



Jabatan Sumber Manusia
HUMAN RESOURCES DEPARTMENT
Universiti Utara Malaysia

POST DOCTORAL SCHEME

JPU Ke-249 (14 August 2018)
LPU Ke-125 Bil.3/2020 (13 July 2020)

NAME OF SCHEME	POST DOCTORAL SCHEME
CATEGORY	Academic
STATUS OF APPOINTMENT	Contract For Service
DURATION	One (1) year and may be extended by the University
TITLE	Post Doctoral Lecturer
EMOLUMENT	<p><u>Scheme A</u> RM5,000.00 / month (Eligible for Visa Pass Category 2)</p> <p><u>Scheme B</u> RM3,000.00 / month (Eligible for Visa Pass Category 3)</p> <p><u>Scheme C</u> Without emolument and will be allocated research grant of RM5000 by the respective School to publish at least One (1) Scopus publication.</p>
TERMS OF APPOINTMENT	<ol style="list-style-type: none"> 1. PhD holder (within 3-5 years); 2. Approval from the respective School; 3. No age limitation; 4. Open for Malaysian and Non Malaysian; 5. Not bonded with any position from other University; 6. Should have proper research proposal, work plan, work scope and planning which has been agreed between candidate and their mentor at the respective School. 7. Approved by Medical Officer.
JOB SCOPE (CANDIDATE)	<p><u>Scheme A</u></p> <ul style="list-style-type: none"> - To publish 3 jurnal with Scopus indexed; - To teach 2 courses (not more than six (6) hours / week (face-to-face) - To present physically at UUM <p><u>Scheme B</u></p> <ul style="list-style-type: none"> - To publish 2 jurnal with Scopus indexed; - To teach 1 course (not more than six (6) hours / week (face-to-face) - To present physically at UUM

	<p><u>Scheme C</u></p> <ul style="list-style-type: none"> - To publish 1 jurnal with Scopus indexed; - To present remotely from the home university
JOB SCOPE (MENTOR)	<ol style="list-style-type: none"> 1. To assist candidate in preparing the work plan / list of task given; 2. To check and endorse research proposal and work schedule of candidate; 3. To ensure the candidate input the result in the system (If the candidate is required to teach) 4. To prepare performance report to the Dean at least Six (6) months earlier before the contract expired; 5. To monitor candidate in terms of work performance and has the right to terminate the candidate.
ATTENDANCE	<ol style="list-style-type: none"> 1. Clock in everyday (Scheme A & B) 2. Present remotely from the home university (Scheme C)
LEAVE AND MEDICAL ENTITLEMENT	<ol style="list-style-type: none"> 1. Annual Leave - 15 days (Only for staff under Scheme A & B) 2. Medical - From PKKU UUM (Only for staff under Scheme A & B)
STEPS TO APPLY	<ol style="list-style-type: none"> 1. The candidate fill in the application form and submit to the respective School together with name of Mentor. 2. School will endorsed the application and submitted to Human Resources Department. 3. Human Resources Department will seek approval from Management Meeting for appointment. 4. The candidate will report duty at Human Resources Department.
OTHERS	<ol style="list-style-type: none"> 1. Claim (Transport / Accommodation) <ul style="list-style-type: none"> - Formal Event instructed by the Dean (Only for Scheme A & B) 2. Office <ul style="list-style-type: none"> - Provided by School (If Any) (Only for Scheme A & B)
RESPONSIBLE FOR	Dean of the respective School