

1. Preamble

One of the ways to promote and intensify research activities in Universiti Tunku Abdul Rahman (UTAR) is to provide avenues for PhD graduates to continue to pursue postdoctoral research after acquiring their degree. The UTAR Postdoctoral Research Scholarship scheme is hereby established to provide such opportunities.

2. The Scheme

The scheme shall be called the UTAR Postdoctoral Research Scholarship Scheme (UTAR PRS).

3. Funding of UTAR PRS

This scheme shall be funded internally by the UTAR Research Fund (UTARRF). It can be extended to be an externally funded scheme if there are potential individuals or organizations interested in supporting and funding research activities in UTAR and developing human resource in research.

4. Number of UTAR Postdoctoral Research Scholarship

A maximum of ten (10) scholarships per year shall be offered by the University.

5. Eligibility

Candidates, applying for the scholarship must meet the following requirements:

- (1) Must possess a PhD degree relevant to the areas of interest of the University. The conferment of their PhD shall not be more than three (3) years prior to the application submission date.
- (2) Have experience in carrying out research and have published in reviewed journals at either the national or international level.

6. Postdoctoral Research Scholarship holder status

A Postdoctoral Research Scholarship holder shall be on research project attachment with the University on full-time basis. (For non-Malaysians, the conditions of attachment are subjected to the prevailing rules, regulations and conditions enforced by the Malaysian Immigration Department).

7. Duration of Postdoctoral Research Scholarship

A scholarship shall be offered for a maximum duration of two (2) years with the initial offer of one year and the second year offer to be approved subject to satisfactory

performance of the scholarship holder in the first year and recommendation from the Chairperson of the Research Centre and the Dean of the Institute/Faculty concerned.

For non-Malaysian, the duration of attachment is subject to the prevailing rules, regulations and conditions enforced by the Malaysian Immigration Department.

8. Research Areas

The Postdoctoral Research Scholarship holder's proposed research in UTAR should be in line with the R&D Priority Areas of the University (available in UTAR Research Portal).

9. Duties and Responsibilities

The duties and responsibilities of the Postdoctoral Research Scholarship holder encompass the following:

- (1) To carry out research on a full time basis under the supervision of a senior faculty staff of the University.
- (2) To produce publications (affiliations with UTAR must be stated) in international journals.
- (3) To source and apply for external research funding (through his/her project Principal Investigator (PI)).
- (4) To assist the Principal Investigator (PI) in supervising postgraduate students.

10. Submission of Reports

The PRS holder is required to submit to the Director, Institute of Postgraduate Studies and Research through his/her project Principal Investigator (PI), the Chairperson of the Research Centre and the Dean of the Institute/Faculty concerned a report on his/her research (a) after every four (4) months from assumption of project attachment; and (b) at the end of project attachment period using the stipulated progress report form.

11. Key Performance Indicators (KPIs)

Minimum key performance indicators (KPIs) expected of each postdoctoral scholarship holder is as follows:

- International journal publications: 2 per year
- New externally funded projects (sourced through Principal Investigator (PI)) : 1
- Assist in supervision of postgraduates: 2 per year
- Socio-economic impact indicators: to be defined based on area(s) of research of the Scholarship holder

12. Source of Research Funding

The Postdoctoral Research Scholarship holder may be a co-researcher of an existing research project, either internally or externally.

13. Living Allowance

- (1) A living allowance of RM4,500 per month shall be paid to the Postdoctoral Research Scholarship holder.
- (2) A higher living allowance may be considered in the case of an appointment being funded by an external organization/individual subject to availability/sufficiency of funds.

14. Benefits

- (1) The Postdoctoral Research Scholarship holder shall be provided with work facilities such as laboratory or office space furnished with telephone and computer which shall be arranged by the Institute/Faculty to which he/she is attached.
- (2) The Postdoctoral Research Scholarship holder is not entitled to medical benefits or any other benefits accorded to permanent staff of the University.
- (3) The Postdoctoral Research Scholarship holder is required to obtain personal accident insurance coverage with/without medical benefits. The University will not be liable for any accident or personal injuries that befall the Scholarship holder in the execution of his/her daily duties or in the premises of UTAR campuses.

15. Visa, Visitor's Pass (Professional) and Personal/Security Bond

- (1) The PRS offer is subject to the Malaysian Immigration Authorities issuing the successful applicant with a valid Visa and Visitor's Pass (professional). The Postdoctoral Research Scholarship holder's attachment and continued attachment with the University shall be only for the duration of the validity of the Visa and Visitor's Pass (professional).
- (2) The University shall submit the application for the Visa and Visitor's Pass (professional) to the Immigration Authorities on behalf of the Postdoctoral Research Scholarship holder.
- (3) The Immigration Authorities charges a fee for all passes issued by them. The University will pay the fees in respect of the Postdoctoral Research Scholarship holder's Visa and Visitor's Pass (professional).
- (4) The Immigration Authorities requires a Personal/Security Bond as a condition for the issue of Visitor's Pass (professional). The University will submit the

Personal/Security Bond document (signed by Director Institute of Postgraduate Studies and Research) based on the Personal/Security Bond rate specified by the authorities.

- (5) The University will pay all stamp duty fees related to the Visa and Visitor's Pass (professional) application.
- (6) The Postdoctoral Research Scholarship holder's Visa, Visitor's Pass (professional) fees, Personal/Security Bond amount and related stamp duty fees shall be funded internally by the UTAR Research Fund (UTARRF).

16. Termination of Scholarship

A 30-day notice is required or one (1) month living allowance in lieu of notice from both parties.

17. Holding Other Positions

Since this is a full-time attachment, holding other paid positions whether within or outside UTAR is not permitted.

18. PRS Committee

- (1) The PRS Committee shall consist of the following members:

Vice President (R&D and Commercialisation) – Chairman
Vice President (Internationalisation & Academic Development)
Director, Institute of Postgraduate Studies and Research (IPSR)

The relevant Dean or his representative shall be invited to the PRS Committee meeting to present his/her views on their candidate(s).

- (2) The Committee shall:

- (a) consider and recommend the appointment/re-appointment of Postdoctoral Research Scholarship holder to the President of UTAR;
- (b) monitor the research progress of PRS holder.

19. Authority to Award

The authority to award Postdoctoral Research Scholarship rests with the President of UTAR.

20. Application Procedures

UNIVERSITI TUNKU ABDUL RAHMAN

Guidelines Title : **UTAR POSTDOCTORAL RESEARCH SCHOLARSHIP SCHEME (UTAR PRS)**

Policy Number : **GD-IPSR-R&D-014**

Rev No: 3

Effective Date: 10 May 2016

Page No: **5 of 5**

- (1) Application is open throughout the year.
- (2) Invitation to apply may be advertised at the discretion of the Director IPSR
- (3) Applications must be made through the stipulated form which can be downloaded from the UTAR website.
- (4) Duly completed forms with supporting documents must be submitted to the Director, Institute of Postgraduate Studies and Research.
- (5) Candidates must show original documents/certificates when reporting to assume duty.

21. Amendment to the Guidelines

Universiti Tunku Abdul Rahman at its sole and absolute discretion may vary, modify, add, delete or amend any of the above rules and regulations of the UTAR Postdoctoral Research Scholarship Scheme.