



 UTS	POST DOCTORAL RESEARCH FELLOWSHIP	Doc. No:	UTS/CRD/ P07
		Revision No:	01
		Date:	13/12/21
		Page No:	1 / 7

Prepared by:  Name: Nurul Ain binti Hifrawi Position: Senior Executive, Centre for Research and Development, UTS	Approved by:  Name: Prof. Dr. Salfarina Abdul Gapor Position: Director, Centre for Research and Development, UTS
--	---

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/04/19	Establishment	00	Director, CRD
2	13/12/21	Revision from UCTS to UTS	01	Director, CRD

 UTS	POST DOCTORAL RESEARCH FELLOWSHIP	Doc. No:	UTS/CRD/ P07
		Revision No:	01
		Date:	13/12/21
		Page No:	2 / 7

1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for Post Doctoral Research Fellowship in UTS.

2.0 SCOPE

The scope of this procedure covers the application and management of Post Doctoral Research Fellowship in UTS.

3.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
CRD	:	Centre for Research and Development
URC	:	University Research Committee
HCD	:	Human Capital Department
AARD	:	Academic Affairs and Registry Department
RC	:	Research Centre

4.0 RESPONSIBILITY

- 4.1 Director of CRD is responsible to ensure this procedure is adhered to.
- 4.2 The Head of Research Centres are responsible to follow and adhere to this procedure.
- 4.3 Post Doctoral Research Fellows are responsible to follow and adhere to this procedure.



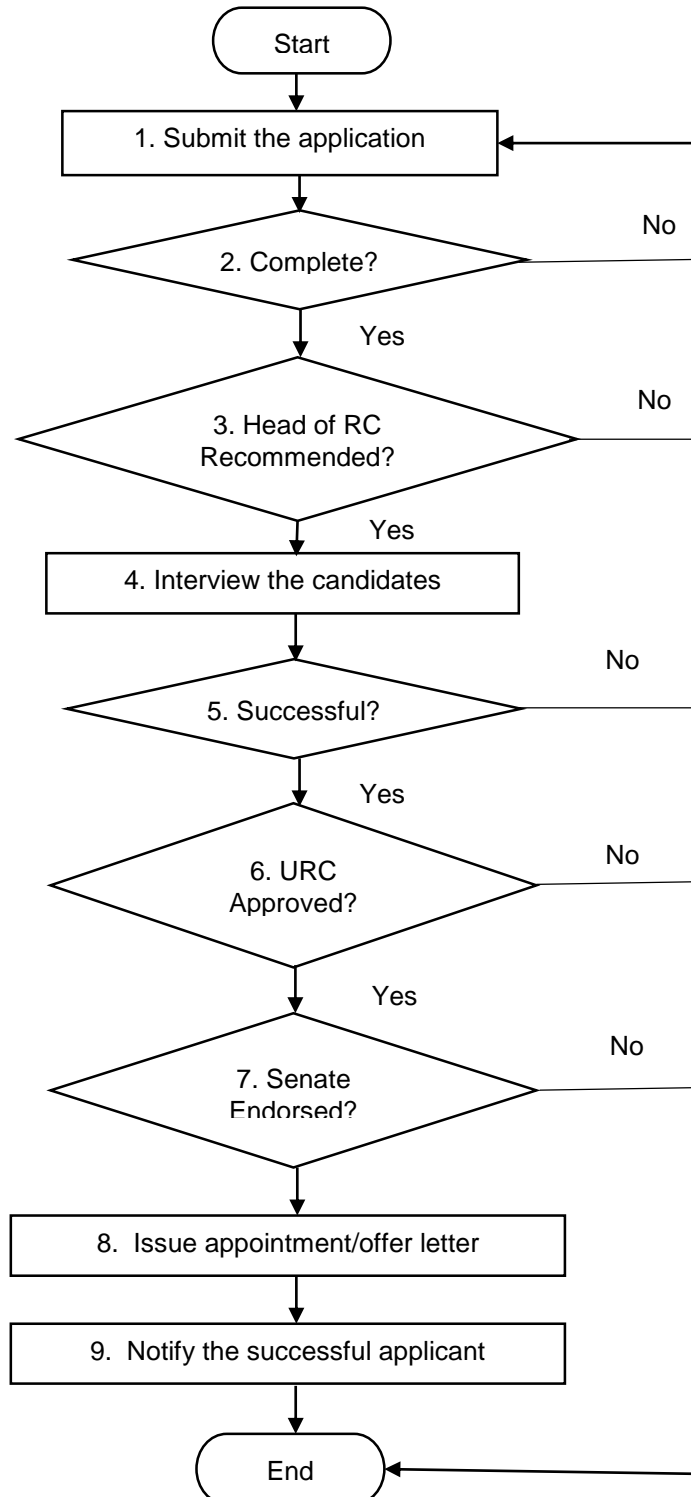
UTS

POST DOCTORAL RESEARCH FELLOWSHIP

Doc. No:	UTS/CRD/ P07
Revision No:	01
Date:	13/12/21
Page No:	3 / 7

5.0 PROCEDURE

5.1 Refer to the process flow chart.



 UTS	POST DOCTORAL RESEARCH FELLOWSHIP	Doc. No:	UTS/CRD/ P07
		Revision No:	01
		Date:	13/12/21
		Page No:	4 / 7

