

Research Management Centre
SALARY OR WAGES GUIDELINES FOR CONTRACT RESEARCHER
(RMC-GD-HR-001, Rev 4)

1.0 Contract Researcher define as follows:

1.1 Research Scholarship

Minimum Requirement

1.1.1 Candidate must register for Masters/ PhD studies in MMU (Full time)

1.1.2 Summary salary rate for research scholarship personnel

Position	Min Requirement	Rate
Graduate Research Assistant (GRA)	Master	Monthly: RM 4000 (max)
	PhD	Monthly: RM 5000 (max)

Salary or wages rate is subjected to the funding agency approver.

1.2 Research Job Personnel

1.2.1 All Research Job Personnel except Research Helper (RH) has an Employees Provident Fund (EPF) , Social Security Organization (Socso) and Employment Insurance System (EIS) contribution for both employer and employee

1.2.2 Summary salary rate for research job personnel

Position	Min Requirement	Rate	EPF , Socso & EIS
Research Officer (RO)	Bachelor	Monthly : RM3000 (max)	Yes
	Masters / PhD	Monthly : RM3800 (max)	Yes
	Diploma	Monthly : RM1600 (max)	Yes
Research Helper (RH)	SPM or Diploma or Undergraduate	One off payment upon completion of milestone *	No
MMU Postdoctoral Researcher Fellow	PhD	Monthly : RM8000 (max)	Yes

Note *: Manual claim need to be submitted to Faculty Admin for Internal Grant (MMU). For External Grant , claim need to be submitted through Research Management System (RMS).

Salary or wages rate is subjected to the funding agency approver

- 1.2.3 Ceiling monthly rate – inclusive of EPF and SOCSO contributions for Malaysian;
- 1.2.4 Malaysian – subject to **Employer’s** EPF and SOCSO contributions (**13% EPF for basic monthly salary below RM5000**, and SOCSO as prescribed by SOCSO Act, 1969);
- 1.2.5 Malaysian – subject to **Employee’s** EPF and SOCSO contributions (**9% EPF from basic monthly salary**, and SOCSO as prescribed by SOCSO Act, 1969).

2.0 Full time/Part time Appointment

2.1 Full time or part time appointment shall define as follows

Category	Details
Full time	Personnel hired between a defined period (start and end date) with a fixed monthly salary rate (minimum of RM 1500)
Part time	Personnel hired between a defined period (start and end date) with a minimum RM 58 / day (RA position only)

2.2 Appointment of Contract Researcher among family or close personal friendship interests to project Leader or project members is not allowed. This is to avoid any conflict of interests.

3.0 Working Hours

- 3.1 Contract Research Job Personnel must report their check-in and check-out time to their respective Project Leader or Faculty Administration Office or to both parties as required by Project Leader or Faculty Dean.
- 3.2 Project Leader is allowed and expected to be flexible and exercise discretion due to the very nature of research.

4.0 Appointment and Salary Payment

- 4.1 Successful applicant shall be receiving an appointment letter in RMS. Upon the acceptance of appointments term and condition, payment instruction shall be processed by HCM.
- 4.2 Bank account and valid visa (International candidate) is required for any appointment.
- 4.3 Method of salary wages payment dependent to type of appointment

RO, GRA	RA,SW, RO (part time)	LOE
Payroll enrolment (follow staff payroll)	Auto claim generated by RMS *	Manual claim through RMS* Manual claim through faculty for Internal Funding.

*Subject to project leader approval.

*System will auto generated claim on every 23th of every month. Payment shall be made on the following month of the appointment e.g. Appointment start on 1 Apr 2020, auto claim will be generating on 1 May 2020, claim payment shall follow payroll date on May 2020.

4.0 Submission of Contract Researcher Application through Research Management System (RMS)

4.1 RMS link for staff : [RMS - Staff Access](#)

4.2 RMS link for research personnel : [RMS - Research Personnel Access](#)

4.3 RMS User Manual : [RMS User Manual](#)

4.4 A completed application must be submitted to Human Capital Management (HCM) for new or renewal (through RMS) as follows:

Local Contract Personnel	International Contract Personnel
1 month before start date of new / renew appointment	2 months before start date of new / renew appointment

5.0 Link to Postgraduate (PG) related matters.

5.1 [Institute for Postgraduate Studies \(IPS\)](#).

5.2 [Admission information](#)

5.3 Online Admission application can be apply through <https://admission.mmu.edu.my/>. (PG Online Guideline).