



**GUIDELINES  
POST-DOCTORAL SCHEME  
UNIVERSITI PUTRA MALAYSIA**

OFFICE OF THE DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)  
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## **1. INTRODUCTION**

- 1.1 Post-Doctoral Program is a program that has been conducted in local universities. The program initially was to increase the number of graduate students in science and technology.
- 1.2 The program was first introduced in 2002 by the Ministry of Science, Technology and Innovation (MOSTI) under the Human Capital Development Program in Science and Technology (S & T) offered by the Ministry.
- 1.3 This program provides support to researchers in an effort to encourage the exploration of knowledge, culture research, and promote the development of human capital that can contribute to development in the areas of national priority.
- 1.4 The same program was also established in Universiti Putra Malaysia with the provisions of the Research University named Postdoctoral Scheme since 2006.
- 1.5 This scheme is established to appoint candidates to the service of the University for the expertise and experience of those who would give benefit to the University and to assist the implementation of research projects at the University.
- 1.6 Simple Terms:

Candidate	-	Post Doctoral Candidate
CIJ	-	Citation Index Journal
Committee	-	Selection Committee (Research)
Officer	-	Post-Doctoral Officer
Applicant	-	Post-Doctoral Applicant
PhD	-	Doctor of Philosophy
RC	-	Responsibility Center (Faculty / Institute / Centre)
Q1 / Q2	-	Quartile 1 / Quartile 2
RMC	-	Research Management Centre
Scheme	-	Post-Doctoral Scheme Universiti Putra Malaysia
DVCRI	-	Deputy Vice-Chancellor (Research and Innovation)
University	-	Universiti Putra Malaysia

## **2. OBJECTIVE**

- 2.1 The objective of this scheme is intended to:
  - 2.1.1 strengthen ecosystem research through research groups created;

2.1.2 promote the development of human capital in the country through research activities carried out;

2.1.3 enhance research excellence to meet the objectives of the Research University.

### **3. RESEARCH AREA**

3.1 The field of research is in accordance with the following University's research clusters as follows:

- 3.1.1 Agriculture and Food
- 3.1.2 Applied Science and Engineering
- 3.1.3 Biosystems Engineering and Biotechnology
- 3.1.4 Business, Economics and Governance
- 3.1.5 Environment and Energy
- 3.1.6 Forestry and Biodiversity
- 3.1.7 Humanitarian and Development of Nation
- 3.1.8 Halal Science and Management
- 3.1.9 Health and Wellness Living
- 3.1.10 Mathematical Sciences, Information Technology and Communications
- 3.1.11 Science and Technology of Materials

### **4. ELIGIBILITY OF APPLICANT**

- 4.1 Application is open to Malaysian citizens and non-citizens.
- 4.2 Applicants should have a PhD from universities or research institutions from within or outside the country in any related field in the 3.1 (3.1.1 to 3.1.11), and a PhD candidate shall not exceed five (5) years from the date confer.
- 4.3 The applicant has published paper publication in CIJ i.e. at least have:
  - 4.3.1 Science and Technology  
Five (5) paper publications; two must in Q1 or Q2.
  - 4.3.2 Field of Social Science  
Three (3) paper publications; one must in Q1 or Q2.
- 4.4 The applicant shall identify the supervisor in the field of research in RC prior to submitting an application.
- 4.5 Applicants must have good health and free from any infectious and chronic.

## **5. ELIGIBILITY SUPERVISOR**

- 5.1 Supervisor qualified to supervise postdoctoral shall have the following criteria:
  - 5.1.1 Having an active research grants approved amounted to RM 100,000 and above for Science and Technology, or RM 50,000 and above for Social Sciences.
  - 5.1.2 Has at least two (2) graduated PhD students (as a main supervisor).
  - 5.1.3 Published paper for publication in CIJ for the past five years, at least have published 10 to 15 paper publication (at least 20% as a Corresponding Author).
- 5.2 For the 5.1.3 above, the supervisor must be at least 25% of papers published in Q1 or Q2 publication.
- 5.3 Equality publication of books and chapters in books and publications in the CIJ is as follows:
  - 5.3.1 The publication of one book is equal to three publications in CIJ.
  - 5.3.2 A chapter in book is an equivalent to a publication in CIJ.

