



Guidelines for Postdoctoral Scheme at Universiti Utara Malaysia (UUM)

1.0 Objectives and Guidelines

The *Guideline* offers some guidelines related to the management of post-doctoral programme particularly with regard to placement, responsibilities of departments, scope of work and duties, conditions of appointment, facilities and duration of study.

2.0 Postdoctoral Scheme

University only offers unpaid scheme to all candidates.

3.0 Responsibilities of Departments

3.0 The Graduate School:

- 3.0.1 Advertises the availability of post-doctoral openings and determine the source of funding.
- 3.0.2 Processes all applications for consideration of the Academic Management Committee/Postgraduate College Committee Meeting (JKPA/JIL).
- 3.0.3 Ensures post-doctoral candidate is placed under the supervision of a mentor who has the following criteria:
 - Possesses a doctorate degree;
 - Has expertise and experience in the field of research;
 - Publishes in refereed journals, and
 - Preference is given to mentors who have
 - ISI-indexed publications or Scopus
 - Research grants
- 3.0.4 Issues offer letters to the post-doctoral candidates who have been selected.
- 3.0.5 Ensures that any matters related to the Department of Immigration are handled through and by U-ASSIST.
- 3.0.6 Updates student data in the University's related information systems.

3.2 The School:

- 3.2.1 Plans the need for the provision of post-doctoral programme.
- 3.2.2 Ensures that prospective post-doctoral candidates have the relevant qualifications and the research experience.
- 3.2.3 Identifies and recommends suitable mentor for the prospective post-doctoral candidate.
- 3.2.4 Certifies the application by the post-doctoral candidate for approval by JKPA/JIL of the College.

4.1 Scope of Work and Duties

4.2 Post-doctoral Candidate:

- 4.2.1 Must submit a research proposal and work plan when applying for the programme by including the following:
 - a. The scope and work plans submitted by the candidate are subject to discussions between the candidate and the mentor before they are considered at the JKPA/JIL meeting at the College.
- 4.2.2 Must abide by undertaking these tasks:
 - a. Submit a periodical research progress report every three (3) months.
 - b. Manage research projects.
 - c. Submit at least two publications of indexed journals each year, under ISI or Scopus.
 - d. Assist in the supervision of postgraduate students with a similar or related field of study.
- 4.2.3 Cannot be the Principal Investigator (PI) in any research activities whose funding is given to the University. However, if the post-doctoral candidate has his/her own research grant, then he/she can be the Principal Investigator and the mentor can be the co-researcher.
- 4.2.4 Is allowed and expected to teach courses relevant to his/her field of expertise. However, the candidate may not teach more than two (2) courses per semester.
- 4.2.5 Post-doctoral candidates who have permission to teach will be paid at the rates set by the University.
- 4.2.6 Candidates who graduate from the programme will receive a letter of appreciation and a certificate from the College.

4.3 Mentor:

4.3.1 Responsibilities of the mentor for the following schemes are as follows:

- Suggests a list of duties and work plan to be carried out by the post-doctoral candidates and have these presented at the School Management Committee meeting.
- Submits a periodic progress report to the Graduate School once every six (6) months.
- Completes the research project of the post-doctoral candidates who wish to withdraw or are dismissed from the programme.

4.2.3 Monitor the progress of the post-doctoral candidate, once every three (3) months.

4.2.5 Applies for termination of the candidate from the programme if the candidate is deemed not to perform satisfactorily.

5.0 Conditions of Offer

5.1 Eligibility of Candidates

5.1.1 Has a doctorate degree from a recognized university.

5.1.2 Field of expertise of the candidate should be relevant to the research project.

5.1.3 For international candidates, they must:

- a. Provide proof of adequate financial support;
- b. Undergo and pass a medical examination at the UUM Health Centre.

6.0 School Facilities

Candidates:

- 6.1 Are eligible to medical treatment for their selves only at UUM Health Centre in accordance to the conditions set by the University.
- 6.2 Can be granted days off with the approval of the mentor.
- 6.3 Are eligible to use library and sports facilities.
- 6.4 Are Eligible to use office facilities at the School.
- 6.5 Should arrange own accommodation and transport.

7.0 Terms of Study

- 7.1 The offer is valid for 1 year. However, the College reserves the right to terminate the programme the candidate is undergoing if the candidate's performance is deemed to be unsatisfactory.
- 7.2 The offer is subject to the candidates' good health condition.
- 7.3 International candidates must be covered by their own health insurance during the sabbatical period.
- 7.4 Termination from the programme can be made by the candidate or the College by giving a 30-day prior notice.

8.0 Grievances

Grievances shall be referred to the Postgraduate School Dean.