



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)

PAPER FOR THE SENATE ENDORSEMENT

GUIDELINES ON APPOINTMENT OF GRADUATE RESEARCH ASSISTANT (GRA) 2018

1. Citation

This document shall be referred to as the Guidelines on Appointment of Graduate Research Assistant (GRA) 2018 of the International Islamic University Malaysia.

2. Purpose

- 1) To standardise the procedure in terms of the appointment of GRA.
- 2) To ensure competent management of GRAs by the principal researcher / researcher and the Research Management Centre

3. Application

These guidelines shall be applicable to all grants managed by the Research Management Centre and shall be read together with the specific guidelines provided by the respective funding agencies.

4. Date of implementation

These guidelines shall be effective from 17 October 2018 onwards

5. Interpretation

In these guidelines, unless otherwise stated –

“Graduate Research Assistant (GRA)” refers to a local or international student who is enrolled in the University postgraduate degree programmes (full time or part-time) on active status. He or she is officially appointed to assist in a specific research project as determined by the Principal Researcher, which includes conducting research, gathering information, collecting data, composing literature review and managing research equipment;

“Local Student” means a student who holds a Malaysian citizenship and possesses a valid Malaysian birth certificate and identity card;

“International Student” means a student who requires a student visa/entry permit issued by the Malaysian Immigration Department to study in Malaysia;

“Active staff” refers to a staff who serves the University and is listed on the payroll list of the University;



“**Academic staff**” includes personnel whose primary assignments are instruction or research. This includes staff who hold an academic rank with titles such as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks;

“**Grant**” means a sum of money allocated by the government, university, private or international organizations for the University or academic staff to conduct a specific research;

“**MOE**” refers to the Ministry of Education of Malaysia;

“**MOE Grants**” refer to all grants under the Ministry of Education including FRGS, TRGS, LRGS and PRGS;

“**Principal Researcher**”, also known as Principal Investigator or Project Leader, refers to a researcher who holds an independent grant and leads the grant project;

“**Project**” means a planned piece of research work that has particular aims and objectives, which is funded by government, university, private or international organizations in the form of grant;

“**Research**” comprises creative work undertaken on a systematic basis in order to expand the body of knowledge, including knowledge of man, culture and society, and the use of this knowledge to devise new applications;

“**Research materials**” refers to all types of materials generated and utilized in the scope of scholarly research such as datasets, field notes, oral histories / recordings, publications, presentations / papers delivered, substantive correspondence, etc.;

“**Research Management Centre**” refers to the Research Management Centre of the International Islamic University Malaysia;

“**Research Team**” refers to a group of researchers who work together and are involved in the conduct of a research project;

“**Researcher**” means any person who conducts research;

“**University**” refers to the International Islamic University Malaysia.

6. Appointment Criteria

6.1 A GRA shall be a registered IIUM Postgraduate student who possesses at least a Bachelor’s Degree or its equivalent. Under exceptional circumstances, a person who receives a conditional offer for admission into the IIUM Postgraduate programme may be appointed as a Graduate Research Assistant subject to approval of the Research Management Centre;

6.2 Those receiving scholarships or any other financial assistance may be considered for GRA subject to the terms and conditions of the respective scholarships;



- 6.3 A GRA shall be appointed for one project at a time;
- 6.4 A GRA shall not be appointed from among members of the immediate family of the research team. Neither do active staff members of IIUM qualify for the post.

7. Terms of Appointment

- 7.1 The status of appointment of GRA shall be on a contract for service.

8. Duration of Appointment

- 8.1 The duration of appointment shall be determined by the principal researcher depending on the need of the project. However, the normal minimum duration of appointment is 3 months while the maximum duration of appointment is 12 months per appointment.
- 8.2 A GRA shall not be appointed beyond the expiry date of the grant.

9. Extension of Appointment Period

- 9.1 Extension of the appointment period of GRA may be considered subject to the following conditions:
 - a. The extension shall be supported with recommendation by the principal researcher;
 - b. The allocation from the grant to pay for the allowance is sufficient.

