

## JOINT MMU-ERGS GRADUATE RESEARCH ASSISTANT (ME-GRA) SCHEME

### BACKGROUND

In view of the current allowance of GRA of EGRS grant's ceiling amount of RM1,800 per month (Masters) and RM2,300 per month (PhD) is relatively lower than the current salary of Research Officer or equivalent position, MMU would like to assist by providing the top-up to the monthly GRA's allowance allocated in the ERGS grant. The top-up would help to recruit more postgraduate students by research for MMU. At the same time, it is to ensure the success of EGRS research projects that approved by MOHE and attract best brain to conduct research as well as for human capital development.

The ME-GRA scheme was approved by the Management Committee in its meeting on 20 July 2011. The successful applicant is required to sign an agreement with MMU. The terms and conditions for ME-GRA scheme are as follows:

### TERMS AND CONDITIONS

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##### 1. Monthly Allowance (Stipend)

a. The top-up monthly allowance is as follows:

Masters: Additional top-up allowance from MMU (internal grant R&D Labour account) up to **RM300 to RM800 per month** for a duration of **2 years** on annual renewal basis or the project completion date whichever is earlier.

PhD: Additional top-up allowance from MMU (internal grant R&D Labour account) up to **RM500 to RM1,300 per month** for a duration of **3 years** on annual renewal basis or the project completion date whichever is earlier.

Hence, after taking the top-up monthly allowance, the successful applicant (GRA under ME-GRA scheme) will be paid a monthly allowance (stipend) of:

- Masters: RM2,100 to RM2,600 per month for a duration of 2 years on annual renewal basis or the project completion date whichever is earlier.
- PhD: RM2,800 to RM,600 per month for a duration of 3 years on annual renewal basis or the project completion date whichever is earlier.

b. Please take note that no EPF and SOCSO will be paid as it is not a job offer. It is an assistantship for the GRA appointed under ERGS grant approved by MOHE.

c. An applicant is allowed to hold ONLY one assistantship from MMU at a time.

##### 2. Duties/Responsibilities

a. The primary duty of GRA will be concerned with the research of ERGS grant. In addition, GRA is required to do the following:

- i. Up to 4 hours per week for GRA who is pursuing a Masters degree.
- ii. Up to 6 hours per week for GRA who is pursuing a PhD degree.

He or she has to comply with the faculty related assignments, which includes teaching, tutoring, lab demonstration and/or other administrative tasks as required by the faculty.

- b. Comply with the postgraduate rules and regulations with progress reported on research activities in accordance with the research proposal.

### 3. Appointment

- a. GRA will be required to sign a Joint MMU-ERGS Graduate Research Assistant Scheme agreement with MMU;
- b. All GRAs must register for a postgraduate programme by research in MMU;
- c. Tuition fee waiver may be given to the GRA, based on the policies set by the university;
- d. The appointment is on an annual basis and shall subject to an annual renewal;
- e. An extension of the appointment shall be considered for a maximum of a half-year for Masters and one year for PhD;
- f. GRA will be assessed annually by:
  - i. Research Supervisor – research progress/ performance
  - ii. IPS – for postgraduate study performance and compliance of postgraduate rules in MMU
  - iii. Faculty – for faculty tasks and assignments
- g. The faculty or project leader will provide the necessary physical space and services for execution of the GRA's duties.

### 4. Termination

- a. GRA who is terminated will be required to reimburse all monies which have been paid by MMU to the GRA under the Joint MMU-ERGS Graduate Research Assistant Scheme, which inclusive of monies from ERGS (external grant) and the additional top-up monies from MMU (internal grant) throughout the duration of the appointment within thirty (30) days from the date of termination.
- b. Conditions for termination:
  - i. Fails to submit the thesis within the candidature period;
  - ii. Unsatisfactory performance in performing job-related tasks as required by the Faculty;
  - iii. Unsatisfactory progress as per the project Gantt Chart or milestones set at the commencement of the appointment;
  - iv. Incompetence or misconduct of the GRAs.

### 5. Details of Top-up Amount

Top-up amount is based on the candidate's quality, measured through CGPA, work experiences, publication, etc. The advantage is that the detailed guideline, as seen in the following table, the amount of top-up would be more consistent and justified.

#### 5.1 Details of Top-up Amount for New Appointment

- a. Maximum and minimum top-up (new appointment)

Postgraduate study in MMU	Minimum top-up (RM)	Maximum top-up (RM)
Master	300	800
PhD	500	1300

b. Points for new appointment

No	Measures	Points(P)
1	<b>CGPA (Undergraduate)</b>	-
	$2.75 \leq \text{CGPA} < 3.00$	2
	$3.00 \leq \text{CGPA} < 3.30$	4
	$3.30 \leq \text{CGPA} < 3.67$	8
	$\text{CGPA} \geq 3.67$	12
2	Indexed Conference Paper	$0.5*n$
3	Journal Paper (Q4)	$1*n$
4	Journal Paper (Q3)	$1.5*n$
5	Journal Paper (Q2)	$2*n$
6	Journal Paper (Q1)	$2.5*n$
7	Industrial Experience	$0.5*y$
8	Patent filed	$2*n$
9	Other IP filed	$1*n$

n = number of paper(s)

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

c. Top-up Amount for **Masters Candidate New Appointment**

RM	Points (P)
300	$4 \leq P < 6$
400	$6 \leq P < 8$
500	$8 \leq P < 10$
600	$10 \leq P < 12$
700	$12 \leq P < 14$
800	$> 12$

d. Top-up Amount for **PhD Candidate New Appointment**

RM	Points (P)
500	$4 \leq P < 6$
600	$6 \leq P < 8$
700	$8 \leq P < 10$
800	$10 \leq P < 12$
900	$12 \leq P < 14$
1000	$14 \leq P < 16$
1100	$16 \leq P < 18$
1200	$18 \leq P < 20$
1300	$P \geq 20$

## 5.2 Details Top-up Table for Renewal Appointment

### a. Maximum Total Top-up for Renewal Appointment

Postgraduate study in MMU	Maximum top-up (RM)
Master	800
PhD	1300

### b. Points for Renewal Appointment

No	Measures	Points
1	Indexed Conference Paper	0.5*n
2	Journal Paper (Q4)	1*n
3	Journal Paper (Q3)	1.5*n
4	Journal Paper (Q2)	2*n
5	Journal Paper (Q1)	2.5*n
6	Patent filed	2*n
7	Other IP filed	1*n

n = number of paper(s)

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

### c. Top-up Amount for **Masters Renewal Appointment** (additional to previous top-up)

RM	Points (P)
100	1 ≤ P < 2
200	2 ≤ P < 3
300	3 ≤ P < 4
400	4 ≤ P < 5
500	P ≥ 5

### d. Top-up amount for **PhD Renewal Appointment** (additional to previous top-up)\*

\*Minimum requirement for PhD renewal is 1 indexed conference paper.

RM	Points (P)
100	1 ≤ P < 2
200	2 ≤ P < 3
300	3 ≤ P < 4
400	4 ≤ P < 5
500	5 ≤ P < 6
600	6 ≤ P < 7
700	7 ≤ P < 8
800	P ≥ 8