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|  | MMU POSTDOCTORAL RESEARCH FELLOW PROCEDURE MANUAL | PM-PDR-001 | |
| | | Version :2.0 | Date : 01/12/2022 |

PROCESS PROFILE

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| Process Name | MMU Postdoctoral Research Fellow Procedure Manual |
| Document Approval | Vice President Research Innovation Commercialisation Hub |
| Process Owner | Director, Research Management Centre |

VERSION HISTORY

| Version Number | Version Date | Page No | Brief Description of Changes |
|-----------------------|---------------------|----------------|--|
| 1.0 | 03 03 2022 | All | Establishment of MMU Postdoc Procedure Manual |
| 2.0 | 01.12.2022 | All | Change document approval to VP RICH. Add on new approval on benefit of MMU Postdoc |
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1.0 PURPOSE

The MMU Postdoctoral Research Fellow is introduced to drive research activities in Multimedia University (MMU) by providing financial support for Research Centre in MMU..

2.0 SCOPE

The procedure shall cover the MMU Postdoctoral Research Fellow interview, Project Proposal selection, and monitoring.

3.0 ABBREVIATION

| No. | Term | Definition |
|-----|---------|------------------------------|
| 1. | MMU | Multimedia University |
| 2. | RMC | Research Management Centre |
| 3. | Postdoc | Postdoctoral Research Fellow |
| 4. | PL | Project Leader |
| 6. | PM | Project Member |
| 7. | RC | Research Centre |
| 8. | PG | Postgraduate |

4.0 TERMS

4.1. Eligibility (candidate)

4.1.1. Open to Malaysian or international candidates who have graduated with PhD not more than 3 years from the date of the application.

4.1.2. Must have good publication track record.

4.1.3. Must be able to show clear research plan for the duration of the appointment.

4.2. Eligibility (Research Centre)

4.2.1. Only one postdoctoral research fellow per research centre at one time.

4.2.2. Must be able to clearly show the availability of research support for the candidate (active group / research facilities / PG students / research grants etc.)

4.2.3. Must nominate a supervisor and a co-supervisor for the candidate from the research centre.

4.3. Remuneration

4.3.1. Successful candidates will be offered basic salary of RM5000/month not including EPF and SOCSO for local candidate.

4.3.2. Candidates with good track record of postdoctoral research stint can be considered for slightly higher starting salary not more than RM6000/month.

4.3.3. Salary increments of up to 10% is possible for candidates with contract extension subject to the performance in the previous appointment.

4.3.4. Annual and Sick Leave

| Leave | Days |
|--------------|------|
| Annual Leave | 18 |
| Sick Leave | 15 |

Leave will be prorated for contract period less than one (1) year).

4.3.5. Claimable of medical benefit -maximum up to RM100 per month.

4.3.6. Additional claimable benefit for international candidate

| Item | Details |
|-----------------------------------|--|
| One time Return air ticket budget | At the expiry of the said period the University shall provide the Employee air travel from UTSB to the permanent home of the Employee, all such travel to be on the most direct and cheapest route. Maximum of RM2500 per trip. This is excluded for any termination or resignation case |
| Visa application fees | maximum to RM1500 per new /renew application. |

4.4. Duration of appointment

4.4.1. Successful candidates will be offered a one-year contract with 6-month probation period.

4.4.2. A one-year contract extension is possible subject to satisfactory performance in the previous duration of appointment.

4.4.3. Maximum number of extensions is two times only.

4.5. Duties/ Responsibilities

4.5.1. To conduct on a full-time basis research under the supervision of the Supervisor/Chair of Research Centre/Project Leader.

4.5.2. To help the Supervisor/Chair of Research Centre/Project Leader in driving the research activities within the group.

4.6. Expected output (KPI)

4.6.1. Must publish at least 2 Scopus/WoS indexed journals as the first author in a year.

4.6.2. Must publish additional 5 Scopus/WoS indexed journals as co-authors with other researchers in the group.

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4.7. Application and selection process

