the last 3 years
3. Only paper with "In Press" and "Published" status will be reviewed
4. Please attach the front page of each paper in this document
5. The candidate must be the first author or corresponding author for the publication.

No	Title of publication	Status Paper	Volume/ No./ Page/ ISSN/ ISBN	Journal Title	Author	Publication Type & Ranking	URL Publication	Attachment (Publication Front Page)	Action
1	xxxx	Published	Vol 1	xxxx	First Author	Q1	<a href="https://www.docuSign.com/how-it-works">https://www.docuSign.com/how-it-works</a>	<a href="#">attach.pdf</a>	

Add +

When click add \_\_\_\_\_

Publication Type

Title of Publication \_\_\_\_\_ Journal Title \_\_\_\_\_

Author Category:  
First Author  
Corresponding Author  
RMC\_PARAMETER.KUMPULAN\_FK=

# **GUIDELINES & APPLICATION DOCUMENTS**



**Find out the guidelines and documents under the 'RESEARCH UNIVERSITY GRANT (GUP 2025)**







# THANK YOU

## OUR CONTACT

### RMC POSTDOCTORAL FELLOWSHIP SECRETARIAT

 [rmc.utm.my](http://rmc.utm.my)

 [rmc.postdoc@utm.my](mailto:rmc.postdoc@utm.my)

 +6017 446 4080

Kerana Tuhan untuk Manusia