



IIUM/202/4/1

20<sup>th</sup> February 2023

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum wa rahmatullahi wa barakatuh*

**STAFF SERVICE CIRCULAR NO. 7/2023**

**REVISE THE POST-DOCTORAL FELLOWS (PDF) SCHEME**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the revision of the Post-Doctoral Fellows (PDF) Scheme.

**2. BACKGROUND**

- 2.1 The PDF Scheme 2017 is the latest scheme used for the appointment of PDF in IIUM. The PDF Scheme 2017 was approved in the Staff Service Committee Meeting (SSC) No. 1/2017 held on 21<sup>st</sup> March 2017.
- 2.2 Effective 1<sup>st</sup> January 2021, through the MSD Service Circular No. 9/2021, Post-Doctoral Fellow conducted by online mode was established in order to consider the option for the PDF to be conducted using the remote or online mode.
- 2.3 The University Research Committee (URC) in its meeting No. 3/2022 held on 19<sup>th</sup> July 2022 agreed for the University to revise the PDF scheme due to the followings:
  - i) The appointment letter that is currently issued by RMC is not accepted by the Malaysia Immigration Department (MID). Based on MID's requirement for the issuance of an Employment Pass or Pass Lawatan Ikhtisas (PLIK), the appointment letter of PDF must be from Human Resource Department, i.e. Management Services Division.
  - ii) The health status of the PDF is not looked into prior to the commencement of the fellowship as the medical check-up is not imposed.
- 2.4 The meetings to revise the final PDF Scheme were conducted between RMC, MSD, OIA, ISC and Office of the Legal Adviser (OLA) on 2<sup>nd</sup> December 2022 and 19<sup>th</sup> December 2022 respectively.



2.5 The RMC submitted the revised PDF Scheme (as of December 2022) and the Administrative Guidelines for PDF Scheme to MSD for approval of the SSC.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22<sup>nd</sup> December 2022 approved the revised PDF Scheme. The revised PDF Scheme and its Administrative Guidelines are provided in *Appendix A*.

3.2 The effective date of the revised PDF Scheme is **1<sup>st</sup> January 2023**.

3.3 With the issuance of this circular, the MSD Service Circular No. 1/2011 and MSD Service Circular Letter No. 9/2012 are superseded.

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

Thank you. Wassalam.

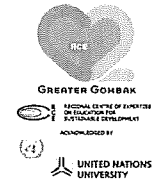
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**FAZIDAH HJ. BAKHTIAR**  
Executive Director  
Management Services Division

- 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
  - : Legal Adviser

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## POST-DOCTORAL FELLOW SCHEME (PDF)

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### 1.0 DEFINITION

Post-Doctoral Fellow is a person who has completed his/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 in Malaysia or abroad.

The Post-Doctoral Fellow scheme is established using the research grant allocations from various sources, such as local and/or international funders, sponsorship awards, etc. Thus, wherever possible, supervisor of the Post-Doctoral Fellow must have research and development grants.

### 2.0 TITLE OF APPOINTMENT

Post-Doctoral Fellow (PDF)

### 3.0 STATUS OF APPOINTMENT

The PDF will be appointed on 'contract' basis.

### 4.0 ELIGIBILITY CRITERIA

Candidate to be appointed must fulfil criteria to apply for PDF. The criteria is available in the administrative guidelines.

### 5.0 APPOINTMENT

#### 5.1 Application Guidelines

- i) The PDF post will be advertised by the relevant Kulliyah/Institute/Centre (if necessary).
- ii) Application form for Post-Doctoral Fellow (PDF) can be downloaded from the Research Management Centre (RMC) website.
- iii) Candidate is advised to complete the form by following the documents requirement checklist as listed in the administrative guidelines.

## 5.2 Procedure of Appointment

The procedure of appointment involves 3 parties i.e. Kulliyah/Institute/Centre, RMC and MSD. The detailed procedure is available in the administrative guidelines.

## 5.3 Remuneration/honorarium from IIUM

- i) The PDF appointment is a non-salary appointment unless otherwise stated in the application form, such as the PDF is sponsored by any research fund/grant/scholarship.
- ii) If the PDF is currently on active employment, he/she has to attach a letter of postdoctoral leave from the employer.

## 5.4 Research Funding/Sponsorship

- i) **Malaysian PDF (physical and online mode)**  
It is of good merit for the Malaysian PDF to secure research fund/grant/scholarship. However, self-funded Malaysian PDF is also allowed.
- ii) **International PDF online mode**  
Research funding/sponsorship for online mode International PDF is not compulsory. This is because he/she will not be physically present in Malaysia and thus will not be governed by the ruling of the Malaysian Immigration Department.
- iii) **International PDF physical mode**  
It is compulsory for physical mode International PDF to secure research funding/sponsorship from any association/foundation/company/agency before applying for the PDF scheme.