## **6. APPLICATION**

- 6.1 Applicants must use the Post Doctoral Application Form which can be downloaded from the website of ISO Management System (e-ISO) in <http://reg.upm.edu.my/eISO> address together with the following documents:
  - 6.1.1 New Application
    - i. An official letter of application from the PTJ
    - ii. A copy of the Identity Card / Passport International
    - iii. One passport size photograph
    - iv. Summary Personal (Curriculum Vitae)
    - v. Research Proposal
    - vi. Copies of certificates of academic qualifications / professional (Bachelor, Masters, PhD, a letter of approval of the Senate)

6.1.2 Application for Re-appointment

- i. An official letter of application from the PTJ
- ii. A copy of the Identity Card / Passport International
- iii. Research Proposal
- iv. Researcher Performance Evaluation Form

- 6.2 The completed application must be submitted to the RC before being sent to:

**Head of Administration  
Office of the Deputy Vice Chancellor (Research and  
Innovation)  
Universiti Putra Malaysia  
43400 UPM Serdang, Selangor, Malaysia**

- 6.3 Application is open at all times subject to the provisions of Research Universities.
- 6.4 Applications must be submitted within one (1) month before the Committee meets. Committee meeting dates can be referred to the secretariat of the Committee or through the website at [www.tncpi.upm.edu.my](http://www.tncpi.upm.edu.my).
- 6.5 Incomplete form applications will be returned to the RC to be completed.

## **7. SELECTION**

- 7.1 The selection of candidates will be recommended by the Committee, which meets at least once a month.
- 7.2 All applications that have been recommended by the Committee will be submitted to the Vice Chancellor for approval prior to the offer letter issued by the Office of the Registrar.

## **8. DUTIES AND RESPONSIBILITIES**

- 8.1 Officer is responsible to the supervisor and Head of RC for the following duties and responsibilities:
- 8.1.1 Conduct research projects that have been identified.
  - 8.1.2 Prepare a research proposal.
  - 8.1.3 Published paper in CIJ.
  - 8.1.4 Assist in the commercialization of research or protection of intellectual property.
  - 8.1.5 Assist in the research cooperation network with outside parties.

8.1.6 Help in supervise graduate students.

- 8.2 The duties and responsibilities of officers is based upon a set of performance indicators.
- 8.3 The duty of an officer is a full-time employee and not allowed to make any other work as well as holding any outside task without the approval of the RC in order to devote his full-time employees in the research project.
- 8.4 Employees who are assigned to work on specific research is required to submit its findings and research results within the time period set by the authority of the University to the RC as stated in a confidentiality agreement.
- 8.5 All publications of the officers shall be included the name of the University as a merger (affiliation) and published with the supervisor. The results of the research are absolute rights Universities (RMC, DVCRI's Office).

## **9. RATE OF SALARY AND ALLOWANCES**

- 9.1 Employees will be paid a fixed monthly salary and allowances (fixed all-in) as follows:

Grade UPD10	RM 5,500
Grade UPD9	RM 6,000
Grade UPD8	RM 6,500

- 9.2 Officer of Malaysian citizens eligible to be considered special remuneration Post-Graduate Local Training Allowance prescribed subject to approval by the University.
- 9.3 Financing is through the provision of University Research Fellowship except candidates who received outside sponsorships (Financing is subject to the regulations of the sponsor).
- 9.4 Determination of salaries and allowances may be considered based on the initial publication of the overall number of CIJ issued at least as follows:

Grade UPD10	5 CIJ (Science and Technology); 3 CIJ (Social Sciences)
Grade UPD9	10 CIJ (Science and Technology); 6 CIJ (Social Sciences)
Grade UPD8	15 CIJ (Science and Technology); 9 CIJ (Social Sciences)

- 9.5 In Article 9.4 above, candidates must have at least published 40% of the paper in Q1 or Q2.

## **10. OTHER FACILITIES**

- 10.1 Employees are entitled to medical benefits for yourself alone either in the University Health Center, University Panel Clinic or Government Hospital using the provisions of RC.
- 10.2 Employees are entitled to annual leave of 25 days a year, but not qualified to enjoy the holidays granted to the regular staff of the University.
- 10.3 Candidates who reside abroad are eligible provided airfare for yourself going back and forth (Economy Class) only once during the period of service without any re-appointment. This facility is provided for the purpose of reporting for duty and prospective candidates who have completed service contract. If the candidate has been in Malaysia while receiving a letter of offer, the candidate is not eligible to be considered claims a plane ticket to come to Malaysia.
- 10.4 Officers may consider attending seminars / conferences / courses held in or outside the country is subject to regulatory approval Universities and research grant allocation by a grant sponsor and supervisor.
- 10.5 Employees who perform field or any field work related to the research activities can be considered travel claims payments subject to regulatory approval Universities and research grant allocation by a grant sponsor and supervisor.

## **11. APPOINTMENT**

- 11.1 The terms of appointment are full-time and contract basis.
- 11.2 The term of appointment is for one year and may be reappointed subject to Article 15 (Re-appointment) in these Guidelines.
- 11.3 Placement of candidates is in RC.
- 11.4 The letter of offer will be sent to the candidates by the Head of RC and RC shall ensure that the letter of offer is sent to the candidate.

