Guidelines for Postdoctoral Scheme at Universiti Utara Malaysia (UUM)

1.0 Objectives and Guidelines

The Guideline offers some guidelines related to the management of post-doctoral programme particularly with regard to placement, responsibilities of departments, scope of work and duties, conditions of appointment, facilities, remuneration, sources of funding, and duration of study.

2.0 Postdoctoral Scheme

There are four post-doctoral schemes available:

2.1 Scheme 1: Mentor has research grants and post-doctoral candidates have own financing.

2.2 Scheme 2: Mentor has research grants but post-doctoral candidates do not have own financing.

2.3 Scheme 3: Mentor does not have research grants but post-doctoral candidates have own financing.

2.4 Scheme 4: Both mentor and post-doctoral candidates do not have financing.

3.0 Responsibilities of Departments

3.1 The Graduate School:

3.1.1 Advertises the availability of post-doctoral openings and determine the source of funding.

3.1.2 Processes all applications for consideration of the Academic Management Committee/Postgraduate College Committee Meeting (JKPA/JIL) and
proposes a scheme that is appropriate for post-doctoral candidates and mentor.

3.1.3 Reports research details, particulars of post-doctoral candidates and mentor to the Research and Innovation Management Centre (RIMC) and the Centre for International Affairs and Cooperation (CIAC) involving international candidates after they have registered.

3.1.4 Ensures post-doctoral candidate is placed under the supervision of a mentor who has the following criteria:

   a. Possesses a doctorate degree;
   b. Has expertise and experience in the field of research;
   c. Publishes in refereed journals, and
   d. Preference is given to mentors who have
      - ISI-indexed publications or Scopus
      - Research grants

3.1.5 Issues offer letters to the post-doctoral candidates who have been selected.

3.1.6 Ensures that any matters related to the Department of Immigration are handled through and by CIAC.

3.1.7 Updates student data in the University’s related information systems.

3.2 The School:

   3.2.1 Plans the need for the provision of post-doctoral programme.

   3.2.2 Ensures that prospective post-doctoral candidates have the relevant qualifications and the research experience.

   3.2.3 Identifies and recommends suitable mentor for the prospective post-doctoral candidate.

   3.2.4 Certifies the application by the post-doctoral candidate for approval by JKPA/JIL of the College.

4.0 Scope of Work and Duties

4.1 Post-doctoral Candidate:

   4.1.1 Must submit a research proposal and work plan when applying for the programme by including the following:
a. The scope and work plans submitted by the candidate applying for scheme 1 and 2 are subject to discussions between the candidate and the mentor.

b. The research proposal and work plan of the candidate applying for scheme 3 and scheme 4 need to be agreed upon by the mentor before they are considered at the JKPA/JIL meeting at the College.

4.1.2 Must abide by undertaking these tasks:

a. Submit a periodical research progress report every three (3) months.
b. Manage research projects.
c. Submit at least two publications of indexed journals each year, under ISI or Scopus.
d. Assist in the supervision of postgraduate students with a similar or related field of study.

4.1.3 Cannot be the Principal Investigator (PI) in any research activities whose funding is given to the University. However, if the post-doctoral candidate has his/her own research grant, then he/she can be the Principal Investigator and the mentor can be the co-researcher.

4.1.4 Is allowed to teach courses relevant to his/her field of expertise. However, the candidate may not teach more than two (2) courses per semester.

4.1.5 Post-doctoral candidates who have permission to teach will be paid at the rates set by the University.

4.1.6 Candidates who graduate from the programme will receive a letter of appreciation and a certificate from the College.

