



APPOINTMENT OF POST- DOCTORAL FELLOWSHIP (PDF)

Prepared By:-	Approved By:-
(Signature)	(Signature)
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Position : (1) Senior Assistant Director (2) Senior Administrative Assistant	Position : Director Research Management Centre
Date : 10/03/2023	Date : 20/03/2023



1.0 OBJECTIVE

The procedure is established to ensure that the process of appointment of Post-Doctoral Fellowship (PDF) is strictly adhered to as required by the PDF Scheme revised 22nd Dec. 2022

2.0 SCOPE

This procedure is used by the IIUM to appoint new PDF who require the service.

3.0 ABBREVIATION (If any)

DD REU	Deputy Director (Research Excellence Unit)
HOR	Head of Research
HOD	Head of Department
HOR	Head of Research
MSD	Management Services Division
OIA	Office of International Affairs
SAD	Senior Assistant Director
SAA	Senior Administrative Assistant
PDF	Post-Doctoral Fellowship
RMSV2	Research Management System Version 2

4.0 REFERENCE

Minutes of Staff Service Committee No. 4/2022, 22nd Dec. 2022
Post-Doctoral Fellow Scheme (PDF) revised 22nd Dec. 2022
Administrative Guideline for Postdoctoral Fellowship revised 22nd Dec. 2022



5.0 RESPONSIBILITY AND DETAILED PROCEDURE

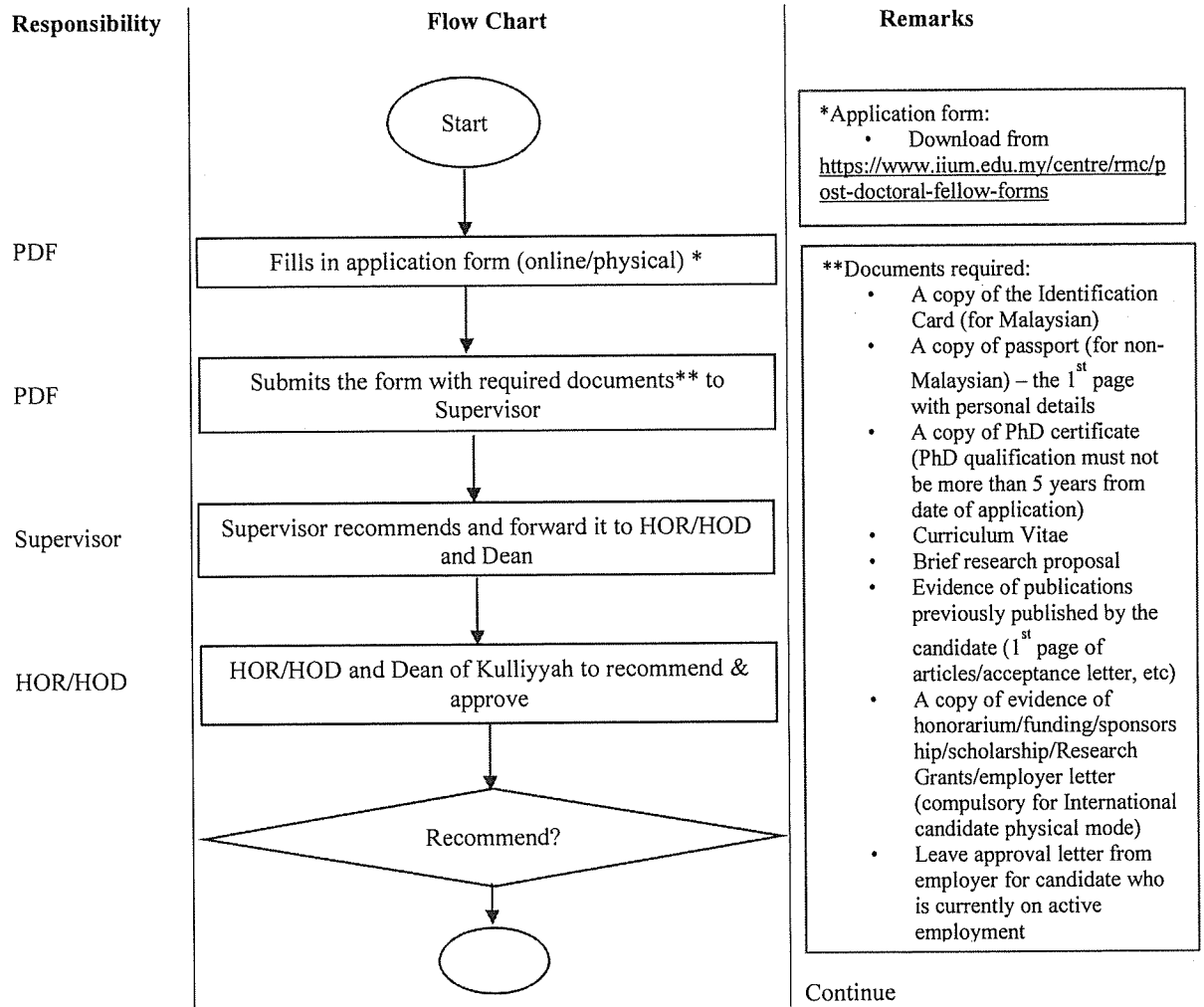
RESPONSIBILITY	DETAILED PROCEDURE
PDF	5.1 Submit new application form to Supervisor that is attached with the necessary documents as per listed in the Administrative Guideline for Postdoctoral Fellowship revised 22 nd Dec. 2022.
Supervisor	5.2 Recommend the application and forward it to HOR/HOD and Dean of the Kulliyah/Centre/Institute for recommendation and approval within 3 working.
Supervisor	5.3 Notify the unsuccessful candidate after the selection process.
SAA	5.4 Check and respond to the PDF within 7 working days.
PDF	5.5 Should the form be incomplete, PDF to provide the necessary within reasonable period of time.
SAA	5.6 Draft an appointment letter within 7 working days after receiving duly completed form.
SAD & DD REU	5.7 Approve the draft within 7 working days.
SAA	5.8 Email the appointment letter to MSD for signature by the Executive Director.
SAA	5.9 Email PDF the appointment letter with acceptance and progress report form within 7 working days after receiving duly signed appointment letter from MSD.
SAA	5.10 Follow up acceptance form from the PDF.
SAA	5.11 Update and upload details of the appointment in RMSV2.
SAA	5.12 Create physical file for the PDF.



6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed PDF application form	5 years	Filing room	SAA
2.	PDF appointment letter	5 years	Filing room	SAA
3.	Acceptance form, progress report form and medical check-up report	5 years	Filing room	SAA

7.0 PROCESS FLOW



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