



## **POST-DOCTORAL RESEARCH FELLOWSHIP SCHEME**

### **1.0 Background**

The appointment of Post-Doctoral Research Fellows provides faculties and institutes in UCSI University with the opportunity to enhance their R&D activities and increase their research output, in line with the vision of UCSI University to become one of the Research Universities in Malaysia.

### **2.0 Objectives**

- (i) To encourage the development of human capital in research in the university.
- (ii) To increase the quantity and quality of research deliverables of the university.

### **3.0 Guidelines for Appointment of Post-Doctoral Research Fellows**

#### **3.1 Eligibility**

Candidates must have a doctoral degree obtained from an institution of higher learning that is recognized by the UCSI University Senate that was obtained within three (3) years from the date of application.

#### **3.2 Required Work Experience**

The candidate must have sufficient experience in carrying out research, be able to work independently, and have authored a minimum of six (6) publications in Web of Science (WoS) indexed journals and minimum Scopus h-index of 6.

### **3.3 English Language Requirement**

Candidate whose doctoral thesis was **NOT** written in English or graduated from institutions which do not use English as a medium of instruction, must fulfill the English language requirement of minimum band of 6.0 in IELTS or its equivalent.

### **3.4 Age Limit**

There is no age limit to the Post-Doctoral Research Fellow but the candidate must be certified fit to work by a medical doctor.

### **3.5 Research Area(s)**

The Post-Doctoral Research Fellow must work in research area(s) that is(are) similar to or compatible with the research area(s) of the supervisor and/or the faculty or institute that he/she is affiliated to.

### **3.6 Tasks and Responsibilities**

The Post-Doctoral Research Fellow is required to

- (i) Conduct research on a full-time basis at the faculty/institute that the Post-Doctoral Research Fellow is affiliated to;
- (ii) Produce a minimum of five (5) full-length research or review articles per year as first or corresponding author in high-impact, Web of Science (WoS) indexed journals ranked in Q1 or Q2.
- (iii) Produce a minimum of five (5) full-length research or review articles per year as co-author in high-impact, Web of Science (WoS) indexed journals ranked in Q1 or Q2.
- (iv) Supervise final year student projects and co-supervise postgraduate student projects as assigned by the supervisor(s) and/or faculty/institute;
- (v) Handle tutorials and/or lectures for no more than four and a half (4.5) hours per week;
- (vi) Submit a progress report to the supervisor and Office of Postgraduate Studies (OPS) at the end of each month;
- (vii) Submit a comprehensive final report to the supervisor and OPS at the end of the

tenure of appointment;

- (viii) Complete other tasks, duties and responsibilities as determined by the faculty/institute and/or OPS.

### **3.7 Source of Funding**

The salary/remuneration of the Post-Doctoral Research Fellow can be supported by either type of the funding as described below:

(i) External funding:

- The organization or party that is sponsoring the Post-Doctoral Research Fellow's appointment.

*Or*

- The funds from any external research grants or consultancy projects that have been obtained by the Post-Doctoral Research Fellow's supervisor(s).

(ii) Internal funding:

- Faculty's budget and/or Office of Postgraduate Studies (OPS) and/or Centre of Excellence in Research, Value Innovation and Entrepreneurship (CERVIE).

### **3.8 Approval of Appointment**

All proposed appointments for the position of Post-Doctoral Research Fellows are subject to the evaluation by the Evaluation Committee, which consists of the DVC for Research and Postgraduate Studies (Chair), Director of OPS, Senior Academic Staff, Dean/Director of the hiring faculty/institute and the supervisor(s) of the Post-Doctoral Research Fellow from UCSI University. The decision of the committee will be presented by the DVC for Research and Postgraduate Studies (or a representative) in the Top Management Meeting (TMM) for approval, followed by endorsement by University Council (UC).

### **3.9 Eligibility of Supervisor for Appointment**

Academic staff with a research grant or multiple research grants as principal investigator (PI); **or** a combination of multiple research grants as principal investigator (PI) and one (1) research grant as co-investigator, worth at least RM 80,000.00 (Ringgit Malaysia Eighty Thousand only) is eligible to request a Post-Doctoral Research Fellow.

