

<p>CREIM UniSZA</p>	<p>GUIDELINE FOR THE APPOINTMENT OF RESEARCH FELLOW SCHEME UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)</p>	<p>KELULUSAN: MESYUARAT JKPU BIL.8/ 2024</p> <p>BERTARIKH: 19 FEBRUARI 2024</p> <p>PINDAAN KELULUSAN: MESYUARAT JKPU BIL.26/ 2024</p> <p>BERTARIKH: 8 JULAI 2024</p>
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NO.	SUBJECT	DESCRIPTION
	INTRODUCTION	<p>This guideline is provided to facilitate and explain the process of application, appointment, duties and responsibilities of the Research Fellow appointed under the UniSZA Research Fellow Scheme. Through this scheme, it is hoped to enhance the research and publication capabilities of UniSZA researchers in producing impactful publications through strategic collaborations with acclaimed external.</p>
	OPERATIONAL DEFINITION	<p>CREIM : Center for Research Excellence & Incubator Management</p> <p>JKPP : Jawatankuasa Pengurusan Penyelidikan</p> <p>JPMI : Jawatankuasa Penyelidikan Fakulti/ Institut</p> <p>KPI : Key Performance Indicator</p> <p>RG : Research Group</p> <p>SIG : Special Interest Group</p> <p>TNC (P&I) : Deputy Vice Chancellor (Research & Innovation)</p> <p>UniSZA : Universiti Sultan Zainal Abidin</p>
	RESPONSIBILITY	<p>Deputy Vice Chancellor (Research & Innovation), Director of CREIM, Director of Institutes, Deans, Registrar, relevant parties are responsible for ensuring compliance with this guideline.</p>
	OBJECTIVE	<p>i) To assist UniSZA researchers to receive training and knowledge from experts who have vast experience in high-impact publications.</p>

		<ul style="list-style-type: none"> ii) To enhance the expertise of the UniSZA's researchers to publish more high- indexed and high impact publications. iii) To increase the number of national and international academic and research networking. iv) To increase the number of research collaboration with other organizations/ agencies.
	TERM OF APPOINTMENT	<p>Qualification</p> <ul style="list-style-type: none"> i) Open to national and international candidates from universities/ higher institutions/ organizations. National applicants will only be considered if the applicant has either retired from service and not affiliated with any local university in Malaysia. ii) Candidates shall have the minimum with (Doctor of Philosophy) PhD qualification equivalent. iii) For Science & Technology, the candidate shall have experience in conducting research and have published at least seven (7) papers in WoS (Q1-Q4) indexed journals as First Author or Corresponding Author for the last 3 years. iv) Meanwhile, for Social Sciences, the candidate shall have experience in conducting research and have published at least seven (7) papers in WoS/ Scopus indexed journals as First Author or Corresponding Author for last 3 years. v) Applicant who does not fulfill the H-Index requirement can be considered for candidature if has publications of more than seven (7) journal articles WoS/ Scopus within the last two (2) years. vi) Candidates at the time of application,

