



LEADING THE WAY
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN UL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

ADMINISTRATIVE GUIDELINES FOR POSTDOCTORAL FELLOWSHIP RESEARCH MANAGEMENT CENTRE (RMC)

1. Eligibility Criteria

- a. Candidate to be appointed must fulfil the following criteria:
 - i) International/Malaysian citizen with PhD in the specific area;
 - ii) completed his/her doctoral studies not more than five (5) years prior to the application;
 - iii) Have knowledge and experience in the research area;
 - iv) Have published books and/or articles in high impact journals;
 - v) Host Supervisor must have research and development grants or sponsorship from other agencies for physical mode, except for candidate who is applying for Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)).

2. Application Guidelines

- a. Documents required to apply Post-Doctoral Fellow (PDF) scheme is as follows:
 - i) A copy of the Identification Card (for a Malaysian citizen)
 - ii) A copy of the passport for a non-Malaysian citizen (the first page with personal details)
 - iii) A copy of PhD certificate
** PhD qualification must not be more than 5 years from date of application*
 - iv) Curriculum Vitae
 - v) Brief research proposal
 - vi) Evidence of publications previously published by the candidate (first page of articles/ acceptance letter, etc)
 - vii) A copy of evidence of honorarium/funding/sponsorship/scholarship/ Research Grants/employer letter (compulsory for International physical mode candidate)
 - viii) letter of approval for postdoctoral leave from the employer (if the candidate is currently on active employment)
- b. Selection will be done by the respective researchers and/or Kulliyah/Institute/Centre who require the service of PDF.
- c. Candidate to submit duly completed form together with the required documents to the Kulliyah for recommendation by the Head of Department and approval by the Head of Research/Dean.

3. Appointment Procedure

a. Procedure of appointment is as follows:

- i) The Kulliyah/Institute/Centre shall forward the name of the nominated candidate to the RMC.
- ii) Candidates that are not successful after the selection process will be notified by the Kulliyah/Institute/Centre.
- iii) RMC will evaluate and recommend the candidate to Management Services Division (MSD) for appointment.
- iv) Appointment letter will be issued by the MSD to the recommended candidate which includes all types of PDF as follow:
 - Malaysian PDF online mode
 - Malaysian PDF physical mode
 - International PDF online mode
 - International PDF physical mode
- v) MSD will issue conditional appointment letter to physical mode candidates, which includes Malaysian and International. The appointment is subject to disbursement of fund from the research and development grants or sponsorship from other agencies, except for candidates who are applying for Expatriate Visit Pass (*Pas Lawatan Ikhtisas (PLIK)*).
- vi) Online mode candidates will receive appointment letters and are not subject to the conditions specified in 3.a.v).
- vii) Copies of the conditional appointment letter will be sent to RMC, Office of International Affairs (OIA) and respective Kulliyah/Institute/Centre.
- viii) Upon receiving the conditional appointment letter, physical mode candidates are required to perform a medical check-up at Government/Private Hospitals (registered with Malaysian Medical Council (MMC) and Ministry of Health (MOH) and submit the report to MSD together with the Acceptance Form.
- ix) The appointment is automatically withdrawn if the result of the medical check-up is unsatisfactory.
- x) Medical check-up is not applicable for online mode candidates.
- xi) The cost of the medical check-up is not covered by IIUM.
- xii) Process flow for the appointment is as per attachment.

