

GUIDELINES FOR RESEARCH FELLOW

1.0 Working Hours

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

Working Hours
8.00am – 5.30pm

- 1.1 Research Fellow must report their check-in and check-out time to the respective Supervisor assigned by R&I Division/Project Leader or Faculty Administration Office or to both parties as required by R&I Division/Project Leader or Faculty Dean.
- 1.2 Depending on the nature of the research, the Supervisor assigned by R&I Division/Project Leader may allow the Research Fellow to work on flexible hours as long as the minimum hours is still the same.

2.0 Full time appointment

- 2.1 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 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 Research Fellow Application

- 3.1 Timeline submission for 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

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4.0 Salary Payment

- 4.1 Salary payment shall be processed by HCM after 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 Research Fellow

5.1 Appointment

- 5.1.1 The appointment of Research Fellow is open to
 - i. Any candidate invited by the R&I Division for strategic reasons (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 Research Fellow using MMU budget is 5 years and appointment of Research Fellow using research grant depends on the grant duration.
- 5.1.4 The appointment is on an annual basis and shall subject to an annual renewal.
- 5.1.5 For the candidate invited by the R&I Division, an interview will be held between the candidate, Supervisor assigned by R&I Division, 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 Possess PhD qualification from a university listed in QS Ranking.
- 5.2.3 Must have at least 4 years of working experience in the relevant research area. Candidate with industrial expert is also eligible to apply.

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5.2.4 Published at least four (4) Q1/Q2 journal papers indexed in SCOPUS/WoS as the 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 a full-time basis research under the supervision of the Supervisor assigned by the R&I Division/Project Leader.

5.3.2 To produce at least 4 papers a year, listed in Q1/Q2 indexed journals of SCOPUS/WoS as the first or second author.

5.3.3 To help the R&I Division/Project Leader in driving the research.

5.4 R&I Division/Project Leader

5.4.1 To list of tasks/duties and work plan to be carried out by Research Fellow.

5.4.2 Monitor the progress of the Research Fellow and submit progress report to RMC every quarter.

5.4.3 Research Fellow will be assessed annually by the Supervisor assigned by the R&I Division/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)
Research Fellow	6,000	11,6000

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
4	Patent filed/ Industrial Design	2*n

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

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c) Salary scheme based on points

Points (P)	Basic salary per month(RM)	Points (P)	Basic salary per month(RM)
16 ≤ P < 18	6,000	44 ≤ P < 46	9,000
18 ≤ P < 20	6,200	46 ≤ P < 48	9,200
20 ≤ P < 22	6,400	48 ≤ P < 50	9,400
22 ≤ P < 24	6,600	50 ≤ P < 52	9,600
24 ≤ P < 26	6,800	52 ≤ P < 54	9,800
26 ≤ P < 28	7,200	54 ≤ P < 56	10,000
28 ≤ P < 30	7,400	56 ≤ P < 58	10,200
30 ≤ P < 32	7,600	58 ≤ P < 60	10,400
32 ≤ P < 34	7,800	60 ≤ P < 62	10,600
34 ≤ P < 36	8,000	62 ≤ P < 64	10,800
36 ≤ P < 38	8,200	64 ≤ P < 66	11,000
38 ≤ P < 40	8,400	66 ≤ P < 68	11,200
40 ≤ P < 42	8,600	68 ≤ P < 70	11,400
42 ≤ P < 44	8,800	≥ 70	11,600

5.5.3 Details of salary for renewal appointment

a) Maximum salary (renewal appointment)

Appointment	Maximum basic salary per month(RM)
Research Fellow	11,600

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
400	≥5

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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 **Research Fellow** if the **Research Fellow** is deemed not to perform job-related tasks satisfactorily as required by the R&I Division/Project Leader.
- 5.6.2 **Research Fellow** may tender his/her resignation by giving thirty (30) days written notice to MMU.