1.0 Objectives of the Guideline for Sabbatical at UUM

The Guideline offers some guidelines related to sabbatical 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 Sabbatical

Candidates can do their sabbatical on research, writing and publishing books, teaching or any suitable activities at the School with approval from the Academic Management Committee/Postgraduate Committee (JKPA/JIL) of the College.

3.0 Responsibilities of Departments

3.1 The Graduate School:

3.1.1 Advertises placement and determines sources of funding.

3.1.2 Processes all applications for consideration by the Academic Management Committee / Postgraduate Committee (JKPA / JIL) of the College, by suggesting appropriate activities for the sabbatical candidate and the mentor.

3.1.3 Reports research details, particulars of the sabbatical candidates and the mentor to the Research and Innovation Management Centre (RIMC).

3.1.4 Reports particulars of the sabbatical candidate to the Centre Affairs and Cooperation (CIAC) particularly those involving international candidates after their registration.

3.1.5 Ensures that the sabbatical candidate is placed under the supervision of a mentor who has the following criteria:

a) Has expertise and experience in research, writing and publishing or teaching;

b) Has publications in refereed journals;
c) Preference is given to mentors who have
   • ISI-indexed publications or Scopus.
   • Research grants.

3.1.6 Issues offer letters to the selected sabbatical candidates.

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

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

3.2 The School:

3.2.1 Plans the need for sabbatical programme.

3.2.2 Ensures that sabbatical candidate possesses relevant qualification or experience.

3.2.3 Identifies and recommends suitable mentors for the sabbatical candidate.

3.2.4 Certifies the application of the sabbatical candidate for approval by the JKPA / JIL meeting of the College.

4.0 Scope of Work and Duties

4.1 Candidates

4.1.1 Submit a research proposal for sabbatical or/and work plan when applying for the programme. The research proposal and the work plan first have to be agreed upon by the prospective mentor before being considered at the JKPA / JIL meeting of the Colleges.

4.1.2 Candidates offered sabbatical for research, writing and publishing of books should do the following:

   • Submit periodical progress reports of research, writing and publishing of books once every 3 months.
   • Manage research projects, writing and publishing of books.
   • Help supervise postgraduate students who conduct research in the related field.

4.1.3 Candidates offered sabbatical for teaching should do the following:
• Teach courses relevant to his/her field of expertise.
• Assess assignments and final examination.
• Assist in the supervision of postgraduate students who conduct research in the related field.

4.1.4 Candidates who conduct sabbatical for research cannot be the Principal Investigator (Principal Investigator - PI) in any research activities whose funding is given to the University. However, if they have their own research grant, then they can be the Principal Investigator and the mentor can be the co-researcher.

4.1.5 Candidates who successfully complete their sabbatical will receive a letter of appreciation from the College.

4.2 Mentor:

4.2.1 Monitors and submits a periodic progress report on the candidate to the School and the Dean of the Postgraduate School every 3 months based on the set scope of work and work plan.

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

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

4.2.4 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 Field of expertise of the candidate must be relevant to the purpose of the sabbatical programme.

5.1.2 For international candidates, they must:
• provide proof of adequate financial guarantees;
• undergo and pass a medical examination at the UUM Health Centre.

5.2 Remuneration of Candidates

• Candidates are not entitled to any financial compensation from the University.
• Candidates can obtain additional financial support from research grants at the discretion of the mentor and sponsors (if eligible).

6.0 Facilities

Candidates:

6.1 Are not eligible to receive medical treatment at the UUM Health Centre.

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

6.3 Are eligible to use the library facilities.

6.4 Are eligible to use office facilities at the School.

6.5 Should arrange own accommodation and transport.

7.0 Terms of Service

7.1 The offer is valid between 5 and 12 months. However, the College reserves the right to terminate the services of the candidate if his/her performance is deemed to be unsatisfactory.

7.2 The offer is subject to the candidates’ good health condition.

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

7.4 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.