4. Extension of appointment

- a. List of conditions to apply for extension beyond the duration of appointment:
 - i) PDF to write a request for extension to the Director of RMC
 - ii) Provide progress of the research project,
 - iii) Provide recommendation from the Supervisor,
 - iv) The PhD qualification of the PDF shall not be more than five (5) years throughout the appointment,
 - v) Provide medical check-up for physical mode PDF; and
 - vi) Provide sponsorship from the research funder/ association/foundation/company/agency throughout the period of extension.
- b. International PDF physical mode who hold Employment Pass may apply for extension beyond the duration of appointment, subject to the following conditions:
 - i) Progress of the research project,
 - ii) Recommendation from the Supervisor,
 - iii) The PhD qualification of the PDF shall not be more than five (5) years throughout the appointment,
 - iv) Approved medical check-up,
 - v) Approved salary within the intended period of extension,
 - vi) Declare his/her income to Inland Revenue Board of Malaysia (LHDN) through E-Filing procedure at RMC, and
 - vii) Subject to approval of extension of Employment Pass by the Department of Immigration Malaysia
- c. The requirement for approved medical check-up is not applicable for candidates who are applying for extension and online mode PDFs.
- d. Application for extension beyond the maximum duration of appointment is managed by RMC.
- e. RMC is required to submit list of recommended PDF for extension to MSD.
- f. Letter of approval for the extension will be issued by the MSD cc to RMC, OIA, and Kulliyah/Institute/Centre.

5. EMPLOYMENT PASS (EP)

a. Conditions to apply for EP is as follows:

- i) The International PDF on physical mode receives appointment letter from IIUM which explicitly stated that his appointment is with honorarium/funding and paid via IIUM account.
- ii) The minimum amount of the honorarium/funding required is RM 60,000 per year.
- iii) He/she to consult OIA on how to apply Employment Pass.
- iv) If the PDF is currently in Malaysia, he/she has to leave the country.
- v) OIA to submit application for Employment Pass for the PDF to the Immigration Department of Malaysia.
- vi) Immigration Department of Malaysia approves the application.
- vii) OIA instructs the PDF to apply Single Entry Visa (SEV).
- viii) PDF to apply SEV from his/her home country.
- ix) PDF travels to Malaysia by using SEV.
- x) PDF to submit his/her passport to OIA.
- xi) OIA to go to Immigration Department of Malaysia to collect approved Employment Pass.

6. EXPATRIATE VISIT PASS (*PAS LAWATAN IKHTISAS (PLIK)*)

a. Conditions to apply for Expatriate Visit Pass (*Pas Lawatan Ikhtisas (PLIK)*) is summarized in Table 1.

Table 1. Conditions to apply for Professional Pass

Conditions	EMPLOYMENT PASS (EP)	EXPATRIATE VISIT PASS (PAS LAWATAN IKHTISAS (PLIK))
PDF Appointment Letter from IIUM	Stated in the appointment letter that the appointment is with honorarium/funding and paid via IIUM account.	The appointment letter does not need to state any amount of honorarium/funding, however, he/she has to provide evidence of financial support throughout the period for the fellowship. <i>Refer to 2.a Application Guidelines.</i>
Minimum required amount of honorarium/funding/financial support	RM 60, 000 per year.	RM 60, 000 per year.
Consultation to apply the pass	PDF to consult OIA process flow to apply EP.	PDF to consult OIA on the process flow to apply Expatriate Visit Pass (<i>Pas Lawatan Ikhtisas (PLIK)</i>).
Physical presence of PDF	PDF cannot be in Malaysia throughout application process. PDF has to leave the country if he/she is currently in the country.	PDF cannot be in Malaysia throughout application process. PDF has to leave the country if he/she is currently in the country.
Submission of the application	OIA will submit the pass application to the Immigration Department of Malaysia. The PDF is still abroad at the time of the submission.	OIA will submit the pass application to the Immigration Department of Malaysia. The PDF is still abroad at the time of the submission.
Single Entry Visa (SEV)	Once the Immigration Department of Malaysia approves the pass, OIA will instruct PDF to apply online Single Entry Visa (SEV) from his/her home country to enter Malaysia.	Once the Immigration Department of Malaysia approves the pass, OIA will instruct PDF to apply online Single Entry Visa (SEV) from his/her home country to enter Malaysia.
Depart to Malaysia	PDF travels to Malaysia by using SEV and submits his/her passport to OIA upon arrival.	PDF travels to Malaysia by using SEV and submits his/her passport to OIA upon arrival.
Collection of approved pass	OIA to go to Immigration Department of Malaysia to collect approved pass.	OIA to go to Immigration Department of Malaysia to collect approved pass.
Maximum period for the pass	Up to two years.	Up to one year only and non-renewable.