4.2 Mentor:

4.2.1 Responsibilities of the mentor for the following schemes are as follows:

a. Scheme 1 and 2
   - Suggests a list of duties and work plan to be carried out by the post-doctoral candidates and have these presented at the School Management Committee meeting.
   - Proposes additional financial assistance from grants for the candidate.
   - Submits a periodic progress report to the sponsor once every six (6) months.
b. **Scheme 3**
   - Agrees and approves the research proposal and schedule of work of the post-doctoral candidates.

c. **Scheme 4**
   - Agrees and approves the research proposal and schedule of work of the post-doctoral candidates.
   - Presents the proposal if the candidate wishes to apply for research grants worth RM10,000.00 to finance the research, which is subject to the recommendation of the School and JKPA/JIL of the College.
   - Completes the research project of the post-doctoral candidates who wish to withdraw or are dismissed from the programme.

4.2.2 Completes the acceptance form for official appointment as a mentor to the candidate and submit a copy to the RIMC.

4.2.3 Monitor the progress of the post-doctoral candidate, once every three (3) months.

4.2.4 Submits a periodic research report of the candidate to RIMC every 6 months.

4.2.5 Applies for termination of the candidate from the programme if the candidate is deemed not to perform satisfactorily.

### 5.0 Conditions of Offer

#### 5.1 Eligibility of Candidates

5.1.1 Has a doctorate degree from a recognized university and the degree should not exceed a period of five (5) years at the date of application.

5.1.2 Field of expertise of the candidate should be relevant to the research project.

5.1.3 For international candidates, they must:
   - a. Provide proof of adequate financial support;
   - b. Undergo and pass a medical examination at the UUM Health Centre.

#### 5.2 Fees

5.2.1 The fees charged to students for each semester consist of two (2) components as follows:
a. Consultation fee: RM3,000.00 (if the candidate registers after the ninth week of new semester, he/she will be charged a tuition fee of RM1,500.00).
b. Service fee: RM288.00 for Malaysian citizens and RM560.00 for international candidates will be charged on the candidates regardless of the date of registration. Details of the fees are shown as follows.

<table>
<thead>
<tr>
<th>Detail of charges</th>
<th>Fee (RM)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Malaysian citizens</td>
</tr>
<tr>
<td>Dental</td>
<td>20.00</td>
</tr>
<tr>
<td>Health</td>
<td>30.00</td>
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<tr>
<td>Welfare</td>
<td>13.00</td>
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<tr>
<td>Library</td>
<td>60.00</td>
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<tr>
<td>Sports</td>
<td>30.00</td>
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<tr>
<td>Computer/ICT</td>
<td>75.00</td>
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<tr>
<td>Transport service within the campus</td>
<td>60.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>288.00</strong></td>
</tr>
</tbody>
</table>

5.2.2 If the candidate withdraws within 30 days from the date of registration, he/she is entitled to a refund of 50 percent of the consultation fee. However, the service fee is not refunded.

5.2.3 A candidate who withdraws after 30 days is not entitled to a refund of fees paid.

5.3 Remuneration of Study

a. For Schemes 1 and 2, candidates:
   - Are not eligible for any financial remuneration from the University
   - Can get additional financial support from research grants at the discretion of the mentor and sponsor (if eligible).

b. Schemes 3 and 4, candidates:
   - Are not eligible for any financial remuneration from the University.
6.0 School Facilities

Candidates:

6.1 Are eligible to medical treatment for their selves only at UUM Health Centre in accordance to the conditions set by the University.

6.2 Can be granted days off with the approval of the mentor.

6.3 Are eligible to use library and sports facilities.

6.4 Are Eligible to use office facilities at the School.

6.5 Should arrange own accommodation and transport.

7.0 Terms of Study

7.1 The offer is valid between 1 and 3 years. However, the College reserves the right to terminate the programme the candidate is undergoing if the candidate's performance is deemed to be unsatisfactory.

7.2 A candidate must register as an active student in each semester and pay the tuition fees within two weeks of the semester.

7.3 The offer is subject to the candidates' good health condition.

7.4 International candidates must be covered by their own health insurance during the sabbatical period.

7.5 Termination from the programme can be made by the candidate or the College by giving a 30-day prior notice.

8.0 Grievances

Grievances shall be referred to the Postgraduate School Dean.