

RESEARCH AND DEVELOPMENT

Our ref : MMU/RMC/CRP/MEMO//2013/02

MEMO

**To :**

1. Faculty Deans
2. Faculty Deputy Deans (R&D)
3. External/Internal Project Leaders
4. Contract Research Job Personnel
5. Contract Research Scholar Personnel

**From :** Director, Research Management Centre  
Multimedia University

**Date :** 22 November 2013

**Re:** **WORKING HOURS FOR CONTRACT RESEARCH JOB PERSONNEL AND CONTRACT RESEARCH SCHOLAR PERSONNEL**

Dear Prof. / Dr. / Sir / Madam,

We would like to draw your attention to the above matter.

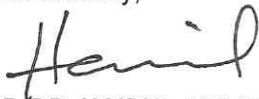
Please be informed that the working hours for **Contract Research Job Personnel** and **Contract Research Scholar Personnel** are as follows:

No	Type of appointment	Category	Remarks
1	Contract Research Job Personnel <ul style="list-style-type: none"> <li>• <b>Research Officer</b></li> <li>• <b>Research Assistant</b></li> <li>• <b>Student Worker</b></li> </ul>	Full time	<b>Working hours : 8.30-17.30</b>
		Part time	<b>Working hours : 8.30-17.30</b> A*. 12 days worth of work per month. B*. 20 days worth of work per month. *Refer to offer letter
2	Contract Research Scholar Personnel <ul style="list-style-type: none"> <li>• <b>Research Scholar</b></li> <li>• <b>FRGS GRA</b></li> <li>• <b>ERGS GRA</b></li> <li>• <b>MMU-ERGS GRA</b></li> <li>• <b>MMU-FRGS GRA</b></li> <li>• <b>or any GRA under the external Research Grant</b></li> </ul>	Full time	<b>Working hours : 8.30-17.30</b>

1. All above **Contract Research Job Personnel** and **Contract Research Scholar 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. Project Leader should exercise discretion when approving monthly salary/ stipend claim from their **Contract Research Job Personnel** and/or **Contract Research Scholar Personnel**.
3. This matter will take effect immediately until further notice from Research Management Centre.
4. However, we allow and expect Project Leaders to be flexible and exercise discretion due to the very nature of research.

Your cooperation in this matter is very much appreciated.

Yours sincerely,



**PROF. DR. HAIRUL AZHAR ABDUL RASHID**  
**DIRECTOR**  
**RESEARCH MANAGEMENT CENTRE**