

Research Management Centre

GUIDELINES FOR CONTRACT RESEARCH

1.0 Contract Research define as follows:

1.1 Research Scholarship Personnel

Minimum Requirement

1.1.1 A Bachelor's Degree (Hons.) or its equivalent in the related field – Master

1.1.2 A Master's Degree or its equivalent in the related field - Doctorate (PhD)

Position	Funding	Study Fee*
Graduate Research Assistant (GRA)	FRGS, ERGS and Other Government Grants	Waived
Research Scholar (RS)	Industry/ TM R&D and Other	Sponsored if applicable

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

Admission information: <https://ips.mmu.edu.my/prospective-students/admission/>

Detail for the study application can be accessed through the Institute for Postgraduate Studies (IPS) [\(https://ips.mmu.edu.my/\)](https://ips.mmu.edu.my/)

For GRA position candidate shall contact IPS to fill up a Study Fee Waiver form. Whereas for RS can be apply through RMS after being appointed. Monthly wages range depend on the funder requirement

1.2 Research Job Personnel

Minimum Requirements

1.2.1 SPM or Diploma or Undergraduate – RA

1.2.2 MMU Undergraduate/Postgraduate student (for non-Malaysian only) – SW

1.2.3 Bachelor or Masters or PhD - RO

Position	Funding	EPF, Socso & EIS
Research Assistant (RA)	All grant except FRGS	Yes
Student Worker (SW)	All grant except Government grant	No
Research Officer (RO)	Industry/ TM R&D	Yes

Monthly wages range depend on the funder requirement

2.0 Working Hours

2.1 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.

2.2 Project Leader is allowed and expected to be flexible and exercise discretion due to the very nature of research.

3.0 Full time/Part time Appointment

3.1 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 (as allowed by the funding agency)
Part time	Personnel hired between a defined period (start and end date) with a fixed daily salary rate and maximum working days per month (as allowed by the funding agency)

3.2 Appointment of Contract Research Job Personnel among family or close personal friendship interests to project Leader or project members is not allowed. This is to avoid any conflict of interests.

4.0 Submission of Contract Research Personnel Application

4.1 For new or renewal application submission timeline (through rms.mmu.edu.my)

Local Contract Personnel	International Contract Personnel
1 months before start new appointment	2 months before start new appointment

Application approval is subject to the completeness of the document's submission.

5.0 Appointment and Salary Payment

5.1 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.

5.2 Bank account and valid visa (International candidate) is required for any appointment.

5.3 Method of salary wages payment dependent to type of appointment

RO, RS, GRA	RA,SW, RO (part time)	LOE
Payroll enrolment (follow staff payroll)	Auto claim generated by RMS *	Manual claim through RMS*

*Subject to project leader approval and claim can be made on the following of the month

*System will auto generated claim on every 25th of the every month. payment shall be made on the following month of appointment) e.g. Appointment start on 1 Apr 2020, auto claim will be generate on 1 May 2020, claim payment shall follow payroll date on May 2020.

6.0 Salary Rate

6.1 Research Scholarship Personnel Salary Rate

- 6.1.1** Candidate must register for Masters/ PhD studies in MMU;
- 6.1.2** Registration and tuition fees of Masters/ PhD **studies shall be borne by the fund;**
- 6.1.3** **RS is not entitled for fee waiver** for Masters/ PhD studies; (PG Fees Payment sponsorship by funder- Refer to item 1.1).
- 6.1.4** Minimum duration of appointment as a RS is three (3) months;
- 6.1.5** Non-Malaysian who is working cannot be appointed as RS;

Summary salary rate for research scholarship personnel

Funder	Position	Academic Qualification	Rate
TMRND	RS (Master)	Bachelor	Monthly: RM 2240 –RM3024
TMRND	RS (PhD)	Master	Monthly: RM 2800 –RM3696
Other Fund	RS	Bachelor or Masters or PhD	Monthly: RM 1800
FRGS	GRA (Master)	Bachelor	Monthly : RM 1800 Top –up : RM 300- RM 800
FRGS	GRA (PhD)	Master	Monthly : RM 2300 Top –up : RM 800- RM 1300
ERGS	GRA (Master)	Bachelor	Monthly : RM 1500 Top –up : RM 500- RM 800
ERGS	GRA (PhD)	Master	Monthly : RM 2000 Top –up : RM 800- RM 1300

Top up scheme is dependent to the availability of internal budget

6.2 Research Job Personnel Salary Rate

- 6.2.1** Daily rate – maximum of 20 days per month for Malaysian who is not pursuing studies and/or not working as a full time employee;

- 6.2.2** Daily rate – maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee;
- 6.2.3** Ceiling monthly rate – inclusive of EPF and SOCSO contributions for Malaysian;
- 6.2.4** Ceiling monthly rate - basic monthly rate for Non-Malaysian;
- 6.2.5** Non-Malaysian pursuing studies cannot be appointed as RO;
- 6.2.6** 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);
- 6.2.7** Malaysian – subject to Employee’s EPF and SOCSO contributions (9% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).

Summary salary rate for research job personnel

Funder	Position	Academic Qualification	Rate
ScienceFund	RO	Bachelor or Masters or PhD	Monthly : RM2179 –RM2500 Daily : RM108.95
TM R&D Fund	RO	Bachelor	Monthly : RM2000 –RM3000 Daily : RM100- RM150
TM R&D Fund	RO	Masters	Monthly : RM2500 –RM3800 Daily : RM125- RM190
TM R&D Fund	RO / RA	SPM or Diploma or Undergraduate	Monthly : RM1100 – RM1600 Daily : RM56- RM80
Other Funds	RO	Bachelor or Masters or PhD	Monthly : RM1800 Daily : RM90
Other Funds	RA	SPM or Diploma or Undergraduate	Monthly : RM1100 Daily : RM56
IR Fund	RA / SW / RO	SPM or Diploma or Undergraduate	Daily : RM56

Notes:

- For any request above the ceiling rate, the project leader is required to write in officially (via hardcopy of hand signed letter) to the VP (R&D) for approval and the candidate may be required to attend an interview session.