Self-funded International PDF on physical mode is not accepted as specified by the Immigration Department of Malaysia.

## 5.5 Duration of Appointment

The minimum PDF fellowship period is from six (6) months up to a maximum of two (2) years.

## 5.6 Extension of Appointment

- i) Application for extension beyond the maximum duration of appointment is applicable for the following type of PDF:
  - (a) Malaysian PDF,
  - (b) International PDF online mode,
  - (c) International PDF physical mode who hold Employment Pass.

- ii) International PDF physical mode who hold Expatriate Visit Pass (Pas Lawatan Ikhtisas (PLIK)) cannot apply for extension.
- iii) Only PDFs that fulfil the conditions will be given extension. The detailed conditions for extension are listed in the administrative guidelines.

## **6.0 WORK PERMIT/PROFESSIONAL VISA APPLICATION**

- i) The International PDF is required to have full responsibilities to get the work permit / professional visa.
- ii) The requirement of the application is available in the Administrative Guidelines for PDF.

## **7.0 RESPONSIBILITIES OF THE PDF**

The responsibilities of the PDF are listed in the Administrative Guidelines for Postdoctoral Fellowship.

## **8.0 COMPLETION OF PDF SCHEME**

Once the PDF achieved the stipulated research output specified in the conditional appointment letter, he/she can request for completion letter from RMC.

The required research output and checklist for completion letter are listed in the administrative guidelines.

## **9.0 ANNUAL LEAVE**

- i) The appointed physical mode PDF is entitled to 25 days of annual leave; pro-rate monthly.
- ii) Annual leave is not applicable for online mode PDF.

## **10.0 MEDICAL BENEFITS**

Medical benefits that are offered to PDF are within certain conditions that are listed in the administrative guidelines.

## **11.0 OTHER BENEFITS**

Other benefits are listed in the administrative guidelines.

## **12.0 RESIGNATION/TERMINATION OF FELLOWSHIP**

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

### **13.0 IIUM PROPERTY/INTELLECTUAL PROPERTY**

- i) Upon completing the PDF, 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.
- ii) The Intellectual Property arising from the research shall be owned by the University.

*Revised PDF Scheme*  
*SSC No. 4/2022 @ 22.12.2022*



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## ADMINISTRATIVE GUIDELINES FOR POSTDOCTORAL FELLOWSHIP RESEARCH MANAGEMENT CENTRE (RMC)

### 1. Eligibility Criteria

Candidate to be appointed must fulfil the following criteria:

- i) International/Malaysian citizen with PhD in the specific area;
- ii) Completed his/her doctoral studies not more than five (5) years prior to the application;
- iii) Have knowledge and experience in the research area;
- iv) Have published books and/or articles in high impact journals;
- v) Host Supervisor must have research and development grants or sponsorship from other agencies for physical mode, except for candidate who is applying for Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)).

### 2. Application Guidelines

- a) Documents required to apply Post-Doctoral Fellow (PDF) scheme is as follows:
  - i) A copy of the Identification Card (for a Malaysian citizen)
  - ii) A copy of the passport for a non-Malaysian citizen (the first page with personal details)
  - iii) A copy of PhD certificate  
*\* PhD qualification must not be more than 5 years from date of application*
  - iv) Curriculum Vitae
  - v) Brief research proposal
  - vi) Evidence of publications previously published by the candidate (first page of articles/ acceptance letter, etc)
  - vii) A copy of evidence of honorarium/funding/sponsorship/scholarship/ Research Grants/employer letter (compulsory for International/physical mode candidate)
  - viii) Letter of approval for postdoctoral leave from the employer (if the candidate is currently on active employment)
- b) Selection will be done by the respective researchers and/or Kulliyah/Institute/Centre/Institute/Office/Mahallah who require the service of PDF.
- c) Candidate to submit duly completed form together with the required documents to the Kulliyah for recommendation by the Head of Department and approval by the Head of Research/Dean.

