

UNIMAS Post-Doctoral Scheme Guidelines

1.1 Introduction

The Post-Doctoral Scheme Guidelines are prepared to facilitate Faculty/Centre/Institute (F/C/I) in presenting applications for the appointment of Post-Doctoral candidates who will conduct full-time research.

1.2 Aims

The aims of this scheme are:

- i. to enhance the university's level of achievement in research to a greater height or position and,
- ii. to establish research niche, research clusters, and excellent research through continual appointment of Post-Doctoral researchers in order to meet the aim towards excellence in research.

1.3 Scheme of Service

- i. The Post-Doctoral Scheme is open to all researchers who are Malaysian citizens as well as international researchers who have obtained a PhD not exceeding 3 years.
- ii. The job descriptions of the Post-Doctoral researcher are as follows:
 - a. Conduct research works in identified projects or existing projects in F/C/I;
 - b. Assist in producing research publications in high-impact journals;
 - c. Assist in promoting and developing the commercialization of research products;
 - d. Assist in establishing research networks/linkages with external parties;
 - e. Assist in teaching for undergraduate courses, minimum of 3 credits per semester throughout the term of service.
- iii. Conditions of the Post-Doctoral Service Scheme are as stated below:
 - a. Title of position: Post-Doctoral Researcher;
 - b. Term of appointment: Full-time;
 - c. Tenure: 1 – 2 years and can be extended to 3 years;
 - d. Monthly remuneration: RM4,000.00 - 5,000.00;
 - e. Research facilities: maximum allocation of RM 10,000.00 once only for conducting research;

- f. A minimum of two high-impact-factor journal publication per year throughout the term of service;
- g. Eligible for one domestic conference attendance within the term of service;
- h. Medical Benefits – for researcher, spouse and dependent children, under the age of eighteen (18) years subject to a maximum of three (3) adult, at Panel Clinics or Government Hospital;
- i. Flight tickets: lowest fare (return flight) once only throughout the term of service and for researcher only from the place of recruitment to Kuching, Sarawak, Malaysia;
- j. Annual leave: 25 days;
- k. Immigration matters are managed by the Registrar's Office;
- l. Passed self-sponsored health examination;
- m. Office facilities provided by F/C/I;
- n. Staff Card/ID

Candidates appointed as Post-Doctoral Researchers are required to:

- i. Sign a contract of agreement which includes the above conditions and benefits of the scheme. The contract document and non-disclosure agreement are as determined by the University.
- ii. Purchase health insurance which covers researcher and family (if applicable) during the tenure period.

1.4 Research Area

The research area for Post-doctoral Scheme which will be sponsored by University Funding will cover niche areas of the University and F/C/I.

1.5 Selection Criteria for Candidacy

Selection of candidates is based on the following criteria:

- i. Academic qualifications/achievements – must obtain a good pass in PhD based on research
- ii. Research – having excellent performance in research
- iii. Knowledge and experience in research areas according to the related niche areas
- iv. Publications – measured by the production of books and articles in high-impact journals.

1.6 Publication, Intellectual Property Copyright and Commercial Revenue (Royalty)

i. Publication

All researchers are encouraged to publish research output at national or international level.

ii. Intellectual Property Copyright

Intellectual Property Copyright belongs to UNIMAS. Researchers are encouraged to apply for registration of Intellectual Property Copyright at national or international level. UNIMAS Intellectual Property Copyright Guidelines are applicable. However, UNIMAS will be responsible for all expenses for the Intellectual Property Copyright.

iii. Commercial Revenue (Royalty)

Commercial Revenue must be distributed according to the existing UNIMAS Commercialization Policy.

