

GUIDELINES FOR POST DOCTORAL FELLOW (MULTIMEDIA UNIVERSITY RESEARCH THEMES)

1.0 Working Hours

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

| Working Hours |
|-------------------|
| 8.30 am – 5.30 pm |

1.0.1 Post Doctoral Fellow 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.

1.0.2 Depending on the nature of the research, Project Leader may allow the Post Doctoral Fellow to work on flexible hours as long as the minimum hours is still the same.

2.0 Full time appointment

2.0.1 Post Doctoral 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) |

2.0.2 Start date of the appointment must be made in year 2017 and ending in year 2018.

2.0.3 Appointment duration must be 1(one) year.

2.0.4 Appointment of Post Doctoral 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 Fellow Application

3.0.1 For new appointment of local Post Doctoral Fellow or international Post Doctoral Fellow 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.

3.0.2 For new appointment of international Post Doctoral Fellow who are not 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.

Research Management Centre

4.0 Salary Payment

- 5.0.1 Salary payment shall be processed by HCM after Post Doctoral Fellow submitted the **acceptance appointment form, staff profile form and other supporting documents** to HCM latest by a date set by HCM.
- 5.0.2 The salary shall be paid automatically through payroll (HCM) until further notice by project leader.

6.0 Salary Rate

6.0.1 Salary Rate Post Doctoral Fellow

| | |
|----------------------------|--|
| Academic Qualification | PhD |
| Minimum Basic Monthly Rate | RM5000 |
| Maximum Basic Monthly Rate | RM6000 |
| Remarks | <ol style="list-style-type: none"> 1. Minimum rate – for fresh graduate; 2. Maximum rate – for candidate with two (2) years related working experience or depending on publication; 3. Malaysian - subject to Employee's EPF and SOCSO contributions (11% EPF from basic monthly salary, and SOCSO as prescribed by SOCSO Act, 1969). |