

# UNIMAS POST-DOCTORAL SCHEME GUIDELINES

## **SECTION 1**

### **1.1 INTRODUCTION**

- i. The UNIMAS Post-Doctoral Scheme Guidelines (“Scheme”) was established in 2012 to appoint candidates with research expertise and experience to the service of the University to assist the implementation of research projects.
- ii. The guideline intends to streamline the appointment of both Post-Doctoral and Honorary Post-Doctoral candidates who will conduct full-time research at the Faculty /Institute/Centre (F/I/C) level.

### **1.2 OBJECTIVES**

- 1.2.1 The objectives of this scheme are intended to:
  - i. enhance the University’s research endeavours; and
  - ii. establish research niche, clusters and excellence through the appointment of Post-Doctoral Researchers.

### **1.3 DEFINITIONS AND SERVICE SCHEME**

- 1.3.1 Definitions of positions offered in the Scheme:
  - i. The Post-Doctoral Researcher is a person who has completed his/her doctoral studies not more than three (3) years prior to the application in the relevant field of studies from a recognised Institution of Higher Education.
  - ii. The Honorary Post-Doctoral Researcher is a person who has completed his/her doctoral studies not more than three (3) years prior to the application in the relevant field of studies from a recognised Institution of Higher Education and is not paid by the Scheme.
  - iii. Any applicant of more than 3 years after PhD studies, further deliberation shall be decided by the selection committee.
- 1.3.2 The Scheme is open to Malaysian and Non-Malaysian citizens.
- 1.3.3 The Terms of Reference for the Scheme for both Post-Doctoral and Honorary Post-Doctoral positions are as follows:
  - i. Conduct research in new projects or existing projects at F/I/C;
  - ii. Assist in producing research publications in high impact journals;
  - iii. Assist in promoting expositions and commercialisation of research products;
  - iv. Assist in establishing research networks/linkages with external parties; and
  - v. Assist in research activities organized by the University.
- 1.3.4 The Terms and Conditions for the Post-Doctoral Researcher’s position are as

follows:

- i. Term of appointment: Full-time
- ii. Tenure: One (1) year [subject to renewal of one (1) year based on quality of output(s)]
- iii. Monthly remuneration: RM8,000.00 (including EPF and SOCSO)
- iv. Entitled to UNIMAS Publication Support Fee
- v. Benefits [Only for Post-Doctoral Funded by UNIMAS]:
  - a. Medical Benefit: RM1,500.00 at UNIMAS Panel clinics (RM1,000.00 for medical and RM500.00 for dental)
  - b. Annual Leave: 25 days
- vi. Health examination: Passed self-sponsored health examination
- vii. Office facilities: Provided by F/I/C
- viii. Staff Access: Staff Card/ID provided by the University

#### 1.3.5 Output:

##### 1.3.5.1 Post-doctoral research funded by UNIMAS

- i. Science, Technology and Engineering Cluster: A minimum of three (3) WoS journal article publications per year; and
- ii. Social Sciences and Arts Cluster: A minimum of three (3) WoS/SCOPUS journal article publications per year

##### 1.3.5.2 Post-doctoral research funded by others (Industry/Research Grant)

- i. To achieve research output required by grant funder;
- ii. Science, Technology and Engineering Cluster: A minimum of two (2) WoS journal article publications per year; and
- iii. Social Sciences and Arts Cluster: A minimum of two (2) WoS/SCOPUS journal article publications per year

#### 1.3.6 The Terms and Conditions for the Honorary Post-Doctoral Researcher's position are as follows:

- i. Term of appointment: Full-time
- ii. Tenure: One (1) year [subject to renewal of one (1) year based on quality of output(s)]
- iii. Benefit: Entitled to UNIMAS Publication Support Fee
- iv. Output: A minimum of two (2) WoS / SCOPUS

#### 1.3.7 Candidates appointed as Post-Doctoral Researchers are required to:

- i. Sign a "Contract of Agreement" which includes the above mentioned scheme conditions and benefits; and
- ii. Purchase health insurance (if applicable).

