GUIDELINES FOR POSTDOCTORAL RESEARCHERS
UNIVERSITI MALAYSIA SABAH
# KANDUNGAN

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**Attachment 1**

Flowchart Of UMS Postdoctoral Research Application | 10

**Attachment 2**

Terms Of Reference For The Ums Postdoctoral Electors Committee | 11
1.0 PART 1

1.1 Background

a. The following Guidelines for Postdoctoral Researchers have been prepared to help a Faculty/Institute/Unit/Centre to put forward its application for the appointment of doctoral degree graduates (postdoctoral candidates). The appointed Postdoctoral Researchers will conduct full time research for the University.

b. These guidelines constitute an improvement to ‘Guidelines for Postdoctoral Researchers of UMS’ (Garis Panduan Pasca Doktoral UMS)’ previously approved at the 49th Meeting of the Board of Directors of Universiti Malaysia Sabah on 14 November 2011.

1.2 Objectives

The objectives of the postdoctoral scheme are:

a. To elevate the University’s research achievements to a higher level; and

b. To enhance the University’s research niches and the research groups through the continuous appointments of Postdoctoral Researchers, thus contributing to increasing research in national priority areas.

1.3 Service Scheme

a. This scheme is open to any Malaysian citizen who obtained a Ph.D. degree not more than five years (within five years) before his/her application;

b. This scheme is open to any non-Malaysian postdoctoral researcher who obtained a Ph.D. degree not more than five years (within five years) before his/her application, from a university recognised by the Malaysian Government;

c. The duration for the Postdoctoral Researcher scheme is 1-2 years with a maximum period of three years depending on the researcher’s performance;

d. The monthly allowance given will be based on (i) the researcher’s experience and publications, and (ii) the consideration of the UMS Postdoctoral Electors Committee (Jawatankuasa Pemilih Pasca Doktoral UMS);

e. The terms of reference for the Postdoctoral Researcher’s position are given as follows:

i. Carrying out full time research in the identified or existing project for the Faculty/ Institute/Unit/Centre;

ii. Producing at least two high impact journals annually;
iii. Helping to promote and develop commercialisation of the related research findings;
iv. Helping to build networks/research networks with external parties.

f. The terms and conditions for the Postdoctoral Researcher's position are given as follows:
   i. Name of position: Postdoctoral Researcher;
   ii. Term of appointment: Full time;
   iii. Appointment status: Contract;
   iv. Duration: 1 – 2 years (can be extended to a maximum of three years);
   v. Monthly allowance: RM 4,000.00 – RM 6,000.00;
   vi. Research facilities: A maximum of RM 10,000 funding can be given to the researcher to begin the research (one-off payment);
   vii. Medical benefit: University Panel's Clinic(s) or government hospital(s) (for personnel only);
   viii. Airfare: Cheapest airfare for a return flight (once only) during the duration of appointment (for personnel only);
   ix. Visa and cost of working permit (for personnel only);
   x. Annual leave of 25 days;
   xi. Immigration procedure managed by the Registrar's Office;
   xii. Obtaining a pass in medical check-up (on the researcher's own expenses);
   xiii. Office facilities provided by the Faculty/Institute/Unit/Centre;
   xiv. Staff ID;
   xv. Library facilities.

1.4 Research Field

Research field for the Postdoctoral Researcher Scheme that is financed using the University’s funding will have to cover the niche areas of the University and the Faculty/Institute/Unit/Centre concerned.

1.5 Criteria for the Supervisor's Eligibility

a. The Supervisor is the head of a research project with a minimum funding of RM100,000.00;

b. Priority will be given to the research project with external funding (private or international), MOSTI or Ministry of Education;

c. The Supervisor has the experience as the Main Supervisor of Ph.D. students;

d. The Supervisor must have a Master's student or a Ph.D. student during the duration of appointment as a Postdoctoral Supervisor. The Postdoctoral Researcher will be helping in the area of research in which UMS does not have the expertise.
1.6 Criteria for the Selection of Candidates

The candidates will be selected based on the following criteria:

a. Academic qualification/achievement – possessed a Ph.D. degree based on research output;

b. Research – excellent research performance;

c. Have knowledge and experience in a relevant research area;

d. Publications – The applicant will be assessed based on his/her books and articles published in high impact journals.