### 3. Appointment Procedure

Procedure of appointment is as follows:

- i) The Kulliyah/Institute/Centre/Institute/Office/Mahallah shall forward the name of the nominated candidate to the RMC.
- ii) Candidates that are not successful after the selection process will be notified by the Kulliyah/Institute/Centre/Institute/Office/Mahallah.
- iii) RMC will evaluate and recommend the candidate to Management Services Division (MSD) for appointment.
- iv) Appointment letter will be issued by the MSD to the recommended candidate which includes all types of PDF as follow:
  - a) Malaysian PDF online mode
  - b) Malaysian PDF physical mode
  - c) International PDF online mode
  - d) International PDF physical mode
- v) MSD will issue conditional appointment letter to physical mode candidates, which includes Malaysian and International. The appointment is subject to disbursement of fund from the research and development grants or sponsorship from other agencies, except for candidates who are applying for Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)).
- vi) Online mode candidates will receive appointment letters and are not subject to the conditions specified in item 3 (v).
- vii) Copies of the conditional appointment letter will be sent to RMC, Office of International Affairs (OIA) and respective Kulliyah/Institute/Centre/Institute/Office/Mahallah.
- viii) Upon receiving the conditional appointment letter, physical mode candidates are required to perform a medical check-up at Government/Private Hospitals (registered with Malaysian Medical Council (MMC) and Ministry of Health (MOH) and submit the report to MSD together with the Acceptance Form.
- ix) The appointment is automatically withdrawn if the result of the medical check-up is unsatisfactory.
- x) Medical check-up is not applicable for online mode candidates.
- xi) The cost of the medical check-up is not covered by IIUM.

### 4. Extension of appointment

- a) List of conditions to apply for extension beyond the duration of appointment:
  - i) PDF to write a request for extension to the Director of RMC
  - ii) Provide progress of the research project,
  - iii) Provide recommendation from the Supervisor,
  - iv) The PhD qualification of the PDF shall not be more than five (5) years throughout the appointment,
  - v) Provide medical check-up for physical mode PDF; and
  - vi) Provide sponsorship from the research funder/ association/foundation/company/agency throughout the period of extension.
- b) International PDF physical mode who hold Employment Pass may apply for extension beyond the duration of appointment, subject to the following conditions:
  - i) Progress of the research project,
  - ii) Recommendation from the Supervisor,
  - iii) The PhD qualification of the PDF shall not be more than five (5) years throughout the appointment,



- iv) Approved medical check-up,
  - v) Approved salary within the intended period of extension,
  - vi) Declare his/her income to Inland Revenue Board of Malaysia (LHDN) through E-Filing procedure at RMC, and
  - vii) Subject to approval of extension of Employment Pass by the Department of Immigration Malaysia
- c) The requirement for approved medical check-up is not applicable for candidates who are applying for extension and online mode PDFs.
  - d) Application for extension beyond the maximum duration of appointment is managed by RMC.
  - e) RMC is required to submit list of recommended PDF for extension to MSD.
  - f) Letter of approval for the extension will be issued by the MSD cc to RMC, OIA, and Kulliyah/Institute/Centre/Institute/Office/Mahallah.

#### 5. **Employment Pass (EP)**

Conditions to apply for EP is as follows:

- i) The International PDF on physical mode receives appointment letter from IIUM which explicitly stated that his appointment is with honorarium/funding and paid via IIUM account.
- ii) The minimum amount of the honorarium/funding required is RM 60,000 per year.
- iii) He/she to consult OIA on how to apply Employment Pass.
- iv) If the PDF is currently in Malaysia, he/she has to leave the country.
- v) OIA to submit application for Employment Pass for the PDF to the Immigration Department of Malaysia.
- vi) Immigration Department of Malaysia approves the application.
- vii) OIA instructs the PDF to apply Single Entry Visa (SEV).
- viii) PDF to apply SEV from his/her home country.
- ix) PDF travels to Malaysia by using SEV.
- x) PDF to submit his/her passport to OIA.
- xi) OIA to go to Immigration Department of Malaysia to collect approved Employment Pass.

#### 6. **Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK))**

Conditions to apply for Expatriate Visit Pass (*Pas Lawatan Ikhtisas* (PLIK)) is summarized in Table 1.

#### 7. **Responsibilities of the PDF**

The responsibilities of the PDF are as follows:

- i) PDF with satisfactory medical check-up status is required to submit Acceptance Form to MSD that is enclosed with the Conditional Appointment Letter.
- ii) To fulfil the Key Performance Indicators set by the University.
- iii) To give full dedication in research work.
- iv) To submit scientific reports and reports on the application of the research grant within the time frame laid by the funder/University, accompanied by the requested documentation.

- 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) For physical mode, the PDF has to be present at the institution in which he/she is developing his/her research project. The PDF is allowed to carry out field research or travel to a research placement, for a limited time with the authorisation of the University/with the Supervisor's endorsement.
- viii) Ensuring that he/she has obtained valid pass before reporting for duty. (Applicable for International PDF physical mode).
- ix) Not submitting any claim/payment to the University apart from the agreed payment terms in the conditional appointment letter.
- x) To carry out the research as described in the research proposal which was approved by the supervisor.
- xi) To submit progress report form twice a year to RMC through his/her supervisor. The form is downloadable from the RMC website.
- xii) In the event that the PDF has reached date of completion but yet to achieve the required research output, he/she can apply for extension of appointment.