## **1.4 RESEARCH AREAS**

- 1.4.1 The research area of the Scheme is in accordance with the University's research niche areas; namely:
- i. Biodiversity and Environmental Conservation;
  - ii. Information Communication and Creative Technology; and
  - iii. Sustainable Community Transformation

## **1.5 SELECTION CRITERIA FOR CANDIDACY**

- 1.5.1 The selection of candidates is based on the following criteria:
- i. Must be of "Early Career Status" [not exceeding three (3) years after receiving a Ph.D. certificate from a recognised university];
  - ii. Must obtain a 'Good Pass' in Ph. D. based on research outputs;
  - iii. Must have excellent performance in research;
  - iv. Must have extensive knowledge and experience in relevance to research niche areas; and
  - v. Measured by publications in high impact journals.

## **1.6 PUBLICATION, INTELLECTUAL PROPERTY RIGHTS AND COMMERCIAL REVENUE (ROYALTY)**

- 1.6.1 Publications  
All post-doctorate researchers are expected to publish their research output at national and international levels.
- 1.6.2 Intellectual Property Rights (IPRs)  
All IPRs derived from any research shall belong to UNIMAS. Researchers are encouraged to apply for the registration of IPRs, subject to the UNIMAS IPRs Guidelines.
- 1.6.3 Commercial Revenue (Royalty)  
Commercial Revenue must be distributed following the existing UNIMAS Commercialisation Policy.

## **1.7 GENERAL GUIDELINES**

- i. Post-Doctoral Application Forms (UNIMAS/RDICE/PD) can be downloaded from the UNIMAS Centre for Research, Development, Innovation, Commercialisation and Economy (RDICE) website.
- ii. Applications must be supported by the project supervisor.
- iii. Submitted documents must be vetted and approved by the Dean / Director of the F/I/C before submission to RDICE.
- iv. Applications will be submitted to the UNIMAS Post-Doctoral Selection Committee chaired by the Deputy Vice-Chancellor (Research & Innovation). If necessary, the F/I/C will be invited to present to the Post-Doctoral Selection Committee.

- v. An offer letter, agreement and conditions of service will be issued by the Registrar's Office to the successful candidate(s).
- vi. Applications for extension of appointment must be submitted to the UNIMAS Post-Doctoral Selection Committee for approval.

## **1.8 REQUIRED DOCUMENTS**

- 1.8.1 The following documents must be submitted when applying for the Post-Doctoral position:
  - i. a copy of the Identification Card (for a Malaysian citizen) or a copy of the first page with personal details of the Passport (for a non- Malaysian citizen);
  - ii. two (2) copies of the latest passport size photos;
  - iii. academic certificates (Master/Ph.D./Approval letter from Senate);
  - iv. applicant's curriculum vitae, enclosed with a list of publications (journal/articles/thesis) and work/research experience; and
  - v. a comprehensive research proposal.
- 1.8.2 All document copies must be certified by the officials of the University or any Senior Government Officials.

## **SECTION 2**

### **2.1 PROJECT IMPLEMENTATION**

- 2.1.1 The appointed Post-Doctoral Researcher must conduct research within the research schedule in accordance with the research proposal which was approved by the Supervisor; and.
- 2.1.2 Any extension of contract is based on the Post-Doctoral Researcher's performance and project progress.

### **2.2 CONTROL AND MONITORING OF THE RESEARCH PROJECT**

- 2.2.1 Post-Doctoral Researchers are required to submit progress reports containing the following:
- 2.2.2 Summary of progress report, which must be submitted every 6 months, consisting of:
  - i. Project title and project summary;
  - ii. Project leader and project members;
  - iii. Performance/Achievement of the project; and
  - iv. Constraints, solutions, and direction of the project
- 2.2.3 The progress report must be submitted six (6) months after the commencement of the project.
- 2.2.4 The Project Final Report Form must be completed and submitted within three (3)

months of completion of the project.

- 2.2.5 All reports must be submitted through the respective F/I/C Research Committee to RDICE in both digital (softcopy) and (hardcopy) formats.

### **SECTION 3**

#### **3.1 NOTIFICATION OF RESULT AND SIGNING OF CONTRACT AGREEMENT**

- 3.1.1 Application results will be notified to candidates and Supervisors through relevant F/I/C. Successful candidates must report duty to RDICE
- 3.1.2 The Post-Doctoral researcher is required to read and agree to the terms and conditions stated in the offer letter by filling in the 'Agreement Form'. This form must be returned to RDICE for further action.
- 3.1.3 The 'Agreement Form' 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.
- 3.1.4 Remuneration will be paid by the UNIMAS Bursary and shall end when the Post-Doctoral Researcher's has completed his/her service or at the expiration the project.