1.7 Publications, Intellectual Property Rights, Commercialisation Revenue (Royalty)

a. Publications
   All researchers are encouraged to publish their research findings at national or international level.

b. Intellectual Property Rights
   Intellectual Property Rights will be owned by UMS. Researchers are encouraged to apply for Intellectual Property registration at the national or international level.

   The Guidelines for UMS Intellectual Property Rights can be used. All expenses for the Intellectual Property protection concerned will be under the responsibility of UMS.

c. Commercialisation Revenue (Royalty)
   Commercialisation revenue will be distributed according to the existing UMS Commercialisation Policy. Please refer to UMS Centre for Research and Innovation (CRI/PPI) in regard to the revenue.

1.8 General Guidelines

a. A Postdoctoral Researcher Application Form (UMS/PPI/PD/PPD/BR1) can be downloaded from the PPI website under ‘DOWNLOAD’;

b. A non-Malaysian citizen (if required) needs to prove his/her English capabilities with a TOEFL score (a minimum score of 600) or an IELTS score (a minimum score of 6.5);

c. PPI or the Faculty/Institute/Unit/Centre will check and verify the application to ensure that the documents are complete;

d. The application must be approved by the Dean of the Faculty/Institute/Unit/Centre before it is forwarded to PPI.
e. The application will then be forwarded to the UMS Postdoctoral Electors Committee Meeting chaired by the Deputy Vice-Chancellor (Research and Innovation). The Faculty/Institute/Unit/Centre will be invited to attend the meeting if necessary. Please refer to attachment 2 for the terms of reference and members for the committee;

f. Reference and the verification from the UMS Postdoctoral Electors Committee will be forwarded to the University’s Management (PBPU) Meeting for approval;

g. An offer letter, an agreement form and service terms and conditions will be issued by the Registrar’s Office to the successful applicants;

h. The Postdoctoral Researcher needs to reply the acceptance offer letter within four weeks from the date of the offer letter issued by the Registrar’s Office;

i. The Postdoctoral Researcher needs to fill in the Postdoctoral Research Performance Evaluation Form (UMS/PPI/PD/PPP/BR2) used to evaluate the researcher’s performance and his/her application to extend the duration of appointment. The form and application must be sent to PPI within three (3) months before the last day of his/her appointment;

j. The form for the extension of appointment will be forwarded to the UMS Postdoctoral Electors Committee for approval.

1.9 Documents Requirements

a. The required documents which need to be enclosed when applying for the Postdoctoral Researcher’s position are stated as follows:

i. A copy of the Identification Card (for a Malaysian citizen);

ii. A copy of the passport for a non-Malaysian citizen (a copy of the first page with personal details);

iii. The latest coloured passport photograph (two copies);

iv. Academic certificates (Master/Ph.D./Senate’s approval for a degree);

v. An applicant’s C.V. – enclosing a list of publications (journals/articles/thesis) and working/research experiences;

vi. The proposed research study for two years (including objectives, methodologies, work plan(s) and expected research output);

b. All copied documents must be certified by the University or any Government Officer(s) in the Management and Professional Groups. The application is open for the whole year subject to the University’s budget.
2.0 PART 2

2.1 Implementation of the Research Project

a. The appointed Postdoctoral Researcher must carry out the research as described in the research proposal which was approved by the Supervisor and must adhere to the research schedule;

b. The postdoctoral Researcher must send project progress reports using the forms (downloadable from the PPI’s website):
   i. A Progress Report for the UMS Research Grant Scheme (SGPUMS/PPI/2) should be sent twice a year for the performance report (January-June, and July-December);
   ii. A Final Report for the UMS Research Grant Scheme (SGPUMS/PPI/3) should be sent in three months after the project is completed for the final project report;
   iii. All reports must be sent through the Faculty/Institute/Unit/Centre’s Research Committee to PPI in both hardcopies and softcopies.