- 11.5 Candidates who agree with the terms of appointment should send a "Letter of Acceptance of Appointment" within one month of the date of the letter of offer.
- 11.6 Candidates who may not Malaysian citizen is subject to the approval of the employment pass issued by the Immigration Department of Malaysia.
- 11.7 Non-Malaysia candidates are also subject to the laws and regulations in force at the time by the Immigration Department of Malaysia. The current rule in force by the Immigration Department of Malaysia is outside the jurisdiction of the University.
- 11.8 A candidate shall report to the RC and the Registrar's Office within three months from the date of the letter of offer. Offer is void if the candidates do not report within the given time.

## **12. EMPLOYMENT PASS**

- 12.1 Candidates who are not citizens of Malaysia should have an employment pass approved by the Immigration Department before reporting for duty.
- 12.2 Candidates may obtain further information regarding the application of an employment pass through:

**International Centre  
Universiti Putra Malaysia  
43400 UPM, Serdang, Selangor, Malaysia**

**Tel: + 603-9769 6048**

- 12.3 All fees charged by the Immigration Department are under the responsibility of the candidates themselves.

## **13. CONFIDENTIALITY AGREEMENT**

- 13.1 Confidentiality Agreement or "Non-Disclosure Agreement (NDA)" and a contract should be signed between the candidate and the University as well as stamped. All expenses shall be borne by the candidate.
- 13.2 Confidentiality Agreement and contract agreement shall be submitted along with other documents in the offer upon reporting for duty.

#### **14. PERFORMANCE INDICATORS**

- 14.1 The officer appointed shall conduct the research as the research proposal submitted and on schedule implementation period.
- 14.2 Officers must achieve predetermined performance indicators for the period of contract executed as in Appendix A.
- 14.3 Report Performance indicators shall be submitted by the RC one month before the expiry of the contract of service of officers (if no application is submitted reappointment).
- 14.4 Report Performance indicators are measurements used to be considered for reappointment application (if any).

#### **15. REAPPOINTMENT**

- 15.1 Application for reappointment can be considered to an agreed period of the Committee subject to the achievement of performance indicators and the date of the award of a PhD officer shall not exceed five (5) years.
- 15.2 Reappointment application process is as in Article 6 (Application) in these Guidelines. Applications should be submitted at least three (3) months prior to the expiration of the contract of service of officers.

#### **16. INCOME TAX**

- 16.1 Employees are taxed based on the legal provisions in the Income Tax Act 1967, the Inland Revenue Board Malaysia (IRB).
- 16.2 The Bursar Office is responsible for managing the scheduled tax deductions (PCB) on a monthly basis.
- 16.3 Tax rates are subject to current regulations in force of the IRB.
- 16.4 Non-citizens of Malaysia officers are responsible for resolving the payment of income tax at the IRB within one month before the expiry of the service contract. Failure to do so leads to trouble when an employee want to leave Malaysia.

## **17. TERMINATION**

- 17.1 Notice of termination must be given at least one month or one month's payment of salaries and allowances as an exchange of notice for both parties.

## 1. Menyediakan cadangan penyelidikan

*Prepare research proposal*

Pelantikan <i>Appointment</i>	PascaDoktoral (UPD10) <i>Post-Doctoral(UPD10)</i>	PascaDoktoral (UPD9) <i>Post-Doctoral(UPD9)</i>	PascaDoktoral (UPD8) <i>Post-Doctoral(UPD8)</i>
Tahun Pertama <i>First Year</i>	Menyediakan satu cadangan penyelidikan <i>Prepare a research proposal</i>	Menyediakan dua cadangan penyelidikan <i>Prepare two research proposals</i>	
Tahun Kedua <i>Second Year</i>		a) Satu agensi kerajaan <i>A government agencies</i>	
Tahun Ketiga dan seterusnya <i>Third Year and onwards</i>		b) Satu badan antarabangsa / industry / syarikat swasta <i>An international body / industry/private company</i>	

**2. Jumlahgeranpenyelidikanditerimasebagaipenyelidikbersama**  
***Total research grant obtained as co-researcher***

<b>Pelantikan <i>Appointment</i></b>	<b>PascaDoktoral (UPD10) <i>Post-Doctoral (UPD10)</i></b>	<b>PascaDoktoral (UPD9) <i>Post-Doctoral (UPD9)</i></b>	<b>PascaDoktoral (UPD8) <i>Post-Doctoral (UPD8)</i></b>
TahunPertama <i>First Year</i>	Tiada None		
TahunKedua <i>Second Year</i>	<div> SainsdanTeknologi:  <i>Science and Engineering:</i>   AgensiKerajaan : RM30,000  <i>Government agencies</i>  atau  <i>or</i>  Badanantarabangsa / : RM20,000  Industri / Syarikat  swasta  <i>International body/</i>  <i>Industry / Private</i>  <i>company</i> </div> <div> SainsSosial:  Social Sciences:   AgensiKerajaan : RM20,000  <i>Government agencies</i>  atau  <i>or</i>  Badanantarabangsa / : RM10,000  Industri / Syarikat  swasta  <i>International body/</i>  <i>Industry / Private</i>  <i>company</i> </div>		
TahunKetigadanseterusnya <i>Third Year and onwards</i>			

