

GUIDELINES FOR POST DOCTORAL RESEARCH FELLOW

1.0 Working Hours

Normal working hours for Post Doctoral Research Fellow shall be as follows :-

Working Hours
8.00am – 5.30pm

- 1.1 Post Doctoral Research Fellow must report their check-in and check-out time to their respective Director of Research Institute/Chairman of Research Centre/Project Leader or Faculty Administration Office or to both parties as required by Director of Research Institute/Chairman of Research Centre/Project Leader or Faculty Dean.
- 1.2 Depending on the nature of the research, Director of Research Institute/Chairman of Research Centre/Project Leader may allow the Post Doctoral Research Fellow to work on flexible hours as long as the minimum hours is still the same.

2.0 Full time appointment

- 2.1 Post Doctoral Research Fellow is a full time appointment. Full 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 university)

- 2.2 Appointment of Post Doctoral Research Fellow 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 Submission of Post Doctoral Research Fellow Application

- 3.1 Timeline submission for Post Doctoral Research Fellow application are as below table. This is to comply with Research Management Centre (RMC) and Human Capital Management (HCM) processing time.

No	Type of appointment	Applicant	Submission Deadline to RMC
1	New appointment	Non-Malaysian	3.5 months before the appointment start date
		Malaysian	2 months before the appointment start date
2	Renewal	Malaysian Non-Malaysia	2 months before the appointment start date

Research Management Centre

4.0 Salary Payment

- 4.1 Salary payment shall be processed by HCM after Post Doctoral Research Fellow submitted the **complete acceptance appointment form, staff profile form and other supporting documents** to RMC latest by a date set by RMC.
- 4.2 The salary shall be paid automatically through payroll (HCM) until further notice by project leader.
- 4.3 For Malaysian, employer's EPF and SOCSO contributions (13% EPF for basic monthly salary below RM5000, and SOCSO as prescribed by SOCSO Act, 1969).
- 4.4 For Malaysian, employee's EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).

5.0 Terms and Conditions for Post Doctoral Research Fellow

5.1 Appointment

- 5.1.1 The appointment of Post Doctoral Research Fellow is open to
 - i. Research Institute/Research Centre (only 1 appointment for each Research Institute/Research Centre using MMU sponsorship)
 - ii. Any research grant subject to fund availability and approval from funding agency
- 5.1.2 The appointment is a contract position.
- 5.1.3 Maximum duration of appointment for **Post Doctoral Research Fellow** is 3 years.
- 5.1.4 The appointment is on an annual basis and shall subject to an annual renewal.
- 5.1.5 For the candidate to be assigned under Research Institute/Research Centre, an interview will be held between the candidate, Director of Research Institute /Chairman of Research Centre, Director of RMC and the University R&D Selection Committee. Director of RMC has the right to approve the candidate application.
- 5.1.6 The candidate is not allowed to hold other positions inside or outside Multimedia University.

5.2 Candidate Qualifications

- 5.2.1 Open to local and international candidates.
- 5.2.2 Candidate must be within 5 years after completing a PhD from a university listed in QS Ranking.

Research Management Centre

- 5.2.3 Must have experience in conducting research in the relevant research area.
- 5.2.4 Published at least two(2) Q1/Q2 journal papers indexed in SCOPUS/WoS as first or second author.
- 5.2.5 English Language Proficiency requirement for those candidates with non-English PhD Thesis (minimum TOEFL 600 or IELTS minimum band 6.5).

5.3 Duties/ Responsibilities

- 5.3.1 To conduct on a full-time basis research under the supervision of the Director of Research Institute/Chairman of Research Centre/Project Leader.
- 5.3.2 To produce at least 2 papers a year, listed in Q1/Q2 indexed journals of SCOPUS/WoS as the first or second author.
- 5.3.3 To help the Director of Research Institute /Chairman of Research Centre/Project Leader in driving the research within the group.

5.4 Director of Research Institute/Chairman of Research Centre/Project Leader

- 5.4.1 To list of tasks/duties and work plan to be carried out by Post Doctoral Research Fellow.
- 5.4.2 Monitor the progress of the Post Doctoral Research Fellow submits progress report to RMC every quarter.
- 5.4.3 The Post Doctoral Research Fellow will be assessed annually by the Director of Research Institute/Chairman of Research Centre/Project Leader.

5.5 Salary Scheme

- 5.5.1 Salary is based on research work experiences, publications, intellectual property and subject to budget availability and financial position.
- 5.5.2 Details of salary for new appointment

a) Minimum and maximum salary (new appointment)

Appointment	Minimum basic salary per month(RM)	Maximum basic salary per month(RM)
Post Doctoral Research Fellow	5,000	9,000

b) Points for new appointment

No	Measures	Points(P)
1	Journal Paper (Q2) indexed in SCOPUS/WoS as first or second author	3*n
2	Journal Paper (Q1) indexed in SCOPUS/WoS as first or second author	4*n
3	Research Experience	1*y

Research Management Centre

4	Patent filed/ Industrial Design	2*n
---	---------------------------------	-----

n = number of paper(s), y = number of year(s), maximum of 5 years

c) Salary scheme based on points

Points (P)	Basic salary per month(RM)	Points (P)	Basic salary per month(RM)
6 ≤ P < 8	5,000	30 ≤ P < 32	7,200
8 ≤ P < 10	5,200	32 ≤ P < 34	7,400
10 ≤ P < 12	5,400	34 ≤ P < 36	7,600
12 ≤ P < 14	5,600	36 ≤ P < 38	7,800
14 ≤ P < 16	5,800	38 ≤ P < 40	8,000
16 ≤ P < 18	6,000	40 ≤ P < 42	8,200
18 ≤ P < 20	6,200	42 ≤ P < 44	8,400
22 ≤ P < 24	6,400	44 ≤ P < 46	8,600
24 ≤ P < 26	6,600	46 ≤ P < 48	8,800
26 ≤ P < 28	6,800	≥ 48	9,000
28 ≤ P < 30	7,000	-	-

5.5.3 Details of salary for renewal appointment

a) Maximum salary (renewal appointment)

Appointment	Maximum basic salary per month(RM)
Post Doctoral Research Fellow	9,000

b) Points for renewal appointment

No	Measures	Points(P)
1	Journal Paper (Q2) indexed in SCOPUS/WoS as first or second author	3*n
2	Journal Paper (Q1) indexed in SCOPUS/WoS as first or second author	4*n
3	Research Experience	1*y
4	Patent filed/ Industrial Design	2*n

a) Increment (additional to previous salary)

RM	Points (P)
100	2 ≤ P < 3
200	3 ≤ P < 4
300	4 ≤ P < 5

Research Management Centre

400	≥5
-----	----

n = number of paper(s)

5.6 Termination

5.6.1 MMU has the right to terminate the appointment by giving thirty (30) days written notice to **Post Doctoral Research Fellow** if the **Post Doctoral Research Fellow** is deemed not to perform job-related tasks satisfactorily as required by the Director of Research Institute /Chairman of Research Centre/Project Leader.

5.6.2 **Post Doctoral Research Fellow** may tender his/her resignation by giving thirty (30) days written notice to MMU.