

Multimedia University Graduate Research Assistant (MMU GRA) Scheme

INTRODUCTION

The Multimedia University Graduate Research Assistant (MMU GRA) Scheme is introduced to drive research activity in Multimedia University (MMU) in particular the R&D Roadmap initiatives of MMU by providing financial support for postgraduate studies in MMU.

The process starts with the submission of a research proposal together with the curriculum vitae (CV) of the potential candidate by faculty member who will be the thesis supervisor of the MMU GRA to the respective Special Interest Group (SIG), Research Centre (RC) or University Centre of Excellence (UCoE). For SIGs and RCs, the proposals and CVs will be reviewed by a technical committee at the faculty level before being recommended to the Research Management Centre (RMC). On the other hand, applications coming from UCoEs can be submitted straight to RMC. The selected projects will be announced by the R&D Division. The successful candidates are then required to register for the related postgraduate programmes and will carry out their research in accordance to the approved proposals.

The MMU GRA Scheme recipients will sign an agreement with MMU in order to receive the funding assistance. The MMU GRAs are required to contribute to the university by assisting the faculty or other departments of the university for 6 to 8 hours per week. The scheme is open to both Malaysian and non-Malaysian candidates.

The revised MMU GRA scheme was approved by the Management Committee in its meeting on 01 December 2017.

The revised guidelines for MMU GRA scheme will be as follows:

CALL FOR PROJECT PROPOSAL SUBMISSION

1. For Project Leader

- a. Call for Project Proposal Submission will be scheduled three times a year (March, July and November).
- b. A Project Leader who has a research project/ proposal and has a potential postgraduate student to supervise for either Masters or Ph.D. degree in MMU must submit the proposal within the specified time period.
- c. A Project Leader submits the application form of Multimedia University Graduate Research Assistant (MMU GRA) Scheme to the RMC through the Faculty Research Committee or University Centre of Excellence.
- d. The applications will be recommended by the Faculty Research Committee or University Centre of Excellence, and approved by the Internal Screening Committee formed by the R&D Division, MMU.

- e. Successful proposals will be announced by the R&D Division.

2. Criteria for Project Selection

- a. Project Leader and Co- Leader have proven track record in the proposed project.
- b. Project Leader and Co- Leader must fulfill the criteria set in the Postgraduate Handbook.
- c. Project/ proposal is in-line with MMU R&D Roadmap and initiatives.
- d. Priority will be give to Project Leaders who are Lecturers or Senior Lecturers.
- e. Project Leaders who have active GRA can apply for new GRA as long as the current GRA has passed Work Completion Seminar.

3. Criteria to be fulfilled by MMU GRA Candidate

- a. Fulfill the admission criteria for postgraduate studies in MMU.
- b. Show research capability in the proposed research project.
- c. For Masters level project, applicants must have graduated with a second class upper or CGPA of 3.33 and above, and for a Ph.D. level project, applicants must have obtained a Masters degree with a good Bachelor degree and good performance during Masters degree.
- d. Candidates who are in their final year of studies may also apply but must currently possess a second class upper or CGPA of 3.33 and above at the point of application and must maintain a second class upper or CGPA of 3.33 and above upon graduation. In this case, the candidates may start the project and enrol as postgraduate students upon the completion of their studies.

TERMS AND CONDITIONS FOR MMU GRA

1. Monthly Allowance (Stipend)

- a. The monthly allowance would be as follows:
 - i. Masters: RM2,300 to RM2,600 for a duration of 2 years on annual renewal basis.
 - ii. Ph.D.: RM3,100 to RM3,600 for a duration of 3 years on annual renewal basis.
- b. Both the candidate and the supervisor should work closely to ensure the candidate can complete the studies within the postgraduate candidature.
- c. Please take note that no EPF and SOCSO will be paid as it is not a job offer.

2. Duties/ Responsibilities

- a. Comply with the postgraduate rules and regulations, and to progress on research activities according to milestones set by the Project Leader.

- b. Comply with the work assignments given by the faculty and/or other departments of the university as follows:
 - i. Up to 6 hours per week for MMU GRA who is pursuing a Masters degree;
 - ii. Up to 8 hours per week for MMU GRA who is pursuing a Ph.D. degree.
- c. Submit the thesis within the postgraduate candidature period failing which MMU GRA is required to reimburse all monies which have been paid by MMU to the MMU GRA throughout the duration of the appointment.

3. Appointment

- a. MMU GRAs will be required to sign an Agreement with MMU.
- b. All MMU GRAs must register for a postgraduate programme by research in MMU.
- c. Tuition fee waiver will be given to the MMU GRAs, based on the policies set by the university and the thesis examination fee is **not waived** should the **candidate submit thesis after the end of MMU GRA tenure** although it is still within the postgraduate candidature.
- d. The appointment is on an annual basis and shall be subject to an annual renewal. The renewal will be considered subject to the following:

	First Renewal	Second Renewal
Master	<ul style="list-style-type: none"> i. Satisfactory outcome of the half yearly assessment as in section 3(e) ii. Passed the Research Methodology subject iii. Passed Proposal Defense Seminar 	N/A
PhD	<ul style="list-style-type: none"> i. Satisfactory outcome of the half yearly assessment as in section 3(e) ii. Passed the Research Methodology subject iii. Passed Proposal Defense Seminar 	<ul style="list-style-type: none"> i. Satisfactory outcome of the half yearly assessment as in section 3(e) ii. Passed other compulsory subject(s) iii. Passed submission of technical report for evaluation during Postgraduate Progress Monitoring (will be conducted by Faculties)

- e. MMU GRAs will be assessed half-yearly by:
 - i. Project Leader – on postgraduate progress;
 - ii. RMC – for postgraduate performance evaluation (through Postgraduate Progress Monitoring by IPS) and compliance of postgraduate rules in MMU;
 - iii. Faculty – for faculty tasks and assignments.

4. Postgraduate Conference

- a. A MMU GRA is entitled to apply for conference sponsorship one time within the period of the MMU GRA scheme tenure.
 - i. Amount of sponsorship for International Conference as below:
 - Conference held in Peninsular Malaysia: maximum RM3,300
 - Conference held in East Malaysia: maximum RM3,600

5. Termination

- a. A MMU GRA who is terminated will be required to reimburse all monies which have been paid by MMU to the MMU GRA throughout the duration of the appointment within thirty (30) days from the date of termination.
- b. Conditions for termination:
 - i. Failed to **submit of technical report for evaluation during Postgraduate Progress Monitoring** (for PhD).
 - ii. Unsatisfactory performance in performing tasks as required by the Faculty;
 - iii. The candidate conducts himself in such a manner that is deemed to contravene any Statute, Rule or Regulation of the University.

6. Extension

In line with direction from Management in regards with cost saving Initiative, Existing MMU GRAs will be supported until the end of their contracts but there will be **no contract extension** approval starting from **1st January 2019**.