



PROTECTED RESEARCH TIME (PRT) POLICY AND GUIDELINES

PROTECTED RESEARCH TIME(PRT)

Protected Research Time (PRT) is the time one spends conducting research and protected from other academic or administrative duties. Protected research time is open to all academic staff with flexibility provided in the balance of teaching and research responsibilities.

PURPOSE

- i) To encourage an active research culture at UCSI University
- ii) To increase the research output at UCSI University
- iii) To increase the number of postgraduate students through research at UCSI University

CRITERIA FOR ELIGIBILITY

The PRT is directed to those who have strong academic and research backgrounds which have successfully met the criteria below and with access to all of the accompanying facilities.

- i) This policy applies to **full-time academic staff**. Academic staff members with a working arrangement of fewer than five (5) days per week are **not eligible** to apply for PRT.
- ii) **Principal investigator** holding at least **one (1) external research grant** **AND** has **10 publications** or more in the previous year **AND** has **one (1) postgraduate student supervision in the current year**.
- iii) **Quantum for each research grant** – Sciences (min RM 25,000) OR Non-Sciences (min RM 10,000).

DURATION

- i) The PRT approved based on the above criteria shall be given **one (1) day per week**.

APPROVAL

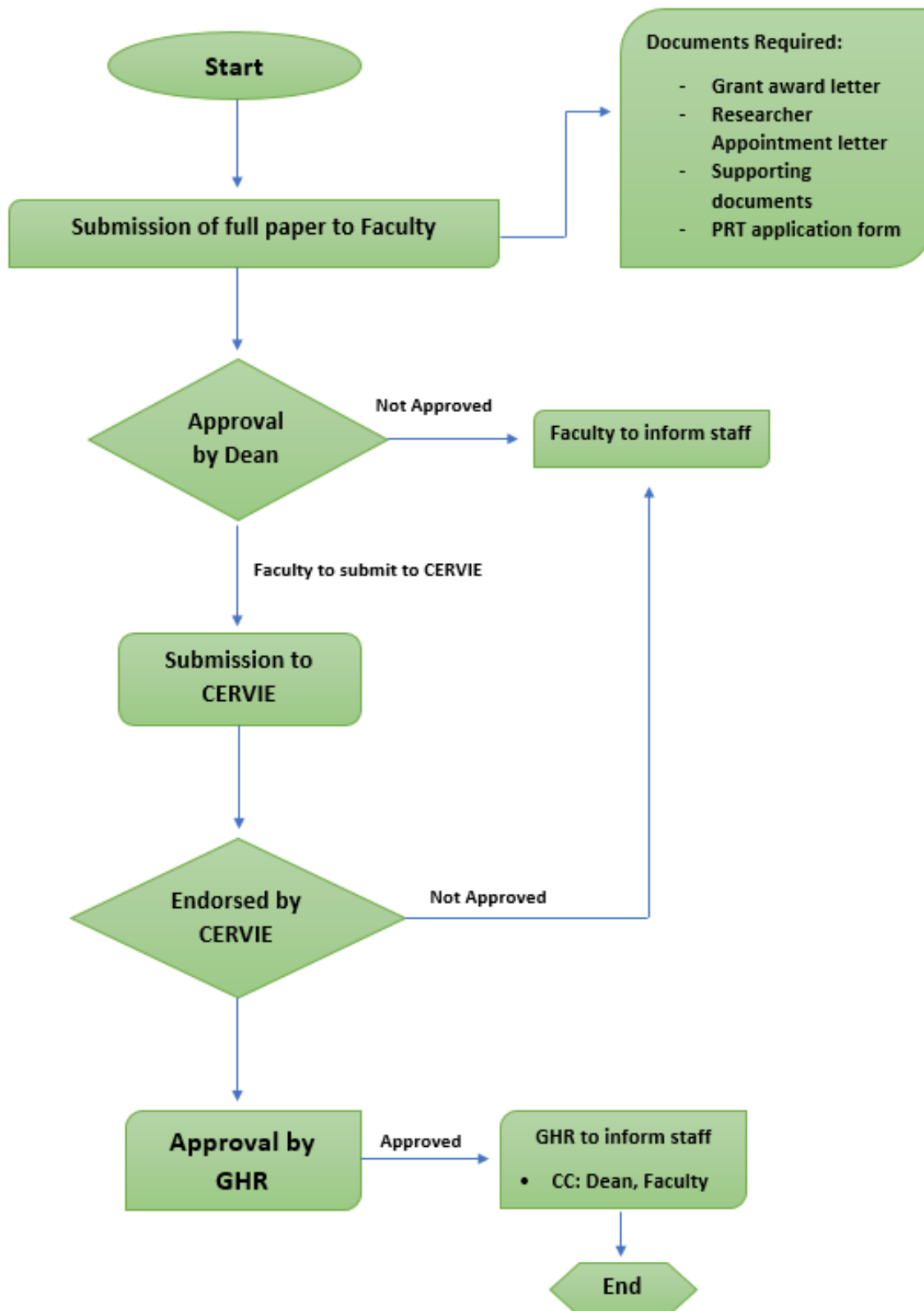
The application must be supported by the Dean/Director/DVC of Academic / Pro-VC, endorsed by the CERVIE based on their research and publication, and approved by Group Human Resource (GHR). Grant award letter, appointment letter, list of publications, and other supporting documents must be submitted together for approval.

SUPPORTING DOCUMENTS (can be downloaded from the GHR Public Folder)

Appendix A: Protected Research Time (PRT) Application Flowchart

Appendix B: Protected Research Time (PRT) Form

APPENDIX A: PROTECTED RESEARCH TIME (PRT) APPLICATION FLOWCHART



Appendix B: Protected Research Time (PRT) Form

APPLICATION FOR PROTECTED RESEARCH TIME (PRT)

Personal Particulars

Name :
Staff ID :
Faculty/Institute/School/Centre :

I would like to apply for PRT as below: -

Period : _____ (please provide start and end dates)
Day & Time : _____
(e.g Mondays; 9.00 – 6.00) : _____

Purpose (please tick): -

1. Publications ☐

a. No. of Publication : _____
b. Type of Publication : _____
c. Years of publication : _____

2. External Grant ☐

a. Title of Research : _____
b. Grants (External) : _____
c. Duration of Research : _____
d. Place of Research : _____
e. Research Team Members : _____

3. Postgraduate Supervision ☐

a. No. of Postgraduate students being supervised: _____

Note: To submit the appointment letter as Main Supervisor / Co-Supervisor

Note: I understand that this given PRT can be discontinued at the discretion of the Management

Staff Name:

Date

For Faculty/ School/ Institute/ Centre Use Only	
Approval by Dean/ Director/DVC of Academic/ Pro VC	
<p>Note: The above candidate is granted the PRT accordingly as per the information recorded herein. All other needs of the Faculty/Centre/Institute, e.g., teaching, exams, student counselling, etc. have been taken into consideration and planned for. This PRT granted will not disrupt the requirement(s) of the Faculty/Centre/Institute.</p>	
Comments:	
Protected Time: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
..... Name:	Date: dd / mm / yyyy

For CERVIE Use Only	
Comments:	
Protected Time: <input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed	
..... Name:	Date: dd / mm / yyyy

For GHR Use Only	
Comments & Decision of GHR	
Protected Time: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Sessions(s) approved:	
..... Senior Director/VP of GHR	Date: dd / mm / yyyy