1.7 General Guidelines

- a. Post-Doctoral Application Forms (UNIMAS/RIMC/PD) can be downloaded from the RIMC website under e-Forms.
- b. Applicants who are non-citizen of Malaysia may be required to produce evidence of skills in the English Language according to the TOEFL (minimum score of 600) or IELTS results (minimum average score of 6.5) except for native of English speaker.
- c. Applications must be supported by the project supervisor.
- d. RIMC/F/C/I will check every application to ensure all required documents are complete and sufficient.
- e. Applications must be approved by the Post-Doctoral Selection Committee at the F/C/I level before submission to RIMC. Refer Appendix 1 for terms of job descriptions and membership of the committee.
- f. Application will be forwarded to the UNIMAS Post-Doctoral Selection Committee chaired by the Vice Chancellor. If necessary, the F/C/I will be invited to attend the meeting in order to elaborate on the need for appointment and the candidate's qualification. Refer Appendix 1 for terms of job descriptions and memberships of the committee.
- g. Approval and acknowledgment of the UNIMAS Post-Doctoral Selection Committee will then be forwarded to the University Executive Committee Meeting (JKE) for endorsement.
- h. Offer letter, agreement form, and conditions of service will be issued by the Registrar's Office to the successful applicants.
- i. Applications for extension of appointment will be forwarded to the UNIMAS Post-Doctoral Selection Committee meeting for approval.

1.8 Required Documents

Compulsory documents for Post-Doctoral application are:

- a. Copy of Identity Card (Malaysian citizen)/Passport - the page which contain validated passport number (for non-citizen of Malaysia).
- b. Latest passport size photos (2 copies)
- c. Academic certificates (Master/PhD/Approval letter from Senate)
- d. Applicant's C.V. – prospective Post-Doctoral candidates are required to provide a list of publications (journal/article/thesis) and details of work/research experience.
- e. Comprehensive research proposal.

All copies of documents must be certified by the University or any Government Official in Management and Professional groups.

1.9 Closing date of Application

Application to the University Post-Doctoral Scheme is open throughout the year and each application must be submitted through the respective F/C/I.

SECTION 2

2.1 Project Implementation

- i. The appointed Post-Doctoral researcher must conduct the research according to the research proposal approved by the supervisor and within the agreed schedule of implementation.
- ii. Any contract extension is based on the researcher's performance and progress of the project.

2.2 Control and Monitoring of the Research Project

All Post-Doctoral researchers are required to submit a progress report on the project using the form from the RIMC website which contains:

- i. Summary of progress report (in brief), twice a year, consisting of the:
 - Project title and project summary;
 - Project leader and project members;
 - Performance/Achievement of the project; and

- Constraints, solutions and direction of the project
- ii. The progress report must be submitted using the Project Progress Report Form (UNIMAS/RIMC/PR) 6 months from the commencement of the project
- iii. The Project Final Report Form (UNIMAS/RIMC/ER) must be completed and submitted within 3 months upon completion of the project.
- iv. All reports must be submitted through the respective F/C/I Research Committee to RIMC in both digital (softcopy) and hard copy forms.

SECTION 3

3.1 Notification of Result and Agreement

- i. Successful candidates and their supervisors will be notified of the candidates' Post-Doctoral appointment through the F/C/I Head. The Project Leader, the Dean/Director's Office (Research)/F/C/I, the Bursary and RIMC UNIMAS will receive a copy of the offer letter and agreement.
- ii. The Post-Doctoral researcher is then required to understand and agree with the terms and conditions stated in the offer letter by filling in the Agreement Form to indicate his/her acceptance of the offer and subsequently to return it to RIMC for further action.
- iii. The Agreement Letter and the Non-Disclosure Agreement (NDA) must be completed and stamped. All expenses related to this process must be borne by the Post-Doctoral researcher him/herself.
- iv. Remuneration for every working month will be paid by the UNIMAS Bursary according to the payment instructions from the Registrar's Office.
- v. Remuneration payment will stop when the Post-Doctoral researcher's service ends or when the project funding expires.
- vi. Depending on the agreement and approval of the F/C/I, the Post-Doctoral researcher may be given bonus and other related services such as transport and travelling expenses as additional incentive from their own F/C/I although this is not stipulated in the agreement between the researcher and the university. However, the grant allocation for the research project may be used to bear the costs and other facilities required by the researcher.