#### **3.2 PERMIT/PROFESSIONAL VISA APPLICATION**

- 3.2.1 The Registrar's Office will assist in the application for a permit/professional visa once all the necessary documents are submitted.

### **SECTION 4**

#### **4.1 RESPONSIBILITIES OF POST-DOCTORAL RESEARCHER**

- 4.1.1 The responsibilities of a Post-Doctoral Researcher are as follows:
- 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 report duty to Director of Centre for Research, Development, Innovation, Commercialisation and Economy (RDICE) ;
  - iii. To submit a 'Post-Doctoral research progress report' (confirmed by the Supervisor) every six (6) months throughout the term of service to RDICE.
  - iv. To sign and stamp the 'Post-Doctoral Research Agreement' and 'Non-Disclosure Agreement (NDA)';
  - v. To ensure that he/she has obtained their Ph.D. degree and visa/working permit before reporting for duty at the respective F/I/C (non-Malaysian citizen only);
  - vi. To comply with the terms and agreements signed between the Post-Doctoral Researcher and the University;
  - vii. Prohibited from submitting any claim or payment to the University apart

from the agreed upon payment stated in the 'Appointment Offer Letter'.

## **4.2 TERMINATION**

- 4.2.1 Before the end of contract period, the Post-Doctoral Researcher must give three (3) months' notice of the end of service to the Registrar's Office through the Supervisor and Dean / Director of F/I/C, or by paying one (1) month's salary following that notice.
- 4.2.2 The Post-Doctoral Researcher may be terminated if he/she;
- i. is found to be unfit for further service as recommended by the Medical Board selected by the University's Board of Directors; or
  - ii. is convicted in any crime; or
  - iii. commits an act of bankruptcy; or
  - iv. is guilty of insobriety or gross impropriety or misconduct; or
  - v. fails to observe and perform their duties
- 4.2.3 The Post-Doctoral Researcher may be suspended from duty for a period of not exceeding two (2) months based on incapacity, as recommended by the University's Vice-Chancellor.
- 4.2.4 The University may terminate the Post-Doctoral Researcher at any given time with a three (3) months' notice or one (1) month salary.

## **SECTION 5**

### **5.1 DOCUMENTS REQUIRED FOR VISA APPLICATION**

- 5.1.1 The following documents are required for visa application:
- i. Offer Letter signed by UNIMAS Registrar;
  - ii. Post-Doctoral Research Agreement (two copies) signed and stamped;
  - iii. Non-Disclosure Agreement (two copies) signed and stamped;
  - iv. Valid passport (validity period of at least one year).

### **5.2 DOCUMENTS REQUIRED WHEN REPORTING AT F/I/C**

- 5.2.1 The following documents are required when reporting at the respective F/I/C:
- 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**

5.3.1 The following documents are 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 Statement/Account Book
- v. EPF and Income Tax Statements (if any)

## **SECTION 6**

### **6.1 CRITERIA FOR SUPERVISOR'S ELIGIBILITY**

- i. The Supervisor must possess expertise in the field of study similar to the Post-Doctoral Researcher.
- ii. The Supervisor must be a Principal Investigator of a research grant with a remaining active period of at least one (1) year.
- iii. The Supervisor must agree to serve as the appointed supervisor for the Post-Doctoral Researcher.
- iv. The Supervisor must monitor the progress of the Post-Doctoral Researcher and provide feedback through periodic reports in accordance with the University's requirements.

## **APPENDIX 1**

### **JOB DESCRIPTIONS AND MEMBERS OF THE RELATED COMMITTEES**

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

##### **Job descriptions:**

- i. To assess the qualification and authenticity of the candidate's certificates.
- ii. Ensure the application forms are completed before forwarding them to RDICE
- iii. To comment and recommend the applications.

##### **Members of the Committee:**

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

#### **B. UNIMAS POST-DOCTORAL SELECTION COMMITTEE**

##### **Job descriptions:**

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

##### **Members of the Committee:**

- i. Vice-Chancellor or representative
- ii. Bursar or representative
- iii. Registrar or representative
- iv. Director, Centre for Research, Development, Innovation, Commercialisation and Economy (RDICE)
- v. An expert panel (in the Post-Doctoral candidate's related field)
- vi. Dean (if necessary)

Note: The number of appointed experts in the relevant field can be more than one person.