

Research Management Centre

GUIDELINES FOR FOR CONTRACT RESEARCH SCHOLARSHIP PERSONNEL

1.0 Contract Research Scholarship Personnel define as follows :

1. Research Scholar (RS)
2. FRGS Graduate Research Assistant (FRGS GRA)
3. MMU-FRGS Graduate Research Assistant (MF-GRA)
4. ERGS Graduate Research Assistant (ERGS GRA)
5. MMU-ERGS Graduate Research Assistant (ME-GRA)

2.0 Working Hours

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

Working Hours
8.30 am – 5.30 pm

- 2.0.1 Contract Research Scholarship 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 appointment

- 3.0.1 All Contract Research Scholarship Personnel 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 funding agency)

- 3.0.2 Appointment of Contract Research Scholarship 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

- 4.0.1 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

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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.

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

5.0.5 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 Scholarship 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 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**.

7.0 Salary Rate

7.0.1(i) Salary Rate for RS (TM R&D)

Academic Qualification	Bachelor
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Minimum Basic Monthly Rate	RM2240
Maximum Basic Monthly Rate	RM3024
Remarks	<ol style="list-style-type: none"> 1. Minimum rate – for fresh graduate; 2. Maximum rate – for candidate with five (5) years related working experience; 3. Candidate must register for Masters studies in MMU; 4. Registration and tuition fees of Masters studies shall be borne by TM R&D Fund; 5. RS is not entitled for fee waiver for Masters studies; 6. Minimum duration of appointment as a RS is three (3) months; 7. Non-Malaysian who is working cannot be appointed as RS; 8. No Employer’s EPF and SOCSO contributions because the position is a scholarship offer.

7.0.1(ii) Salary Rate for RS (TM R&D) – continued

Academic Qualification	Masters
Minimum Basic Monthly Rate	RM2800
Maximum Basic Monthly Rate	RM3696
Remarks	<ol style="list-style-type: none"> 1. Minimum rate – for fresh graduate; 2. Maximum rate – for candidate with five (5) years related working experience; 3. Candidate must register for PhD studies in MMU; 4. Registration and tuition fees of PhD studies shall be borne by TM R&D Fund; 5. RS is not entitled for fee waiver for PhD studies; 6. Minimum duration of appointment as a RS is three (3) months; 7. Non-Malaysian who is working cannot be appointed as RS; 8. No Employer’s EPF and SOCSO contributions because the position is a scholarship offer.

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** for RS appointment.

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7.0.2 Rate for RS (Other Funds)

Academic Qualification	Bachelor or Masters
Minimum Basic Monthly Rate	RM1800
Remarks	<ol style="list-style-type: none"> 1. Candidate must register for Masters/ PhD studies in MMU; 2. Registration and tuition fees of Masters/ PhD studies shall be borne by the fund; 3. RS is not entitled for fee waiver for Masters/ PhD studies; 4. Minimum duration of appointment as a RS is three (3) months; 5. Non-Malaysian who is working cannot be appointed as RS; 6. No Employer's EPF and SOCSO contributions because the position is a scholarship offer.

7.0.3(i) Rate for FRGS GRA (FRGS)

Academic Qualification	Bachelor
Posgraduate Studies Enrolment	Masters
Basic Monthly Rate	RM1500 RM1800 * for approved FRGS fund starting Cycle 1/2014
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend fully sponsored by FRGS; 2. Candidate must register for Masters studies in MMU; 3. Non-Malaysian cannot be appointed as FRGS GRA; 4. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 5. FRGS GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

7.0.3(ii) Rate for FRGS GRA (FRGS) - continued

Academic Qualification	Masters
Posgraduate Studies Enrolment	PhD

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Basic Monthly Rate	RM2000 RM2300 * for approved FRGS fund starting Cycle 1/2014
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend fully sponsored by FRGS; 2. Candidate must register for Masters studies in MMU; 3. Non-Malaysian cannot be appointed as FRGS GRA; 4. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 5. FRGS GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

