

RESEARCH AND DEVELOPMENT

Our ref : MMU/RMC/CRP/MEMO//2016/01

MEMO

**To :** Project Leaders,  
Multimedia University

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

**Date :** 30 May 2016

**Re :** Contract Research Personnel - Application Process and Appointment Date

Dear Prof. / Dr. / Sir / Madam,

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

As requested by Human Capital Management (HCM) and to comply with Malaysia Labour Law, RMC is revising some of the Contract Research Personnel Application procedures. Below are the details :

**A. Submission of Contract Research Personnel Application**

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.
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.

**B. Appointment date**

1. After taking into consideration the project requirement and needs, all appointment of Contract Research Personnel can be backdated to a **maximum duration of 3 months**. RMC will issue Letter of Engagemet (LOE) for the said duration. Salary or allowance will be paid through Payment Requisition Form (Attachment P).
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.
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 (employeeer) shall be included in the basic salary to compensate the employer's EPF and SOCO contribution to Contract Research Personnel respective accounts.



4. Successful applicants for Contract Research Personnel with backdated appointment date, will receive 2 letters i.e. LOE and appointment letter.

Please take note that above matter will take effect from **15th June 2016** including all successful applications processed by RMC and submitted to HCM on or after 15th June 2016.

Your cooperation in this matter is very much appreciated.

Yours sincerely,



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