

## GUIDELINES FOR POST DOCTORAL FELLOW AND RESEARCH FELLOW (TM R&D FUND)

### 1.0 Working Hours

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

Working Hours
8.30 am – 5.30 pm

- 1.0.1 Post Doctoral Fellow and Research 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 Project Leader is allowed and expected to be flexible and exercise discretion due to the very nature of research.

### 2.0 Full time appointment

- 2.0.1 Post Doctoral Fellow and Research Fellow is a full time appointment. Full 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)

- 2.0.2 Appointment of Post Doctoral Fellow and 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 Contract Research Personnel Application

- 3.0.1 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 processing time.
- 3.0.2 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.

### 4.0 Appointment Date

- 4.0.1 All appointment of Contract Research Personnel can be backdated to a maximum duration of 3

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months. RMC will issue Letter of Engagemet (LOE) for the said duration. Salary or allowance will be paid through Payment Requisition Form (Attachment P).

- 4.0.2 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.
- 4.0.3 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 (employer) shall be included in the basic salary to compensate the employer’s EPF and SOCO contribution to Contract Research Personnel respective accounts.
- 4.0.4 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
- 4.0.5 Successful applicants for Contract Research Personnel without backdated appointment date, will receive1 one letter only which is Contract Research Appointment Letter.

**5.0 Salary Payment**

- 5.0.1 Salary payment shall be processed by HCM after Post Doctoral Fellow and Research 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 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 Salary Rate**

**6.0.1 Salary Rate Post Doctoral Fellow**

Academic Qualification	PhD
Minimum Basic Monthly Rate	RM4500
Maximum Basic Monthly Rate	RM5000

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Remarks	<ol style="list-style-type: none"> <li>1. Minimum rate – for fresh graduate;</li> <li>2. Maximum rate – for candidate with two (2) years related working experience or depending on publication;</li> <li>3. Living allowance increment will be evaluated based on the journal publication and overall performance of the candidate;</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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6.0.2 Salary Rate Research Fellow

Academic Qualification	PhD
Minimum Basic Monthly Rate	RM5000
Maximum Basic Monthly Rate	RM6500
Remarks	<ol style="list-style-type: none"> <li>1. For candidate with more than three (3) years related working experience and with a few Tier-1 journal publications during the post doctoral period;</li> <li>2. Malaysian - subject to Employer's EPF and SOCSO contributions (12% EPF and SOCSO as prescribed by SOCSO Act, 1969).</li> <li>3. 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>