



OFFICE OF THE EXECUTIVE DIRECTOR, MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

23rd April 2021

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 09/2021
MANAGEMENT SERVICES DIVISION**

POST-DOCTORAL FELLOW CONDUCTED BY ONLINE MODE

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the Post-Doctoral Fellow conducted by online mode.

2. BACKGROUND

- 2.1 The University had established the Post-Doctoral Fellow (PDF) Scheme in Year 2010 and the latest revisions were through the Staff Service Committee (SSC) Meeting No. 1/2017 and No. 2/2017 held on 21st March 2017 and 31st July 2017 respectively.
- 2.2 The Ministry of Education (MOE) has introduced the Malaysia Research Assessment (MyRA) instrument in 2006. MyRA has been developed by Ministry of Higher Education (MOHE) for the local universities to self-monitor their achievements in the Research, Development and Commercialisation (R&D&C).
- 2.3 The number of Malaysian and International Post-Doctoral Fellow is captured in section D8. The university has managed to achieve 200% of the benchmark (20 PDF) from 2016 - 2020 as detailed below:

Year	Section D8 : Number of Post-Doctoral Fellow (PDF)			Benchmark (200%)
	Malaysian PDF	International PDF	Total PDF	Benchmark Number of PDF
a) 2016	8	12	20	20
b) 2017	11	17	28	20
c) 2018	14	10	24	20
d) 2019	15	26	41	20
e) 2020	14	35	49	20



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Garden of Knowledge and Virtue

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- 2.4 Taking into consideration the current circumstances of COVID-19 as well as in order to encourage and maintain the number of PDF enrolled in IIUM, the SSC members agreed to consider the option for the PDF to be conducted using the remote or online mode. It was noted that not all programmes at the Kulliyyahs are suitable to be conducted using the remote or online mode. Hence, it is the prerogative of the Kulliyyahs to determine the suitability of this method for each research project.
- 2.5 With the above method, the university will benefit in the following terms:
- a) Increase the university's number of publications e.g. research books, articles.
 - b) Enhance networking and linkages e.g. engagement with other universities, agencies, industries, etc.
 - c) Provide more opportunities in innovation, invention or discoveries with the exposure provided by the external research parties.
 - d) Reduce any delay in the completion of the research projects in which the PDF researchers are unable to be physically present at the university.
 - e) Increase the number of PDF which allows the universities to capture marks for MyRA.

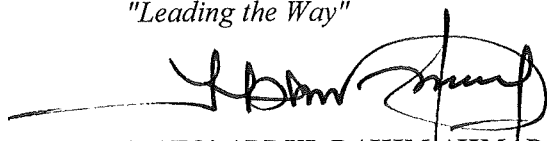
3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2021 on 6th April 2021 approved the scheme for the 'PDF Conducted by Online Mode' as in *Attachment A*.
- 3.2 The effective date of implementation is **1st January 2021**.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyyah/Centre/Division/Institute.

Thank you. Wassalam.

"Leading the Way"



DATO' ABDUL RAHIM AHMAD
Executive Director
Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Internationalisation)
 - : Deputy Rector (Responsible Research and Innovation)
 - : Deputy Rector (Student Development and Community Engagement)
 - : Executive Director (Finance Division)
 - : Executive Director (Development and Planning)
 - : Campus Director, IIUM Kuantan Campus
 - : IIUM Legal Adviser

SCHEME OF POST-DOCTORAL FELLOW CONDUCTED BY ONLINE MODE

1. Definition

Post-doctoral Fellow is a person who has completed his or her doctoral studies not more than five (5) years prior to the application in the relevant field of studies from a recognised Institution of Higher Education.

2. Title of Appointment

Post-doctoral Fellow Online Mode

3. Eligibility Criteria

Candidates to be appointed must fulfill the following criteria:

- i) Ph.D. in the specific area;
- ii) Have a proven record of outstanding academic achievement; and
- iii) Have a clear attitude for research.
- iv) Both Malaysian and International citizenships are allowed to apply.

4. Appointment

4.1 Procedure of Appointment

- i) The Post-doctoral Fellow (PDF) post will be advertised by the relevant Kulliyah/Division/Centre (if necessary).
- ii) Applicants will submit the CV and relevant supporting documents to prove academic and research excellence.
- iii) Selection will be done by the respective researchers and/or Kulliyah/Division/Centre who require the service of PDF.
- iv) The Kulliyah/Division/Centre to forward the name of the successful candidate to the RMC.
- v) Appointment letter will be issued by the RMC to the successful candidate.

4.2 Remuneration

The appointed International PDF via remote or online mode does not have to show proof of research funding/ sponsorship as they will not be in Malaysia, hence, they will not be governed by the Malaysian government immigration rules and regulation.

There will be no honorarium allocated for the Malaysian and International PDF from the university, however, they are allowed to receive honorarium from their respective funders, if any.

4.3 Duration of assignment

The initial period shall be a minimum of six month or a maximum of one year. The appointment shall be renewable for further period subject to the progress of the research project and availability of funding. The PhD qualification of PDF shall not be more than five years throughout the PDF renewable appointment. All appointment and renewal of PDF are subject to the recommendation of the Kulliyah and approval of RMC.

4.4 Status of appointment

Contract

5. Obligations

- i) To fulfill the Key Performance Indicators set by the University.
- ii) To put full dedication in the field of research works which need to include the co-supervisors, laboratory work and collaboration with their accredited/recognized organizations.
- iii) To submit scientific reports and reports on the application of the Research Grant within the time frames laid by the Funder/University, accompanied by the requested documentation.
- iv) To produce relevant publications. All publications must include the name of the Supervisor.
- v) To consult the university before accepting any financial support from any other funding source, public or private, for the development of the research project.
- vi) To obtain consent from the Funder/university for any modifications to the project (initial plan, dates etc.).

vii) The other responsibilities of the PDF are as follows:

- a) To have an online meeting at least once a week with the Supervisor throughout the PDF appointment.
- b) To submit to the Supervisor and RMC a quarterly report.
- c) To have 5 journal articles indexed in SCOPUS and/or Web of Science (WOS). All publications must include the name of the Supervisor.

The PDF may submit other types of publications as long as the publications are equivalent to 5 indexed journal articles. The equivalency table is as follows:

No	Item	Indexed Journal Equivalency
1	Indexed Journal	0.99
2	Research Books Indexed in SCOPUS/WOS	5.29
3	Non-citation Indexed Research Books	0.79
4	Chapters in Research Books	0.93
5	Chapters in Non-citation Indexed Research Books	0.41
6	Academic Book Published by IIUM Press	11.34

Please note that if the researcher selects academic books as the publication output, it should be submitted as a complete manuscript that will be published by the IIUM Press.

6. Benefits

The PDF may request for a general IIUM email account and given access to selected library facilities.

The PDFs are not entitled to annual leave, medical/dental benefits and any other benefits unless provided by the funder and specified in the letter of appointment.

7. Resignation / Termination of Fellowship

- a) The IIUM may terminate the contract of PDF by giving one (1) month notice in writing; or
- b) The PDF may at any time resign or terminate his/her contract by giving to the IIUM one (1) month notice in writing.

8. Work Permit/Professional Visa Application

The appointed International PDF via remote or online mode would not be considered for work permit/professional visa as they will be doing their research at their home country.

9. IIUM Property/Intellectual Property

Upon completing the PDF research project, a PDF must leave all original notebooks, data, and any other research/study components or university property with the Principal Researcher in a state that will allow uninterrupted continuation of the research projects.

Secretariat
SSC No. 2/2021 @ 06.04.2021