1. **Preamble**

The guideline covers the terms of reference for Project Research Assistantship on a specified term funded under research and development (R&D) grants in UTAR.

2. **Objectives of Project Research Assistantship**

   (i) To provide researchers of UTAR a platform to source research assistants in research work.
   
   (ii) To provide opportunity for students to be involved and assist in research projects and thus enhancing their exposure and experience in research.

3. **Condition:**

   (i) The appointment of Project Research Assistantship is on temporary / part time status.
   
   (ii) A Project Research Assistant is normally a postgraduate student registered with UTAR.
   
   (iii) A Project Research Assistant is allowed to be engaged as Student Assistant with the following conditions:

   - (a) The combined maximum hours of engagement are 40 hours per week.
   - (b) The combined amount for Project Research Assistantship and Student Assistantship is as follows:
     - (1) For Master student: shall not exceed RM2,000.00 per month.
     - (2) For PhD student: shall not exceed RM2,500.00 per month.
   - (c) The applicant is responsible to declare his/her current scheme that was awarded to him/her.

4. **Operation Cost**

   (i) The operation cost can be from research projects funded under research and development (R&D) grants in UTAR.
   
   (ii) The principal investigator of the project is fully responsible for ensuring the specification of appropriate duration and purpose of engagement and the availability of sufficient operation cost for such purpose.
5. **Salary**

   (i) A Project Research Assistant shall be given a monthly salary according to the recommendation from the Principal Investigator, approved amount by the University and the guidelines specified by the funding bodies, with the approval from Director of IPSR.

   (ii) A Project Research Assistant is entitled to salary increment, at the discretion of the Principal Investigator, with the approval from Director of IPSR.

6. **Duration of Project Research Assistantship**

   A Project Research Assistant can be engaged for a specific term specified in the research projects with the maximum engagement of one(1) year.

7. **Application and Approval**

   (i) Application
      
      (a) An Applicant may apply by filling up the Project Research Assistantship Application form and submit to the Principal Investigator.

      (b) Principal Investigator will consider and recommend the duration and fill up the project details.

      (c) The duly completed form and the supporting documents shall be submitted to the Head of Department and Dean of Faculty concerned for recommendation before forwarding to Director of IPSR for approval.

      (d) The supporting documents to be submitted are as follows:

         - One(1) certified copy of IC.
         - One(1) certified copy of SPM certificate and/or STPM certificate (which ever is applicable).
         - One(1) certified copy of qualification and transcript certificate for foundation, diploma, bachelor, master or PhD (which ever is applicable)

   (ii) Offer letter

      (a) The offer letter for Project Research Assistantship will be issued by the Director of IPSR, with the original copy forwarded to Division of Human Resource (DHR) and a copy extended to the Principal Investigator and the Research Grant’s individual file.

      (b) The DHR will notify the applicant on the offer letter.

      (c) The offer letter shall contain the following information:

         - Project details : title, vote number, principal investigator
         - Engagement period
8. **Extension of The Duration of Service**

(i) The duration of the Project Research Assistant can be extended with a maximum of one (1) year and is subjected to the following:
- Satisfactory service performance
- Sufficient allocation of research fund

(ii) The Principal Investigator has to provide a written letter of the extension to the Director of IPSR for approval. The extension for Project Research Assistantship will be issued by the Director of IPSR, with the original copy forwarded to Division of Human Resource (DHR) and a copy extended to the Principal Investigator and the Research Grant’s individual file.

(iii) The DHR will notify the applicant on the extension of Project Research Assistantship.

(ii) **Acceptance of Extension**
The applicant will have to confirm the acceptance by signing the Acceptance for Project Research Assistantship letter, through the DHR. DHR will then extend a copy to Director of IPSR.

9. **Termination**

(i) The Project Research Assistantship shall be terminated at the expiry of the engagement period or any time on occurrence of any of the following:

- (a) The Project Research Assistant fails to perform his/her duties satisfactorily.
- (b) The Project Research Assistant’s services are no longer required in the project or the work assigned under the project has been completed.
- (c) The work for which the Project Research Assistant is engaged to perform has been suspended or ceased.
- (d) Any gross misconduct, insubordination and persistent absence from work without approval on the Project Research Assistant’s part.

(ii) The Project Research Assistant can terminate his/her Project Research Assistantship by giving two (2) weeks notice in written to the principal investigator. The letter will have to be forwarded to IPSR for endorsement from Director of IPSR. The original letter will
then be forwarded to DHR with a copy extended to the Research Grant’s individual file.

