

## **POST-DOCTORAL FELLOW SCHEME (PDF)**

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### **1.0 DEFINITION**

Post-Doctoral Fellow is a person who has completed his/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 in Malaysia or abroad.

The Post-Doctoral Fellow scheme is established using the research grant allocations from various sources, such as local and/or international funders, sponsorship awards, etc. Thus, wherever possible, supervisor of the Post-Doctoral Fellow must have research and development grants.

### **2.0 TITLE OF APPOINTMENT**

Post-Doctoral Fellow (PDF).

### **3.0 STATUS OF APPOINTMENT**

The PDF will be appointed on 'contract' basis.

### **4.0 ELIGIBILITY CRITERIA**

Candidate to be appointed must fulfil criteria to apply for PDF. The criteria is available in the administrative guidelines.

### **5.0 APPOINTMENT**

#### **5.1 Application Guidelines**

- i) The PDF post will be advertised by the relevant Kulliyah/Institute/Centre (if necessary).
- ii) Application form for Post-Doctoral Fellow (PDF) can be downloaded from the Research Management Centre (RMC) website.
- iii) Candidate is advised to complete the form by following the documents requirement checklist as listed in the administrative guidelines.

## **5.2 Procedure of Appointment**

The procedure of appointment involves 3 parties ie Kulliyah/Institute/Centre, RMC and MSD. The detailed procedure is available in the administrative guidelines.

## **5.3 Remuneration/honorarium from IIUM**

- i) The PDF appointment is a non-salary appointment unless otherwise stated in the application form, such as the PDF is sponsored by any research fund/grant/scholarship.
- ii) If the PDF is currently on active employment, he/she has to attach a letter of postdoctoral leave from the employer.

## **5.4 Research Funding/Sponsorship**

- i) Malaysian PDF (physical and online mode)

It is of good merit for the Malaysian PDF to secure research fund/grant/scholarship. However, self-funded Malaysian PDF is also allowed.

- ii) International PDF online mode

Research funding/sponsorship for online mode International PDF is not compulsory. This is because he/she will not be physically present in Malaysia and thus will not be governed by the ruling of the Malaysian Immigration Department.

- iii) International PDF physical mode

It is compulsory for physical mode International PDF to secure research funding/sponsorship from any association/foundation/company/agency before applying for the PDF scheme.

Self-funded International PDF on physical mode is not accepted as specified by the Immigration Department of Malaysia.

### **5.5 Duration of Appointment**

The minimum PDF fellowship period is from six (6) months up to a maximum of two (2) years.

### **5.6 Extension of Appointment**

- i) Application for extension beyond the maximum duration of appointment is applicable for the following type of PDF:
  - Malaysian PDF,
  - International PDF online mode,
  - International PDF physical mode who hold Employment Pass.
- ii) International PDF physical mode who hold Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)) cannot apply for extension.
- iii) Only PDFs that fulfil the conditions will be given extension. The detailed conditions for extension are listed in the administrative guidelines.

## **6.0 WORK PERMIT/PROFESSIONAL VISA APPLICATION**

- i) The Office of International Affairs (OIA) of the IIUM will assist in the application for a professional visa as required by the Immigration Department of Malaysia.
- ii) All the required documents shall be submitted by the PDFs to the person in charge at the OIA.
- iii) The International PDF on physical mode is required to apply for a professional pass i.e. either Employment Pass or Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)).
- iv) The issuance of the pass for PDFs is the sole discretion of the Immigration Department of Malaysia.
- v) International PDF online mode does not need to apply for any visa.

## **6.1 EMPLOYMENT PASS (EP)**

- i) The International PDF on physical mode with honorarium/funding is required to apply Employment Pass through OIA from home country.
- ii) Conditions to apply for this pass are listed in the administrative guidelines.
- iii) The candidate may apply a maximum of two years for the EP, subject to the duration stated in the appointment letter.
- iv) The Employment Pass may be renewed, subject to conditions stated in the administrative guidelines.

## **6.2 EXPATRIATE VISIT PASS (*PAS LAWATAN IKHTISAS (PLIK)*)**

- i) The International PDF on physical mode without honorarium/funding is required to apply Expatriate Visit Pass (*Pas Lawatan Ikhtisas (PLIK)*) through OIA from home country.
- ii) Conditions to apply for this pass are listed in the administrative guidelines.
- iii) The maximum period is up to one year only and non-renewable.

## **7.0 RESPONSIBILITIES OF THE PDF**

The responsibilities of the PDF are listed in the administrative guidelines.

## **8.0 COMPLETION OF PDF SCHEME**

Once the PDF achieved the stipulated research output specified in the conditional appointment letter, he/she can request for completion letter from RMC.

The required research output and checklist for completion letter are listed in the administrative guidelines.

## **9.0 ANNUAL LEAVE**

- i) The appointed physical mode PDF is entitled to 25 days of annual leave; pro-rate monthly.
- ii) Annual leave is not applicable for online mode PDF.

## **10.0 MEDICAL BENEFITS**

Medical benefits that are offered to PDF are within certain conditions that are listed in the administrative guidelines.

## **11.0 OTHER BENEFITS**

Other benefits are listed in the administrative guidelines.

## **12.0 RESIGNATION/TERMINATION OF FELLOWSHIP**

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

## **13.0 IIUM PROPERTY/INTELLECTUAL PROPERTY**

- i) Upon completing the PDF, 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.
- ii) The Intellectual Property arising from the research shall be owned by the University.