## 8. Completion of PDF scheme

- a) The requirement for publications is as follows:
  - i) Malaysian and International online mode PDF
    - 5 journal articles indexed in SCOPUS and/or Web of Science (WOS). All publications must include the name of the Supervisor.
    - Other types of publications that are equivalent to 5 indexed journal articles may be accepted. The Indexed Journal 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

- If the PDF selects academic books as the publication output, it should be submitted as a complete manuscript that will be published by the IIUM Press
- ii) Malaysian and International physical mode PDF
  - 3 journal articles indexed in SCOPUS and/or Web of Science (WOS). All publications must include the name of the Supervisor.
  - Other types of publications that are equivalent to 3 indexed journal articles may be accepted. The equivalency is in Table 2.

b) Checklist for completion letter is as follows:

- i) PDF to write a request for a completion letter to the Director of RMC
- ii) Provide evidence of publications  
*\*The publications must be co-authored with supervisor and indexed in SCOPUS/WOS*
- iii) Provide supervisor recommendation
- iv) Provide duly completed of progress report form  
*\*Signed by both PDF and supervisor*

## 9. Medical Benefits

Medical benefits that are offered to PDF are listed as follows:

- i) The PDF is entitled to receive outpatient medical treatment at the IIUM health facilities throughout the fellowship period
- ii) The medical treatment, however, excludes dental and pre-existing medical conditions.
- iii) Spouse /family members are allowed to utilize IIUM health facilities as per charged.
- iv) Personal health insurance for inpatient treatment (hospital admission) is advisable. For more comprehensive insurance coverage, the PDF may opt for the Group Hospitalization & Surgical Insurance (GHSI) scheme at his/her own expense with appointed insurance provider by the University. This scheme would allow the PDF to be treated within IIUM health facilities and at the Government/Private Hospitals according to the maximum amount plan of coverage.

## 10. Other benefits

List of other benefits is as follows:

- i) IIUM Email - PDF is eligible for an IIUM email account that uses his/her name for internal and external use. Each PDF will have only one (1) email throughout the fellowship.
- ii) Office space and telephonic facilities as provided by the Kulliyah.
- iii) The PDF may apply for hostel facilities, subject to availability and charges as per the rules and regulations of the residential management.
- iv) Access to the IIUM Library facilities.
- v) An identification card will be issued to the PDFs by the Office of Security Management, OSEM, but it is not similar to the IIUM staff card.
- vi) The PDFs are not entitled to any other benefits unless provided by the funder and specified in the letter of appointment.

Table 1. Conditions to apply for Professional Pass

<b>CONDITIONS</b>	<b>EMPLOYMENT PASS (EP)</b>	<b>EXPATRIATE VISIT PASS (PAS LAWATAN IKHTISAS (PLIK))</b>
PDF Appointment Letter from IIUM	Stated in the appointment letter that the appointment is with honorarium/funding and paid via IIUM account.	The appointment letter does not need to state any amount of honorarium/funding, however, he/she has to provide evidence of financial support throughout the period for the fellowship. Refer to 2.a Application Guidelines.
Minimum required amount of honorarium/funding/financial support	RM 60, 000 per year.	RM 60, 000 per year.
Consultation to apply the pass	PDF to consult OIA process flow to apply EP.	PDF to consult OIA on the process flow to apply Expatriate Visit Pass (Pas Lawatan Ikhtisas (PLIK)).
Physical presence of PDF	PDF cannot be in Malaysia throughout application process. PDF has to leave the country if he/she is currently in the country.	PDF cannot be in Malaysia throughout application process. PDF has to leave the country if he/she is currently in the country.
Submission of the application	OIA will submit the pass application to the Immigration Department of Malaysia. The PDF is still abroad at the time of the submission.	OIA will submit the pass application to the Immigration Department of Malaysia. The PDF is still abroad at the time of the submission.
Single Entry Visa (SEV)	Once the Immigration Department of Malaysia approves the pass, OIA will instruct PDF to apply online Single Entry Visa (SEV) from his/her home country to enter Malaysia.	Once the Immigration Department of Malaysia approves the pass, OIA will instruct PDF to apply online Single Entry Visa (SEV) from his/her home country to enter Malaysia.
Depart to Malaysia	PDF travels to Malaysia by using SEV and submits his/her passport to OIA upon arrival.	PDF travels to Malaysia by using SEV and submits his/her passport to OIA upon arrival.
Collection of approved pass	OIA to go to Immigration Department of Malaysia to collect approved pass.	OIA to go to Immigration Department of Malaysia to collect approved pass.
Maximum period for the pass	Up to two years.	Up to one year only and non-renewable.