**3. Bilangan penerbitan yang diterbitkan dalam jurnal indeks petikan**  
***Number of publications published in citation index journal (CIJ)***

<b>Pelantikan <i>Appointment</i></b>	<b>PascaDoktoral (UPD10) <i>Post-Doctoral (UPD10)</i></b>	<b>PascaDoktoral (UPD9) <i>Post-Doctoral (UPD9)</i></b>	<b>PascaDoktoral (UPD8) <i>Post-Doctoral (UPD8)</i></b>
Tahun Pertama <i>First Year</i>	1 CIJ sebagai penulis pertama / penulis bersama <i>1 CIJ as a first author/co-author</i>		
Tahun Kedua <i>Second Year</i>	1 CIJ sebagai penulis pertama; dan 1 CIJ sebagai penulis bersama <i>1 CIJ as a first author; and 1 CIJ as a co-author</i>	2 CIJ sebagai penulis pertama; dan 1 CIJ sebagai penulis bersama <i>2 CIJ as a first author; and 1 CIJ as a co-author</i>	2 CIJ sebagai penulis pertama; dan 2 CIJ sebagai penulis bersama <i>2 CIJ as a first author; and 2 CIJ as a co-author</i>
Tahun Ketiga dan seterusnya <i>Third Year and onwards</i>	2 CIJ sebagai penulis pertama <i>2 CIJ as a first author</i>	3 CIJ sebagai penulis pertama (1 CIJ mestilah dalam Q1 atau Q2) <i>3 CIJ as a first author (1 CIJ must be in Q1 or Q2)</i>	4 CIJ sebagai penulis pertama (2 CIJ mestilah dalam Q1 atau Q2) <i>4 CIJ as a first author (2 CIJ must be in Q1 or Q2)</i>

**4. Membantu dalam pengkomersilan penyelidikan / hak harta intelek**  
***Assist in commercialization of research / intellectual property rights (IPR)***

<b>Pelantikan <i>Appointment</i></b>	<b>PascaDoktoral (UPD10) <i>Post-Doctoral (UPD10)</i></b>	<b>PascaDoktoral (UPD9) <i>Post-Doctoral (UPD9)</i></b>	<b>PascaDoktoral (UPD8) <i>Post-Doctoral (UPD8)</i></b>
Tahun Pertama <i>First Year</i>	Tiada <i>None</i>		
Tahun Kedua <i>Second Year</i>	1 kumpulan penyelidikan / IPR <i>1 research group / IPR</i>		
Tahun Ketiga dan seterusnya <i>Third Year and onwards</i>	1 kumpulan penyelidikan / IPR <i>1 research group / IPR</i>	2 kumpulan penyelidikan / IPR <i>2 research groups / IPR</i>	3 kumpulan penyelidikan / IPR <i>3 research groups / IPR</i>

**5. Membantudalamaktivitijaringan/ kerjasamapenyelidikan**  
***Assist in networking activity / research collaboration***

<b>Pelantikan <i>Appointment</i></b>	<b>PascaDoktoral (UPD10) <i>Post-Doctoral (UPD10)</i></b>	<b>PascaDoktoral (UPD9) <i>Post-Doctoral (UPD9)</i></b>	<b>PascaDoktoral (UPD8) <i>Post-Doctoral (UPD8)</i></b>
TahunPertama <i>First Year</i>	Tiada <i>None</i>		
TahunKedua <i>Second Year</i>	1 dalamnegara / luarnegara <i>1 local / international</i>	2 dalamnegara / luarnegara <i>2 local/international</i>	2 dalamnegara and 1 luarnegara <i>2 local and 1 international</i>
TahunKetigadan seterusnya <i>Third Year and onwards</i>		1 dalamnegaradan 1 luarnegara <i>1 local and 1 international</i>	

\*PascaDoktoralmestilahmemenuhipetunjukprestasi di atasdankeputusanakhiradalah di bawahpertimbanganJawatankuasaPemilih (Penyelidikan)  
*Post-Doctoral must fulfill the above performance indicators and the final decision is under consideration of the Selection Committee (Research)*