7. Responsibilities of the PDF

- a. The responsibilities of the PDF are as follows:
- i) PDF with satisfactory medical check-up status is required to submit Acceptance Form to MSD that is enclosed with the Conditional Appointment Letter.
 - ii) To fulfil the Key Performance Indicators set by the University.
 - iii) To give full dedication in research work.
 - iv) To submit scientific reports and reports on the application of the research grant within the time frame laid by the funder/University, accompanied by the requested documentation.
 - 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) For physical mode, the PDF has to be present at the institution in which he/she is developing his/her research project. The PDF is allowed to carry out field research or travel to a research placement, for a limited time with the authorisation of the University/with the Supervisor's endorsement.
 - viii) Ensuring that he/she has obtained valid pass before reporting for duty. (Applicable for International PDF physical mode).
 - ix) Not submitting any claim/payment to the University apart from the agreed payment terms in the conditional appointment letter.
 - x) To carry out the research as described in the research proposal which was approved by the supervisor.
 - xi) To submit progress report form twice a year to RMC through his/her supervisor. The form is downloadable from the RMC website.
 - xii) In the event that the PDF has reached date of completion but yet to achieve the required research output, he/she can apply for extension of appointment.

8. Completion of PDF scheme

a. The requirement for publications is as follows:

i) Malaysian and International online mode PDF

- **5 journal articles** indexed in SCOPUS and/or Web of Science (WOS). All publications must include the name of the Supervisor.
- Other types of publications that are equivalent to 5 indexed journal articles may be accepted. The equivalency table is as follows:

Table 2: Indexed Journal Equivalency

No	Item	Indexed Journal Equivalency
1	Indexed Journal	0.99
2	Research Books Indexed in SCOPUS/WOS	5.29
3	Non-citation Indexed Research Books	0.79
4	Chapters in Research Books	0.93
5	Chapters in Non-citation Indexed Research Books	0.41
6	Academic Book Published by IIUM Press	11.34

- If the PDF selects academic books as the publication output, it should be submitted as a complete manuscript that will be published by the IIUM Press

ii) Malaysian and International physical mode PDF

- **3 journal articles** indexed in SCOPUS and/or Web of Science (WOS). All publications must include the name of the Supervisor.
- Other types of publications that are equivalent to 3 indexed journal articles may be accepted. The equivalency is in Table 2.

b. Checklist for completion letter is as follows:

- i) PDF to write a request for a completion letter to the Director of RMC
- ii) Provide evidence of publications
**The publications must be co-authored with supervisor and indexed in SCOPUS/WOS*
- iii) Provide supervisor recommendation
- iv) Provide duly completed of progress report form
**Signed by both PDF and supervisor*

9. Medical Benefits

Medical benefits that are offered to PDF are listed as follows:

- i) The PDF is entitled to receive outpatient medical treatment at the IIUM health facilities throughout the fellowship period
- ii) The medical treatment, however, excludes dental and pre-existing medical conditions.
- iii) Spouse /family members are allowed to utilize IIUM health facilities as per charged.
- iv) Personal health insurance for inpatient treatment (hospital admission) is advisable. For more comprehensive insurance coverage, the PDF may opt for the Group Hospitalization & Surgical Insurance (GHSI) scheme at his/her own expense with appointed insurance provider by the University. This scheme would allow the PDF to be treated within IIUM health facilities and at the Government/Private Hospitals according to the maximum amount plan of coverage.

10. Other benefits

List of other benefits is as follows:

- i) IIUM Email
PDF is eligible for an IIUM email account that uses his/her name for internal and external use. Each PDF will have only one (1) email throughout the fellowship.
- ii) Office space and telephonic facilities as provided by the Kulliyyah.
- iii) The PDF may apply for hostel facilities, subject to availability and charges as per the rules and regulations of the residential management.
- iv) Access to the IIUM Library facilities.
- v) An identification card will be issued to the PDFs by the Office of Security Management, OSEM, but it is not similar to the IIUM staff card.
- vi) The PDFs are not entitled to any other benefits unless provided by the funder and specified in the letter of appointment.