(iii) The Principal Investigator can terminate the Project Research Assistantship by giving two(2) weeks notice in written to the Director of IPSR. The Principal Investigator is advised to discuss with the Project Research Assistant prior to any termination.

(iv) Upon termination, the University shall have no further obligation to the Project Research Assistant.

10. **Payment**

   (i) DHR will issue a monthly Project Research Assistant claim, to be verified by DHR and approved by Director of IPSR.

   (ii) After approval, DHR will proceed with the necessary payment process.

11. **EPF and SOCSO**

    There shall be contribution to EPF and SOCSO.

12. **Annual Leave**

    A Project Research Assistant shall be entitled to 12 days of annual leave per annum to be taken based on earned leave entitlement. Computation of annual leave shall be on calendar year basis. Annual leave entitlement must be utilized by the end of each contract duration, otherwise it shall be forfeited.

13. **Sick Leave**

    A Project Research Assistant shall be entitled to for 14 days of paid sick leave in each calendar year. All sick leaves shall be substantiated by a valid medical certificate from a registered medical practitioner or medical officer. A Project Research Assistant shall not be entitled to hospitalization leave.

14. **Public Holidays**

    A Project Research Assistant shall be entitled to paid holidays on gazetted public holidays applicable to his/her place of work.
15. **Benefits**

A Project Research Assistant is not entitled to any benefits accorded to permanent staff of UTAR.

16. **Personal Accident & Medical Benefits**

(i) The Project Research Assistant does not qualify for medical benefits and any other benefits accorded to permanent staff of the University.

(ii) The Project Research Assistant is required to obtain personal accident insurance coverage with/without medical benefits. The Principal Investigator shall be responsible for ensuring this implementation.

17. **Parking**

The Project Research Assistant will not be accord staff parking privilege.

18. **Duties and Transfer**

(i) The Project Research Assistant is required to perform his/her assigned duties diligently.

(ii) The Project Research Assistant may be required to serve the faculty in tutoring, lab supervision or administrative with the following conditions:
- Maximum of eight(8) hours weekly.
- The tasks are to be assigned by faculty with the consent from the supervisor.

(iii) The University reserves the right to transfer, relocate, second or reassign you to another department or faculty within the University.

19. **Rules and Regulations**

The Project Research Assistant is required to comply with the University’s policies, rules and regulations (including any codes of conduct) currently in force and implemented from time to time. Failure to do so, the Project Research Assistant may be subjected to disciplinary actions by the University at the University’s absolute discretion.

20. **Occupational Safety and Health Policy**

The Project Research Assistant is required to comply with the relevant provision of the Occupational Safety and Health Act 1994:
21. **Confidentiality**

The Project Research Assistant must keep in strict confidence all commercial and technical information in whatever form acquired, directly or directly from UTAR or the project in connection to his/her engagement with UTAR, hereinafter called 'Confidential Information' for any purpose other than those contemplated in your engagement. Further, the Project Research Assistant shall not disclose any Confidential Information to any third party for any purpose without the prior written consent of UTAR.

22. **Conflict of interest**

Unless expressly agreed to by UTAR in advance, the Project Research Assistant shall not seek out, embark upon or be engaged in any other business industry, enterprise or appointment of any kind.

23. **Proprietary Rights**

(i) UTAR shall have the sole and exclusive right to all intellectual property rights that you gained and/or acquire while performing your duties during the engagement. The intellectual properties shall include discoveries, innovations and inventions made and stored physically or electronically such as printed materials, computer software, presentation materials, etc.

(ii) UTAR shall have the right to use these intellectual properties at its discretion in whatever form, manner or purpose.

(iii) The Project Research Assistant shall not use these intellectual properties for any purpose other than for serving UTAR and shall not use them for their own gain or for any other employer without the prior authorization in writing from UTAR.

24. **Return of University Property**

The Project Research Assistant who has been issued with University properties shall return such items to the Principal Investigator concerned at the end of every day.
25. **Prohibition of Press Statement, Speeches and Comments**

The Project Research Assistant is prohibited from making any press or public statements and from circulating any statements pertaining to the University or his duties. He/she should not publish, broadcast or in any lecture or tutorial or speech, comment on anything relating to the University or his duties.

26. **Review of Rules and Regulations**

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