



POST-DOCTORAL RESEARCH FELLOWSHIP SCHEME

1.0 Background

The appointment of Post-Doctoral Research Fellows provides faculties and institutes in UCSI University with the opportunity to enhance their R&D activities and increase their research output, in line with the vision of UCSI University to become one of the Research Universities in Malaysia.

2.0 Objectives

- (i) To encourage the development of human capital in research in the university.
- (ii) To increase the quantity and quality of research deliverables of the university.

3.0 Guidelines for Appointment of Post-Doctoral Research Fellows

3.1 Eligibility

Candidates must have a doctoral degree obtained from an institution of higher learning that is recognized by the UCSI University Senate that was obtained within three (3) years from the date of application.

3.2 Required Work Experience

The candidate has sufficient experience in carrying out research and is able to work independently and has authored a minimum of four (4) publications in Web of Science (WoS) indexed journals and minimum Scopus h-index of 3.

3.3 English Language Requirement

Candidate whose doctoral thesis was **NOT** written in English or graduated from institutions which do not use English as a medium of instruction must fulfill the English language requirement of minimum band of 6.0 in IELTS or its equivalent.

3.4 Age Limit

There is no age limit to the Post-Doctoral Research Fellow but is subject to being certified to be fit to work by a medical doctor.

3.5 Research Area(s)

The Post-Doctoral Research Fellow must work in research area(s) that is(are) similar to or compatible with the research area(s) of the supervisor and/or the faculty or institute that he/she is affiliated to.

3.6 Tasks and Responsibilities

The Post-Doctoral Research Fellow is required to

- (i) Conduct research on a full-time basis at the faculty/institute that the Post-Doctoral Research Fellow is affiliated to;
 - (ii) Produce a minimum of five (5) publications (full length research articles or review articles) in high impact WoS indexed journals (Q1 or Q2) per year as first or corresponding author;
 - (iii) Supervise final year student projects and co-supervise postgraduate student projects as assigned by the supervisor(s) and/or faculty/institute;
 - (iv) Handle tutorials and/or lectures for no more than four and a half (4.5) hours per week;
 - (v) Submit a progress report to the supervisor and Office of Postgraduate Studies (OPS) at the end of each month;
 - (vi) Submit a comprehensive final report to the supervisor and OPS at the end of the tenure of appointment;
-

- (vii) Complete other tasks, duties and responsibilities as determined by the faculty/institute and/or OPS.

3.7 Source of Funding

The salary/remuneration of the Post-Doctoral Research Fellow can be supported by either type of the funding as described below:

- (i) External funding:

The organization or party that is sponsoring the Post-appointment.

Or

The funds from any external research grants or consultancy projects that have been obtained by the Post-

- (ii) Internal funding:

Faculty budget and/or Office of Postgraduate Studies (OPS) and/or Centre of Excellence in Research, Value Innovation and Entrepreneurship (CERVIE).

3.8 Approval of Appointment

All proposed appointments for the position of Post-Doctoral Research Fellows are subject to the evaluation by the Evaluation Committee, which consists of the DVC for Research and Postgraduate Studies (Chair), Director of OPS, Director of CERVIE, Dean/Director of the hiring faculty/institute and the supervisor(s) of the Post-Doctoral Research Fellow from UCSI University. The decision of the committee will be presented by the DVC for Research and Postgraduate Studies (or a representative) in the Top Management Meeting (TMM) for noting, followed by endorsement by University Council (UC).

3.9 Eligibility of Supervisor for Appointment

Academic staff with a research grant or multiple research grants as principal investigator (PI); **or** a combination of multiple research grants as principal investigator (PI) and one (1) research grant as co-investigator, worth at least RM 80,000.00 (Ringgit Malaysia Eighty Thousand only) is eligible to request for a Post-Doctoral Research Fellow.

Post-Doctoral Research Fellow (Malaysian) under the appointment of this scheme is eligible for EPF, SOCSO and EIS contributions, insurance coverage and medical benefits/coverage as per the University Employment Policy. Such contributions and benefits afore mentioned for foreign Post-Doctoral Research Fellows will be determined according to the University Employment Policy, as well as the latest government rules and regulations. Foreign Postdoctoral Research Fellows are of UCSI Group.

3.14 Leave Entitlement

Post-Doctoral Research Fellow under the appointment of this scheme is granted a leave entitlement of sixteen (16) days per year which will be pro-rated. All leave applications must be made through the IIS at least seven (7) days in-advance and approved by the supervisor.

3.15 Ownership of Intellectual Property (IP), Publications and Acknowledgement to UCSI University

UCSI University claims ownership, unless agreed otherwise, of all IP arising from work developed in the course of research or other activities undertaken by the Post-Doctoral Research Fellow during the tenure of appointment either sponsored by UCSI University or an external body, subject to any agreement with that external body.

All publications and deliverables produced by the Post-Doctoral Research Fellow based on the research conducted during the tenure of appointment must be affiliated to UCSI University. Post-



