1. **Preamble**

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

2. **Objectives of Research Scholarship Scheme**

(i) To provide researchers of UTAR a platform to source students’ assistance in research work.

(ii) To provide financial support and opportunity for students to be involved and assist in research projects and thus enhancing their exposure and experience in research.

3. **Condition:**

   (i) A Research Scholarship Holder funded under UTARRF or other research and development (R&D) grant must be a postgraduate student registered with UTAR, and their thesis/dissertation must be related to the project.

   (ii) Research Scholarship Holder 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 Research Scholarship Scheme 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 from the sources below:

       (a) UTAR Research Fund (UTARRF)

       (b) Other 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. **Stipend Payment**

A Research Scholarship Holder shall be given a monthly Research Scholarship Amount according to the recommendation of the Principal Investigator and the rate specified by the University, with the approval from the Director of IPSR.

6. **Tuition Fees Support**

This Scheme may support tuition fees (Technical Unit Fee and Research Component Fee) payment for postgraduate programmes by research mode only.

The fund for the tuition fees shall be from the approved amount of the Research Scholarship Scheme under UTARRF or any other funding body.

A student who opted for this option and whose tuition fees had been paid, is not allowed to withdraw from this arrangement for the maximum period of one (1) year. In the event the student is awarded another scholarship and his tuition fees have not been paid under this Scheme, or he was granted an extension of his Research Scholarship, the student may apply to the Director of IPSR to cancel this option. The decision of the Director of IPSR shall be final.

7. **Duration of Research Scholarship**

A Research Scholarship holder shall be engaged for a duration of one (1) year to a specific research project. An extension of the Research Scholarship may be granted for a second (2) year based on satisfactory progress in the research project and recommendation from the Principal Investigator.

8. **Application and Approval**

(i) Application
   (a) An Applicant may apply by filling up the Research Scholarship Scheme Application form and submit to the Principal Investigator.
   (b) The Applicant has the option to opt for the tuition fees support.
   (c) The Principal Investigator shall complete the project details and ensure appropriate approval is obtained prior to the commencement of the assignment by the applicant.
(d) The duly completed form shall be submitted to the Head of Department and Dean of Faculty concerned for recommendation before forwarding to the Director of IPSR for approval.

(ii) Approval letter
(a) The approval letter for Research Scholarship Scheme will be issued by the Director of IPSR.
(b) The approval letter shall contain the following information:
- Project details: title, vote number, principal investigator
- Engagement period
- Amount payable

(iii) Acceptance of Engagement
(a) The applicant will have to confirm the acceptance by signing the Acceptance for Research Scholarship Scheme letter (UTAR-IPSR-RS-002).
(b) The Research Scholarship holder will discuss with the Principal Investigator and agree on the targets to be achieved in one (1) year. A copy of the RSS target setting form is to be submitted to the Director of IPSR, together with the acceptance letter.

(iv) Second year extension
(a) The Research Scholarship holder who wish to seek an extension is required to make an application using the relevant form (Application for Extension of Research Scholarship Form) in which he/she reports on the achievement of his/her targets and submit to the Principal Investigator, 3 months before the end date of the Research Scholarship appointment.
(b) The approval of the second year extension shall be based on the Research Scholarship holder’s progress which should at least achieve a rating of satisfactory and the corresponding project he/she is attached to having satisfactory progress.

Recommendation and approval committee for the extension

(i) Recommendation by Faculty R&D and Postgraduate Committee (FRDPC).
(ii) Recommendation by the Faculty Board.
(iii) Recommendation by R&D and Commercialisation Committee (RDCC).
(iv) Approval by Senior Management Committee (SMC), in which the decision is final.
9. **Termination**

(i) The Research Scholarship Scheme shall be terminated at the expiry of the engagement period or any time on occurrence of any of the following:
   (a) The Research Scholarship Holder fails to perform his/her duties satisfactorily.
   (b) The Research Scholarship Holder’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 Research Scholarship Holder is engaged to perform has been suspended or ceased.
   (d) Any gross misconduct, insubordination and persistent absence from work without approval on the Research Scholarship Holder’s part.

(ii) The Research Scholarship Holder can terminate his/her Research Scholarship Scheme 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.

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

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

10. **Payment**

IPSR will instruct finance to issue monthly Research Scholarship Amount.

11. **EPF and SOCSO**

There shall be no contribution to EPF or SOCSO.

12. **Benefits**

A Research Scholarship Holder is not entitled to any benefits accorded to permanent staff of UTAR.

13. **Personal Accident & Medical Benefits**

(i) The Research Scholarship Holder does not qualify for medical benefits and any other benefits accorded to permanent staff of the University.
(ii) The Research Scholarship Holder is required to obtain personal accident insurance coverage with/without medical benefits. The Principal Investigator shall be responsible for ensuring this implementation.

14. **Parking**

The Research Scholarship Holder will not be accord staff parking privilege.

15. **Duties and Transfer**

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

(ii) The Research Scholarship Holder 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.

16. **Rules and Regulations**

The Research Scholarship Holder 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 Research Scholarship Holder may be subjected to disciplinary actions by the University at the University’s absolute discretion.

17. **Occupational Safety and Health Policy**

The Research Scholarship Holder is required to comply with the relevant provision of the Occupational Safety and Health Act 1994:

(i) Take reasonable safety and health measure for himself and others.

(ii) Cooperate with his superior or others in any duties assigned.

(iii) Use and wear at all times, any protective equipment or clothing provided by the University.

(iv) Comply with any instruction or measure on occupational safety and health instituted by the University.
18. **Confidentiality**

The Research Scholarship Holder 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 Research Scholarship Holder shall not disclose any Confidential Information to any third party for any purpose without the prior written consent of UTAR.

19. **Conflict of interest**

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

20. **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 Research Scholarship Holder 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.

21. **Return of University Property**

The Research Scholarship Holder who has been issued with University properties shall return such items to the Principal Investigator concerned at the end of every day.

22. **Prohibition of Press Statement, Speeches and Comments**

The Research Scholarship Holder 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.
23. **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 of the Research Scholarship Scheme.