10. Allowance

- 10.1 Payment for the GRA shall be made via Vote 11000 or as specified by the funding agencies.
- 10.2 The guidelines for the rates of allowance for the Graduate Research Assistant are as follows:

Academic Programme	Basic Qualification	Payment Rate (RM)
Master	Bachelor's Degree or its equivalent	1,000.00 – 1,800.00
PhD	Master's Degree or its equivalent	1,500.00 – 2,500.00

- 10.3 The rates of allowance for the grants shall comply with the rates as determined by the funder.
- 10.4 An increase / decrease in the rate of allowance may be allowed subject to acceptable reasons / justifications by the principal researcher but the rate shall not exceed the above guidelines and within the allocated budget.

11. Working Hours and Monitoring of Attendance

- 11.1 A GRA is expected to work **for a maximum of 40 hours per week or 160 hours per month** subject to the discretion of the principal researcher / researcher.
- 11.2 A GRA is to record his/her attendance to the workplace according to the time agreed by the principal researcher / researcher. He or she is to furnish the evidence of attendance at the end of each month.
- 11.3 The principal researcher / researcher shall be fully responsible to monitor the attendance of his/her GRA and keep a record of the student's attendance and research activities.

12. Application procedure

- 12.1 Application for GRA shall be submitted to the Research Management Centre for approval via the online system i.e. *Research Management System Version 2 (RMSV2)*. Following documents shall be submitted together with the application:
 - a. A photocopy of the Identity Card / Passport;
 - b. A photocopy of Admission into the University Offer Letter;
 - c. A photocopy of IIUM Matric Card;
 - d. A photocopy of bank passbook (front page)

13. Termination

- 13.1 In the event the GRA:
 - a. fails to progress or perform satisfactorily or proceed regularly and diligently with the requirement of the project / research; or
 - b. supplies false or fraudulent information or documents to the Research Management Centre on the basis of which this offer is made; or
 - c. misuses the grant provided; or
 - d. breaches any other obligations as deemed not to be material by the University,

the principal researcher shall resolve the issue with the project committee. The principal researcher shall give notice in writing to the GRA specifying the misconduct and requiring him/her to remedy such misconduct within thirty (30) days after the date of the notice. If he/she fails to remedy the relevant misconduct within such period, the principal researcher has the prerogative to terminate him/her at any time thereafter by giving notice to that effect. The RMC shall be notified of the termination.



- 13.2 Upon termination, the GRA shall return to IIUM all equipment and research materials together with any copies that may have been made, if any.
- 13.3 Then, the RMC shall cease the payment of allowance for that month, in full or partial as determined by the principal researcher with support of sufficient evidence. The GRA may also be required to pay back the amount of the honorarium disbursed earlier as verified by the principal researcher.

14. Resignation

- 14.1 A GRA may tender his / her resignation from the post by giving a two-week notice to the researcher and RMC or, in lieu thereof, one (1) month allowance.
- 14.2 Upon resignation, the GRA shall return to IIUM all equipment and research materials together with any copies that may have been made, if any.
- 14.3 Notwithstanding to the above clauses 13 and 14, in the case where the GRA is the supervisee of the principal researcher, should there be any issues of incompatibility in the supervision, clauses 13 and 14 in this guidelines shall be executed.

15. Other Allowances

- 15.1 Subject to funding guidelines, availability of budget and approval of the principal researcher, a GRA may be allowed to travel locally and internationally but it is limited to economy class and the shortest direct routes. He/she is encouraged to travel by air or by train if the distance is more than 240km and the cost is cheaper. Claims based on petrol receipts are not acceptable.
- 15.2 Food allowances are given only to those who carry out official duties outside the office for at least 24 hours from the time of departure. If he/she carries out official duties outside the office for more than 8 hours but fewer than 24 hours, he or she is entitled to a daily allowance breakfast 20%, lunch 40 % and dinner 40 %.
- 15.3 Subject to obtaining prior approval for travelling, claims shall be made using the current Travelling Claim Form of IIUM and the rates are as follows:

Allowance / Claim	Rate
Mileage	RM0.50 per kilometer
Lodging	RM50 per day
Hotel	RM100 per day and supported with receipts
Food	RM20 per day for local traveling and RM50 per day for overseas trip



16. Misconduct

The principal researcher and University shall not be held responsible for any misconduct committed by the GRA.