3.2 Permit/Professional Visa Application

The Registrar Office will assist in the application for permit/professional visa when all the necessary documents are submitted.

SECTION 4

4.1 Responsibilities of Post-Doctoral Researcher

The responsibilities of a Post-Doctoral researcher in relation to his/her appointment are:

- i. To inform the Registrar's Office of acceptance of appointment by returning the Letter of Acceptance together with the Appointment Offer Letter;
- ii. To sign and stamp the Postdoctoral Research Agreement and Non-Disclosure Agreement (NDA);
- iii. To ensure PhD Degree and visa or work permit are obtained before reporting at the respective F/C/I (international applicant only);
- iv. To abide by the rules and agreement signed between the Post-doctoral candidate and the University;
- v. To submit Post-Doctoral research progress report (confirmed by supervisor) every 6 month throughout the term of service to RIMC. This form can be downloaded from the RIMC website <http://www.unimas.my>.
- vi. Prohibited from submitting any claims for payment to the university besides the payment agreed upon in the appointment letter.

4.2 Termination

- i. The researcher is required to give three (3) month notice to the Registrar's Office to inform of his/her resignation, through the supervisor and Dean/Director or pay one (1) month salary.
- ii. Researcher may be terminated if;
 - a. unfit for further service as recommended by the Medical Board selected by the Board of Directors of the University; or
 - b. convicts in any crime; or
 - c. commits an act of bankruptcy; or
 - d. guilty of insobriety or gross impropriety or misconduct ; or
 - e. fails to observe and perform his/her duties.
- iii. The researcher may be suspended from duty for a period of not exceeding two (2) months on the ground of incapacity as recommended by the Vice Chancellor.
- iv. The University may terminate the researcher at anytime by giving him/her three (3) month notice or one (1) month salary.

SECTION 5

5.1 Documents required for visa application

- i. Offer Letter signed by the UNIMAS Registrar;
- ii. Post-Doctoral Research Agreement (two copies) signed and stamped
- iii. Non-Disclosure Agreement (two copies) signed and stamped
- iv. Valid passport with at least 1 year validity.

5.2 Documents required when reporting at F/C/I

- i. Passport with the professional visa sticker
- ii. Post-Doctoral Research Agreement
- iii. Non-Disclosure Agreement
- iv. Offer Letter

5.3 Documents required when reporting at the Registrar's Office

- i. Passport with the professional visa sticker
- ii. Post-Doctoral Research Agreement
- iii. Completed *Guidelines for Reporting Duty for New Appointee/Officer*
- iv. Bank Account Book
- v. EPF and Income Tax Statements (if any)

JOB DESCRIPTIONS AND MEMBERSHIP IN RELATED COMMITTEES

A. POST-DOCTORAL SELECTION COMMITTEE AT F/C/I LEVEL

Job descriptions:

- i. To check the qualification and authenticity of candidate's certificates.
- ii. To ensure the application forms are completed before forwarding them to RIMC
- iii. To give comments and recommendations on the application of the Post-Doctoral candidate.

Committee Membership:

- i. Dean/ Director of Institute
- ii. Deputy Dean (Postgraduate and Research)
- iii. Project Leader

B. UNIMAS POST-DOCTORAL SELECTION COMMITTEE

Job descriptions:

- i. To confirm the candidate's qualification in terms of research expertise.
- ii. To determine the need for candidate's expertise as well as contribution to the University's research niche areas
- iii. To determine the Post-Doctoral emolument payment category.

Committee Membership:

- i. Vice Chancellor or representative
- ii. Bursar or representative
- iii. Registrar or representative
- iv. Director, Research and Innovation Management Centre
- v. Expert in the Post-Doctoral candidate's related field
- vi. Dean (if necessary)

Note: The number of appointed experts in the relevant field depends on the needs of the application (can be more than one).