7.0.4(i) Rate for MF-GRA (FRGS and MMU Internal Grant)

Academic Qualification	Bachelor
Postgraduate Studies Enrolment	Masters
Basic Monthly Rate	RM1500 RM1800 * for approved FRGS fund starting Cycle 1/2014
Minimum Monthly Top Up - MMU	RM300
Maximum Monthly Top Up - MMU	RM800
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend jointly sponsored by FRGS and MMU Internal Grant; 2. Monthly internal grant top-up to be approved by R&D office; 3. Candidate is required to perform administrative tasks; 4. Candidate is required to sign agreement with MMU; 5. Candidate must register for Masters studies in MMU; 6. Non-Malaysian cannot be appointed as MF-GRA; 7. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 8. MF- GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

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7.0.4(ii) Rate for MF-GRA (FRGS and MMU Internal Grant) - continued

Academic Qualification	Masters
Posgraduate Studies Enrolment	PhD
Basic Monthly Rate	RM2000 RM2300 * for approved FRGS fund starting Cycle 1/2014
Minimum Monthly Top Up - MMU	RM500
Maximum Monthly Top Up - MMU	RM1300
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend jointly sponsored by FRGS and MMU Internal Grant; 2. Monthly internal grant top-up to be approved by R&D office; 3. Candidate is required to perform administrative tasks; 4. Candidate is required to sign agreement with MMU; 5. Candidate must register for PhD studies in MMU; 6. Non-Malaysian cannot be appointed as MF-GRA; 7. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 8. MF-GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

7.0.5(i) Rate for ERGS GRA (ERGS)

Academic Qualification	Bachelor
Posgraduate Studies Enrolment	Masters
Basic Monthly Rate	RM1500
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend fully sponsored by ERGS; 2. Candidate must register for Masters studies in MMU; 3. Non-Malaysian cannot be appointed as ERGS GRA; 4. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 5. ERGS GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

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7.0.5(ii) Rate for ERGS GRA (ERGS) – continued

Academic Qualification	Masters
Posgraduate Studies Enrolment	PhD
Basic Monthly Rate	RM2000.00
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend fully sponsored by ERGS; 2. Candidate must register for PhD studies in MMU; 3. Non-Malaysian cannot be appointed as ERGS GRA; 4. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 5. ERGS GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).

7.0.6(i) Rate for ME-GRA (ERGS and MMU Internal Grant)

Academic Qualification	Bachelor
Posgraduate Studies Enrolment	Masters
Basic Monthly Rate	RM1500
Minimum Monthly Top Up - MMU	RM500
Maximum Monthly Top Up - MMU	RM800
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend jointly sponsored by ERGS and MMU Internal Grant; 2. Monthly internal grant top-up to be approved by R&D office; 3. Candidate is required to perform administrative tasks; 4. Candidate is required to sign agreement with MMU; 5. Candidate must register for Masters studies in MMU; 6. Non-Malaysian cannot be appointed as ME-GRA; 7. No Employer's EPF and SOCSO contributions because the position is a scholarship offer.

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7.0.6(ii) Rate for ME-GRA (ERGS and MMU Internal Grant) - continued

Academic Qualification	Masters
Posgraduate Studies Enrolment	PhD
Basic Monthly Rate	RM2000
Minimum Monthly Top Up - MMU	RM800
Maximum Monthly Top Up - MMU	RM1300
Remarks	<ol style="list-style-type: none"> 1. Monthly stipend jointly sponsored by ERGS and MMU Internal Grant; 2. Monthly internal grant top upto be approved by R&D office; 3. Candidate is required to perform administrative tasks; 4. Candidate is required to sign agreement with MMU; 5. Candidate must register for PhD studies in MMU; 6. Non-Malaysian cannot be appointed as ME-GRA; 7. No Employer's EPF and SOCSO contributions because the position is a scholarship offer. 8. ME-GRA is eligible to apply for postgraduate tuition fee waiver based on the policies set by the university. Application is through IPS (Institute for Postgraduate Studies).