4.7.1. The supervisor to submit the candidate's CV and research proposal to RMC

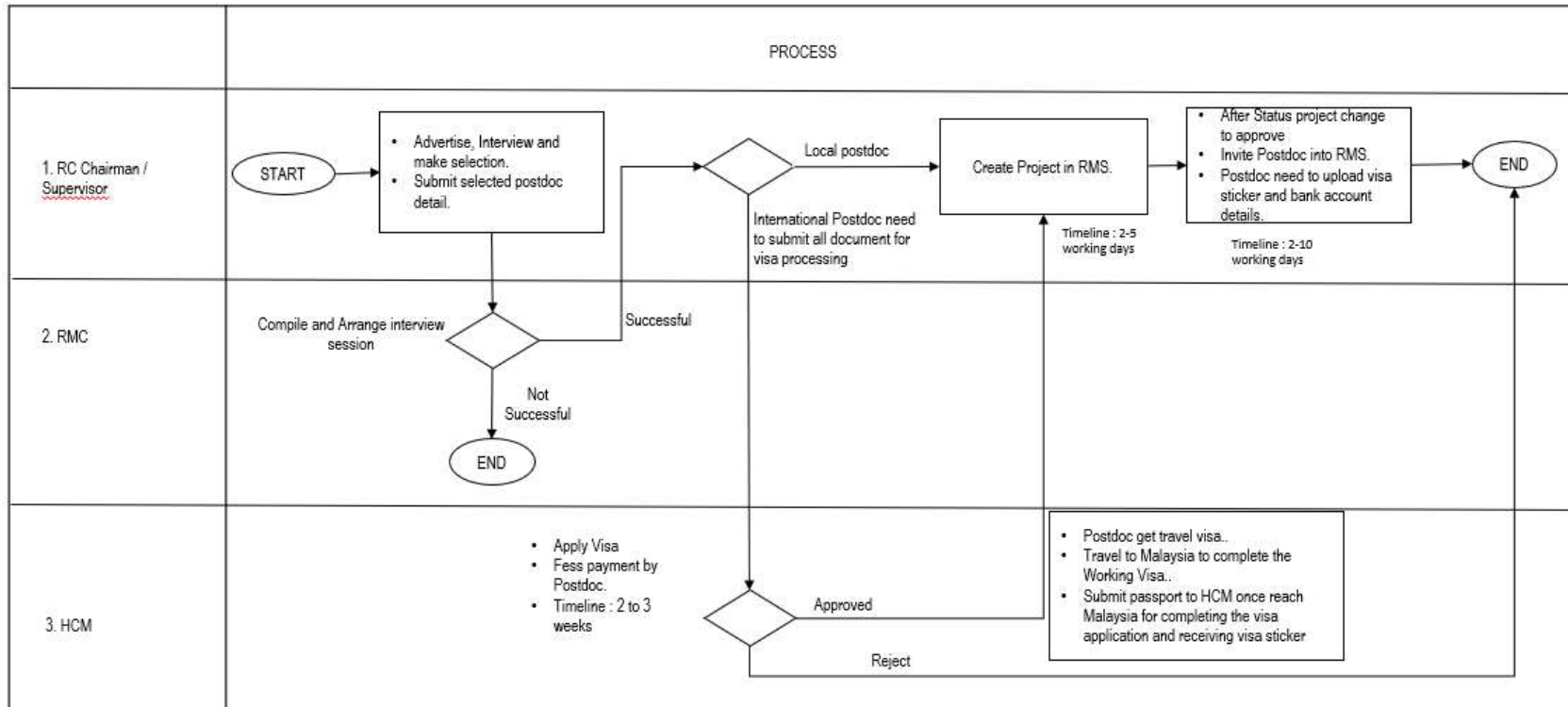
4.7.2. RMC to screen the application and arrange interview for eligible candidates

4.7.3. Interview panels: VP RICH, RMC Director, related faculty dean and HCM representative.

4.8. Termination

4.8.1. MMU has the right to terminate the appointment by giving thirty (30) days written notice to the Postdoctoral Research Fellow if he/she is deemed not performing job-related tasks satisfactorily as required by the Supervisor/Chair of Research Centre/Project Leader.

5.0 PROCESS FLOW



6.0 PROCEDURES

| Step | Detail Description | Person-In-Charge | Documents/Records |
|------|---|--------------------------------|--|
| 1. | Opening MMU Postdoctoral Research Fellow for RC Check the followings: a) Budget availability | RMC | Email / Announcement In RMS |
| 2. | Preparing a Research Grant Proposal with the potential candidate. Submit Application in RMS (Grant Proposal) | RC Chairman / Supervisor | Self-conduct candidate selection. a) RMS Manual (rms.mmu.edu.my) |
| 3. | Evaluate on the application a) Evaluate on the Research facilities to support the potential candidate b) Check on the Research field suitability c) Recommend subject matter expert as panel d) Recommend the application | Deputy Dean | a) RMS (rms.mmu.edu.my) |
| 4. | Assign Panel (finalize from Deputy Dean recommendation) | RMC personnel | a) RMS (rms.mmu.edu.my) b) MMU Expert Web |
| 5. | Evaluate proposal based on a) Research Technically b) Recommend / Amend | Panel | a) RMS (rms.mmu.edu.my) |
| 6. | RMC arrange for interview session | RMC personnel | |
| 7. | Finalize the application. Propose the successful application based on a) Deputy Dean and Panel Recommendation (mark given in the RMS). b) Interview result c) Budget sufficiently | RMC Director | a) RMS (rms.mmu.edu.my) b) SAP (Project System- Budget Check) |

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6.0 PROCEDURES

| Step | Detail Description | Person-In-Charge | Documents/Records |
|------|---|--|-------------------------|
| 8 | Update project information in New approved (Project Management) | RC Chairman / Supervisor | RMS (rms.mmu.edu.my) |
| 9 | Start Hiring application | RC Chairman / Supervisor And MMU Postdoc | RMS (rms.mmu.edu.my) |