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**SCHEME OF POST-DOCTORAL FELLOW 2017**

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**1. Definition**

Post-doctoral Fellow is a person who has completed his or her doctoral studies not more than five (5) years prior to the application in the relevant field of studies from a recognised Institution of Higher Education.

The Scheme of Post-doctoral Fellow is established using the research grant allocations from various sources, such as local and/or international funders, sponsorship award, etc. Thus, wherever possible, supervisor of the Post-doctoral Fellow must have R&D grant.

**2. Title of Appointment**

Post-doctoral Fellow (PDF)

**3. Eligibility Criteria**

Candidates to be appointed must fulfill the following criteria:

- i) Ph.D. in the specific area;
- ii) Have a proven record of outstanding academic achievement; and
- iii) Have a clear attitude for research.

**4. Appointment**

**4.1 Procedure of Appointment**

- i) The PDF post will be advertised by the relevant Kulliyah/Division/Centre (if necessary).
- ii) Applicants will submit the CV and relevant supporting documents to prove academic and research excellence.
- iii) Selection will be done by the respective researchers and/or Kulliyah/Division/Centre who require the service of PDF.
- iv) The Kulliyah/Division/Centre to forward the name of the successful candidate to the RMC.
- v) Appointment letter will be issued by the RMC to the successful candidate.

## 4.2 Remuneration

Remuneration for the PDF is as follows:-

No	Category of International PDF	Minimum Monthly Honorarium
1	International PDF (Not bringing family to Malaysia)	RM3,000.00
2	International PDF (Bringing family to Malaysia)	RM5,000.00
3	Both category no 1 and no 2 International PDF	Monthly honorarium could be more than the above minimum monthly honorarium if the research grant/ sponsorship/ scholarship funder allows it and the monthly amount to be determined by the Supervisor
4	Self-sponsored International PDF could not be considered by IIUM in accordance to the ruling of Malaysian Immigration Department.	-

No	Categories of Malaysian PDF	Minimum Monthly Honorarium
1	Malaysian PDF	Minimum monthly honorarium/sponsorship to be facilitated by the Supervisor if the rules of the research grant/ sponsorship/ scholarship funder permits it
2	Self-sponsored Malaysian PDF could be considered by IIUM	Monthly honorarium not to be paid to the Malaysian PDF if the Malaysian PDF willing to accept it

#### **4.3 Duration of assignment**

The initial period shall be a minimum of six month or a maximum of one year. The appointment shall be renewable for further period subject to the progress of the research project and availability of funding. The PhD qualification of PDF shall not be more than five years throughout the PDF renewable appointment. All appointment and renewal of PDF are subject to the ruling and approval of the Malaysian Immigration Department.

#### **4.4 Status of appointment**

Contract

### **5. Obligations**

- i) To fulfill the Key Performance Indicators set by the University.
- ii) To put full dedication in research work.
- iii) To submit scientific reports and reports on the application of the Research Grant within the time frames laid by the Funder/University, accompanied by the requested documentation.
- iv) To produce relevant publications.
- v) To consult the university before accepting any financial support from any other funding source, public or private, for the development of the research project.
- vi) To obtain consent from the Funder/university for any modifications to the project (initial plan, dates etc.).
- vii) To be presence at the institution in which he is developing his research project, except to carry out field research or a research placement, for a limited time and with the authorisation of the university/with the supervisor's endorsement.

**6. Annual Leave**

Annual leave of 25 days; pro-rate monthly.

**7. Medical benefits**

The PDFs are entitled to receive medical benefits at the IIUM Health Centre and government hospitals.

**8. Other Benefits**

The PDF will be given an IIUM guest wireless account and access to the library facilities.

An identification card will be issued to PDF by the Management Services Division but it is not similar to IIUM staff card.

The PDFs are not entitled to any other benefits unless provided by the funder and specified in the letter of appointment .

**9. Resignation / Termination of Fellowship**

- a) The IIUM may terminate the contract of PDF by giving one (1) month notice in writing; or
- b) The PDF may at any time resign or terminate his/her contract by giving to the IIUM one (1) month notice in writing.

**10. Work Permit/Professional Visa Application**

The Visa Unit, Office of International Affairs of the University will assist in the application for permit/professional visa when all the necessary documents are submitted by the PDF.

**11. IIUM Property/Intellectual Property**

Upon leaving the university, a PDF must leave all original notebooks, data, and any other research/study components or university property with the Principal Researcher in a state that will allow uninterrupted continuation of the research projects.