		<p>shall have H-Index at least:</p> <ul style="list-style-type: none"> a) 10 for Science & Technology b) 5 for Social Science <p>v) Not convicted of any criminal offense and not directly or indirectly involved with any radical group/immoral activities.</p> <p>Application Procedure</p> <ul style="list-style-type: none"> i) Application shall be made through the respective faculty. ii) Application shall provide the following: <ul style="list-style-type: none"> a) Relevant identification document b) Educational background c) Position held d) Awards received e) List of Publications with impact factors <p>Required Supporting Document</p> <p>The candidate shall submit the following supporting documents at the time of application:-</p> <ul style="list-style-type: none"> i. Curriculum Vitae – that shows the latest 3 years of publications ii. Certified copy of identification documents (NRIC or Passport) ii. Recent passport-sized photo (2 copies) iv. Certified academic certificate. <p>Appointment Status</p> <p>The appointment status of the Research Fellow is contractual based not under the appointment scheme of the Malaysian Public Service Department (PSD).</p> <p>Residency of Research Fellow during the Appointment Period</p> <p>The appointed Research Fellow expected to work remotely and can be in their own country/ locality during the period of appointment.</p>
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	SELECTION COMMITTEE	<p>Job Responsibilities of JPFI:</p> <ul style="list-style-type: none"> i) Verifying the candidate's qualification in terms of research expertise. ii) Determining the candidate's expertise requirements and contributions to the university's research focus area.
	DUTIES AND RESPONSIBILITIES OF ATTACHE	<p>The Research Fellow is required to be affiliated with a UniSZA academic staff member for collaborative purposes. Only one researcher should be designated as an 'attache' according to the application form. The 'attache' duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> i) Advise and ensure the Research Fellow to be First Author or Corresponding Author in all published collaborative research work in WoS or Scopus indexed journals during the period of appointment. ii) Maintain correspondence with the Research Fellow for academic/research networking.
	DUTIES AND RESPONSIBILITIES OF RESEARCH FELLOW	<p>The duties and responsibilities of Research Fellow's are divided into two (2), in accordance to their research field.</p> <p>Appointed Research Fellow is required to:</p> <p>For Science & Technology:</p> <ul style="list-style-type: none"> a) The appointed Research Fellow are required to publish indexed journal article listed in WoS (Q1-Q4) together with academic staff as co-author; and b) Ensure that in the publication above, the Research Fellow expressly state their affiliation with UniSZA.

		For Social Science: a) The appointed Research Fellow are required to publish indexed journal article listed in WoS/ Scopus together with academic staff as co-author; and b) Ensure that in the publication above, the Research Fellow expressly state their affiliation with UniSZA.								
	PUBLICATIONS INCENTIVE	The appointed Research Fellow is allowed and encouraged to acquire publications incentive as follows: <table><tr><th>TYPES OF ARTICLE</th><th>INCENTIVE RATE (RM)</th></tr><tr><td>Web of Sciences (WoS) Q1 / Q2</td><td>RM 3,000.00 per article</td></tr><tr><td>Web of Sciences (WoS) Q3/ Q4</td><td>RM 2,000.00 per article</td></tr><tr><td>Scopus/ ESCI/ AHCI</td><td>RM 1,000.00 per article</td></tr></table>	TYPES OF ARTICLE	INCENTIVE RATE (RM)	Web of Sciences (WoS) Q1 / Q2	RM 3,000.00 per article	Web of Sciences (WoS) Q3/ Q4	RM 2,000.00 per article	Scopus/ ESCI/ AHCI	RM 1,000.00 per article
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	SECRETARIAT	The Administrative Unit, Centre for Research Excellence & Incubator Management (CREIM), serves as the secretariat for the appointment matters of Research Fellows.								
	GENERAL GUIDELINES	<div>i) Applications to be made through the JPFI.</div> <div>ii) JPFI will review and verify each application to ensure that all required documents are complete before submitting them to CREIM.</div> <div>iii) The offer letter, agreement form, and appointment terms will be issued by the Registrar's Office to successful applicants. A copy of the offer letter and agreement will be forwarded to the TNC (P&I).</div> <div>iv) The appointed Research Fellow is required to sign an agreement that contains the terms and conditions of appointment under this scheme. The contract and confidentiality agreement documents are as determined by the UniSZA.</div>								

	CONCLUSION	<p>This guideline can serve as a guide for the recruitment and appointment of Research Fellows at UniSZA.</p> <p>Any inquiries can be directed to:</p> <p>Center for Research Excellence and Incubator Management (CREIM), Universiti Sultan Zainal Abidin (UniSZA), Gong Badak Campus, 21300 Kuala Nerus, Terengganu Darul Iman</p> <p>Tel: 09 668 8603 Email: rmic@unisza.edu.my Website: https://rmic.unisza.edu.my/</p>
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