

Research Management Centre

**GUIDELINES FOR CONTRACT RESEARCH JOB PERSONNEL**

**1.0 Contract Research Job Personnel define as follows :**

1. Research Officer (RO)
2. Research Assistant (RA)
3. Student Worker (SW)

**2.0 Working Hours**

Normal working hours for Contract Research Job Personnel shall be as follows :-

Working Hours
8.30 am – 5.30 pm

2.0.1 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.

2.0.2 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**

3.0.1 Full time or part time appointment shall define as follows :

Category	Details
<b>Full time</b>	Personnel hired between a defined period (start and end date) with a fixed monthly salary rate (as allowed by the funding agency)
<b>Part time</b>	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)

3.02 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**

4.01 For new or renewal appointment of local Contract Research Personnel or international Contract Research Personnel who are MMU active students, complete application must reach RMC office at least 2 months before the appointment start date. This is to comply with RMC and HCM processing time.

4.0.2 For new or renewal appointment of international Contract Research Personnel who are Non MMU active students, complete application form must reach RMC office at least 3.5 months before the appointment start date. This is to comply with RMC and HCM processing time.

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**5.0 Appointment Date**

- 5.0.1 All appointment of Contract Research Personnel can be backdated to a maximum duration of 3 months. RMC will issue Letter of Engagemet (LOE) for the said duration. Salary or allowance will be paid through Payment Requisition Form (Attachment P).
- 5.0.2 Salary or Allowance payment through Attachment P should be requested and submitted by Project Leader to the Faculty. The approval for this payment is by the Faculty Dean.
- 5.0.3 Salary with contributions to Employees Provident Fund (EPF) and Social Security Organization(SOCSO) shall not be processed by HCM. However EPF and SOCSO contribution from the research project (employeeer) shall be included in the basic salary to compensate the employer’s EPF and SOCO contribution to Contract Research Personnel respective accounts.
- 5.0.4 Successful applicants for Contract Research Personnel with backdated appointment date, will receive 2 letters as follows :
  - 1) Letter of Engagement (LOE) and
  - 2) Contract Research Appointment Letter
- 5.05 Successful applicants for Contract Research Personnel without backdated appointment date, will receive1 one letter only which is Contract Research Appointment Letter.

**6.0 Salary Payment**

- 6.0.1 Salary payment shall be processed by HCM after Contract Research Job Personnel submitted the **acceptance appointment form, staff profile form and other supporting documents** to HCM latest by a date set by HCM.
- 6.0.3 For **Full time** appointment, the salary shall be paid automatically by payroll (HCM) until further notice by project leader. Any notification by the Project Leader to RMC must be made before **30th of the month.**
- 6.0.4. For **Part time** appointment, the salary shall be paid according to claim form submitted by the contract research personnel to the respective **faculty administration office** latest by **30th of the month or as informed by RMC.** The latest claim form can be downloaded from R&D website (<http://research.mmu.edu.my>).

**7.0 Salary Rate**

**7.0.1(i) Salary Rate for RO (ScienceFund)**

Academic Qualification	Bachelor or Masters or PhD
Basic Monthly Rate	RM2179
Ceiling Monthly Rate	RM2500

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Basic Daily Rate	RM108.95
Remarks	<ol style="list-style-type: none"> <li>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;</li> <li>2. Daily rate – maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee;</li> <li>3. Ceiling monthly rate – inclusive of EPF and SOCSO contributions for Malaysian;</li> <li>4. Ceiling monthly rate - basic monthly rate for Non-Malaysian;</li> <li>5. Non-Malaysian pursuing studies cannot be appointed as RO;</li> <li>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);</li> <li>7. Malaysian – subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol>

**7.0.2(i) Salary Rate for RO/ RA (TM R&D Fund)**

Position	RO
Academic Qualification	Bachelor
Minimum Basic Monthly Rate	RM2000
Maximum Basic Monthly Rate	RM3000
Daily Rate	RM100 to RM150
Remarks	<ol style="list-style-type: none"> <li>1. Daily rate – RM100 per day to RM150 per day (maximum of 20 days per month for Malaysian who is not pursuing studies and/or not working as a full time employee);</li> <li>2. Daily rate – RM100 per day to RM150 per day (maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee);</li> <li>3. Minimum rate – for fresh graduate;</li> <li>4. Maximum rate – for candidate with five (5) years related working experience;</li> <li>5. Non-Malaysian pursuing studies cannot be appointed as RO;</li> <li>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);</li> <li>7. Malaysian – subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol>