3.0 PART 3

3.1 Notification of Results and Agreement Document

a. Application results will be notified to Postdoctoral Researcher candidates and the Supervisors through the relevant Head of the Faculty/Institute/Unit/Centre concerned. A copy of the offer letter and agreement will be forwarded to the Project Supervisor(s), Office of the Dean/Director of the PTJ, Bursar Office and PPI UMS;

b. The Postdoctoral Researcher is required to understand and to agree on the terms and conditions stated in the offer letter by filling in the Agreement Form. The form must be returned to PPI for further action;

c. Monthly allowance will be made by the UMS Bursar every working month based on the Payment Order Letter issued by the Registrar’s Office;

d. The monthly allowance will be terminated when the Postdoctoral Researcher’s service is terminated or the financed duration has ended.

e. Subject to the agreement and approval by the Faculty/Centre/Unit/Institute’s management, allowance and other facilities (transportation and travelling allowance) can be considered to be given to the Postdoctoral Researcher as an added incentive even though this is not included in the agreement between the Postdoctoral Researcher and the University. However, the research project grant of his/her supervisor can be used to support the cost and research facilities needed by the Postdoctoral Researcher.
3.2 Professional Visa/Working Permit Application

The Registrar’s Office will assist in the application of a Professional Permit/Visa and the applicant must submit all the relevant documents to this office.

4.0 PART 4

4.1 Responsibilities of the Postdoctoral Researcher

The responsibilities of the appointed Postdoctoral Researcher are stated as follows:

a. Informing the Registrar’s Office about the acceptance of the offer by returning the Appointment Acceptance Letter enclosed with the Appointment Offer Letter;

b. Signing the Post-Doctoral Research Agreement;

c. Ensuring that he/she has obtained his/her Ph.D. degree and visa/working permit before reporting for duty in the Faculty/Centre/Institute/Unit (for a non-Malaysian citizen only);

d. Complying to the details of the terms and agreements signed between the Postdoctoral Researcher and the University;

e. Not submitting any claim/payment to the University apart from the agreed payment terms in the Appointment Offer Letter.

4.2 End of Service in UMS/Transfer to Another University

The researcher must give one (1) month notification of the end of service to the Registrar’s Office through the Supervisor and Faculty/Centre/Institute/Unit’s Dean/Director or by paying one (1) month allowance as compensation.
5.0 PART 5

5.1 Documents Required for Visa Application

i. The Offer Letter signed by the UMS Registrar;

ii. Two copies of the Postdoctoral Research Agreement* signed and duty stamp paid;

iii. The researcher's passport (with a validity period of at least a year).

*Need to be signed by the Registrar.

5.2 Documents Required for Reporting Duty in Faculty/Institute/Unit/Centre

i. The researcher's passport with a Professional Visitor's Pass/Visa;

ii. The Post-Doctoral Research Agreement;

iii. Guidelines for Reporting Duty for a New Appointee/Officer.

5.3 Documents Required for Reporting Duty at the Registrar's Office

i. The researcher's passport with a Professional/Visitor's Pass/Visa;

ii. The Post-Doctoral Research Agreement;

iii. Completed Guidelines for Reporting Duty for a New Appointee/Officer;

iv. A CIMB / Maybank Account Book;

v. KWSP statement or Income Tax (if applicable).
FLOWCHART OF UMS POSTDOCTORAL RESEARCH APPLICATION

Start
i. The applicant identifies the supervisor in Universiti Malaysia Sabah.
ii. The applicant completes the application form and sends it to the relevant Faculty/Institute/Unit/Centre in Universiti Malaysia Sabah.

F/I/U/C
i. Check and verify the application.
ii. Send the approved application to the Centre for Research and Innovation (PPI).

Centre of Research and Innovation
Ensure that the application form is completed and approved at the Faculty/Institute/Unit/Centre level before forwarding it to the UMS Postdoctoral Electors Committee Meeting.

Complete

Approval from the UMS Postdoctoral Electors Committee

No

Approved

Approved by the PBPU

Yes

Appointment letter from the Registrar’s Department

Visa/Permit Application Process

Reporting for Duty

End
TERMS OF REFERENCE FOR THE UMS POSTDOCTORAL ELECTORS COMMITTEE
(JAWATANKUASA PEMILIH PASCA DOKTORAL UMS)

Terms of Reference:

a. Approving the candidate’s qualification based on his/her research expertise;
b. Considering the need for the expertise of the candidate and his/her possible
c. contribution to the University’s research niche(s);
d. Deciding the categories of the Postdoctoral Researcher’s emolument.

Committee Members:

a. Deputy Vice-Chancellor (Research and Innovation);
b. Bursar or representative;
c. Registrar or representative;
d. Director, Centre for Research and Innovation;
e. Experts in the related field of the Postdoctoral candidates;
f. Dean (if needed).

Note: Numbers of appointed experts in the related field will depend on the requirements of
the application concerned (and could involve more than one appointed expert).