### 3.10 Duration of Appointment

The appointment period of each Post-Doctoral Research Fellow is for a maximum of three (3) years. At the end of each year of appointment, the performance of the Post-Doctoral Research Fellow will be reviewed by an Evaluation Committee consisting of the DVC for Research and Postgraduate Studies, Director of OPS and Director of CERVIE (*Optional: the supervisor of the Post-Doctoral Research Fellow*) of UCSI University (*Note: A Progress Report will be submitted to the Evaluation Panel*). If the performance of the Post-Doctoral Research Fellow is found to be satisfactory and is recommended by the Office of Postgraduate Studies (where the Post-Doctoral Research Fellow is affiliated to), the appointment will be continued until the completion of the appointment duration. If the performance of the Post- Doctoral Research Fellow is found to be unsatisfactory by the Evaluation Committee, the appointment will be terminated.

### 3.11 Type of Appointment

Contractual with appointment period of one (1) year for a maximum of three (3) years, subject to annual performance evaluation as stated in 3.10.

### 3.12 Termination of Appointment

The appointment can be terminated by either party, by giving a three (3)-month notice in writing to the other party.

### 3.13 Salary/Remuneration

The appointment of the Post-Doctoral Research Fellow will be paid a gross monthly rate as below:

First year	<b>Ringgit Malaysia Five Thousand (RM 5,000.00)</b> per month
Second year*	<b>Ringgit Malaysia Five Thousand Five Hundred (RM 5,500.00)</b> per month
Third year*	<b>Ringgit Malaysia Six Thousand (RM 6,000.00)</b> per month

*(\*The appointment continuation to second year and third year of the Post-Doctoral Research Fellow is subject to annual performance evaluation as stated in 3.10)*

Post-Doctoral Research Fellow (Malaysian) under the appointment of this scheme is eligible for EPF, SOCSO and EIS contributions, insurance coverage and medical benefits/coverage as per the University Employment Policy. Such contributions and benefits afore mentioned for foreign Post-Doctoral Research Fellows will be determined according to the University Employment Policy, as well as the latest government rules and regulations. Foreign Postdoctoral Research Fellows are eligible for “Expatriates Housing Allowance entitlement” as stipulated in the Employee Handbook of UCSI Group.

### **3.14 Leave Entitlement**

Post-Doctoral Research Fellow under the appointment of this scheme is granted a leave entitlement of sixteen (16) days per year which will be pro-rated. All leave applications must be made through the IIS at least seven (7) days in-advance and approved by the supervisor.

### **3.15 Ownership of Intellectual Property (IP), Publications and Acknowledgement to UCSI University**

UCSI University claims ownership, unless agreed otherwise, of all IP arising from work developed in the course of research or other activities undertaken by the Post-Doctoral Research Fellow during the tenure of appointment either sponsored by UCSI University or an external body, subject to any agreement with that external body.

All publications and deliverables produced by the Post-Doctoral Research Fellow based on the research conducted during the tenure of appointment must be affiliated to UCSI University. Post-Doctoral Research Fellow under this appointment scheme must acknowledge the financial assistance from UCSI University in the “Acknowledgements” section of all publications produced, submitted and/or published by the Post-Doctoral Research Fellow based on the research conducted during the tenure of appointment.

### **3.16 Bench Fee**

Post-Doctoral Research Fellow is waived from paying bench fee. Visiting Postdoctoral Research Fellows are subjected to a monthly bench fee of RM1500. However, the bench fee can be waived if the Visiting Scholars are research collaborators of at least ONE (1) full-time researcher of UCSI

University.

### **3.17 Visa, Visitor's Pass (Professional) and Personal/Security Bond**

The appointment of the Post-Doctoral Research Fellow is subject to the Malaysian Immigration authorities issuing the successful applicant with a valid Visa. The Post-Doctoral Research Fellow attachment and continued attachment with the University shall be only for the duration of the validity of the Visa. The University shall submit the application for the Visa to the Immigration authorities on behalf of the respective Post-Doctoral Research Fellow (not applicable to Visiting Postdoctoral Research Fellow).

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*\*\* Please note that the above policy is subject to review without further notice.  
Latest update (if any) of the above can be obtained from Office of Postgraduate Studies (OPS).*