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**7.0.2(ii) Salary Rate for RO/ RA (TM R&D Fund) - continued**

Position	RO
Academic Qualification	Masters
Minimum Basic Monthly Rate	RM2500.00
Maximum Basic Monthly Rate	RM3800.00
Daily Rate	RM125 to RM190
Remarks	<ol style="list-style-type: none"> <li>1. Daily rate – RM125 per day to RM190 per day (maximum of 20 days per month for Malaysian who is not pursuing studies and/or not working as a full time employee);</li> <li>2. Daily rate – RM125 per day to RM190 per day (maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee);</li> <li>3. Minimum rate – for fresh graduate;</li> <li>4. Maximum rate – for candidate with five (5) years related working experience;</li> <li>5. Non-Malaysian pursuing studies cannot be appointed as RO;</li> <li>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);</li> <li>7. Malaysian – subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol>

**7.0.2(iii) Salary Rate for RO/ RA (TM R&D Fund) - continued**

Position	RA
Academic Qualification	SPM or Diploma or Undergraduate
Minimum Basic Monthly Rate	RM1100
Maximum Basic Monthly Rate	RM1600
Daily Rate	RM55 to RM80

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Remarks	<ol style="list-style-type: none"> <li>1. Daily rate – RM55 per day to RM80 per day (maximum of 20 days per month for Malaysian who is not pursuing studies and/or not working as a full time employee);</li> <li>2. Daily rate – RM55 per day to RM80 per day (maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee);</li> <li>3. Monthly rate is not applicable to Malaysian undergraduate student; Malaysian undergraduate student has to be employed on daily basis for a maximum of 12 days per month;</li> <li>4. Maximum rate – for candidate with special award only;</li> <li>5. Non-Malaysian pursuing studies cannot be appointed as RA;</li> <li>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);</li> <li>7. Malaysian – subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol>
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**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.
- If the project leader does not have sufficient fund to finance the candidate within the above-mentioned rate, the project leader shall follow the guideline of MMU, ie. minimum rate of **RM1800 per month** or **RM90 per day** for RO appointment.

**7.0.3(i) Salary Rate for RO/ RA (Other Funds)**

Position	RO
Academic Qualification	Bachelor or Masters or PhD
Minimum Basic Monthly Rate	RM1800
Minimum Basic Daily Rate	RM90
Remarks	<ol style="list-style-type: none"> <li>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;</li> <li>2. Daily rate – maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee;</li> <li>3. Non-Malaysian pursuing studies cannot be appointed as RO;</li> <li>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);</li> <li>5. Malaysian – subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol>

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**7.0.3(ii) Salary Rate for RO/ RA (Other Funds) - continued**

Position	RA
Academic Qualification	SPM or Diploma or Undergraduate
Minimum Basic Monthly Rate	RM1100
Minimum Basic Daily Rate	RM55
Remarks	<ol style="list-style-type: none"> <li>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;</li> <li>2. Daily rate – maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee;</li> <li>3. Monthly rate is not applicable to Malaysian undergraduate student; Malaysian undergraduate student has to be employed on daily basis for a maximum of 12 days per month;</li> <li>4. Non-Malaysian pursuing studies cannot be appointed as RO;</li> <li>5. 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)</li> </ol>

**7.0.4 Salary Rate for RA (MMU Mini Fund/Internal Fund only)**

Position	RA
Academic Qualification	Minimum SPM
Basic Daily Rate	RM55
Remarks	<ol style="list-style-type: none"> <li>1. The appointment is applicable to Malaysian only;</li> <li>2. Maximum of 12 days per month for Malaysian who is pursuing studies and/or working as a full time employee;</li> <li>3. EPF and SOCSO contribution for Malaysian :                         <ol style="list-style-type: none"> <li>i. Subject to Employer’s EPF and SOCSO contributions (13% EPF for basic monthly salary below RM5000, and SOCSO as prescribed by SOCSO Act, 1969);</li> <li>ii. Subject to Employee’s EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969).</li> </ol> </li> </ol>

**7.0.5 Rate for Student Worker (MMU Mini Fund/Internal Fund only)**

Position	Student Worker
Academic Qualification	MMU Undergraduate/Postgraduate student (for non-Malaysian only)
Minimum Basic Daily Rate	RM55
Remarks	<ol style="list-style-type: none"> <li>1. Daily rate – maximum of 12 days per month for MMU postgraduate/ undergraduate student</li> </ol>