6.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Submit the application.</p> <p>The applicant is required to submit the application form together with the required documents. List of required documents:</p> <ol style="list-style-type: none"> Post Doctoral Research Fellowship Application form The documents as stated in Post Doctoral Research Fellowship Checklist Complete Post Doctoral Research Fellowship Checklist Referee's Report (It must be submitted to UTS within 2 weeks after the submission of application) 	Applicant	<ul style="list-style-type: none"> Post Doctoral Research Fellowship Application form (UTS-CRD-P07-PD) Copy of NRIC or passport which contain validated passport number (Non-Citizen of Malaysia) Academic Qualification Certificate (Bachelor Degree, Master Degree and Doctor of Philosophy) Certificate of TOEFL/IELTS Evidence of Scholarship and Award List of Publication and Evidence List of Patent/Commercialized Product and Evidence
2	<p>Complete?</p> <p>2.1 If yes, proceed to No. 3. CRD to submit the application form to the Head of Research Centre for review and recommendation.</p> <p>2.2 If no, go to No. 1. The applicant to provide complete documents.</p>	<p>CRD</p> <p>Applicant</p>	<ul style="list-style-type: none"> Post Doctoral Research Fellowship Application form (UTS-CRD-P07-PD) Copy of NRIC or passport which contain validated passport number (Non-Citizen of Malaysia) Academic Qualification Certificate (Bachelor Degree, Master Degree and Doctor of Philosophy) Certificate of TOEFL/IELTS Evidence of Scholarship and Award



UTS

POST DOCTORAL RESEARCH FELLOWSHIP

Doc. No:	UTS/CRD/P07
Revision No:	01
Date:	13/12/21
Page No:	5 / 7

			<ul style="list-style-type: none"> List of Publication and Evidence List of Patent/Commercialized Product and Evidence
3	<p>Head of RC Recommended?</p> <p>3.1 If yes, proceed to No. 4. CRD to prepare the working paper to be tabled in URC meeting.</p> <p>3.2 If no, the process end.</p>	CRD	<ul style="list-style-type: none"> Post Doctoral Research Fellowship Application form (UTS-CRD-P07-PD) Copy of NRIC or passport which contain validated passport number (Non-Citizen of Malaysia) Academic Qualification Certificate (Bachelor Degree, Master Degree and Doctor of Philosophy) Certificate of TOEFL/IELTS Evidence of Scholarship and Award List of Publication and Evidence List of Patent/Commercialized Product and Evidence
4	<p>Interview the candidates.</p> <p>HCD to organize the interview session and invite the panels.</p>	HCD	<ul style="list-style-type: none"> Post Doctoral Research Fellowship Application form (UTS-CRD-P07-PD) Copy of NRIC or passport which contain validated passport number (Non-Citizen of Malaysia) Academic Qualification Certificate (Bachelor Degree, Master Degree and Doctor of Philosophy) Certificate of TOEFL/IELTS Evidence of Scholarship and Award



UTS

POST DOCTORAL RESEARCH FELLOWSHIP

Doc. No:	UTS/CRD/ P07
Revision No:	01
Date:	13/12/21
Page No:	6 / 7

			<ul style="list-style-type: none"> List of Publication and Evidence List of Patent/Commercialized Product and Evidence
5	<p>Successful?</p> <p>5.1 If yes, proceed to No. 6. CRD to prepare the working paper to be tabled in URC meeting.</p> <p>5.2 If no, the process end.</p>	CRD	<ul style="list-style-type: none"> URC Working Paper
6	<p>URC Approved?</p> <p>6.1 If yes, proceed to No. 7. CRD to prepare the working paper to be tabled in Senate meeting.</p> <p>6.2 If no, the process end.</p>	CRD	<ul style="list-style-type: none"> URC Working Paper Minutes of URC Meeting
7	<p>Senate Endorsed?</p> <p>7.1 If yes, proceed to No. 8. CRD to provide the documents for HCD to issue Post Doctoral Research Fellow appointment/offer letter.</p> <p>7.2 If no, the process end.</p>	CRD	<ul style="list-style-type: none"> Senate Working Paper Minutes of Senate Meeting Post Doctoral Research Fellowship Application form (UTS-CRD-P07-PD)
8	Issue appointment/offer letter.	HCD	<ul style="list-style-type: none"> Post Doctoral Research Fellow appointment /offer letter
9	<p>Notify the successful applicant.</p> <p>A copy of appointment letter will be distributed to CRD Director, Head of Respective Research Centre and Finance Department.</p> <p>The successful applicant is required to:</p> <p>a. Understand and agree with the terms and conditions stated in the appointment/offer letter</p>	HCD	<ul style="list-style-type: none"> Post Doctoral Research Fellow appointment /offer letter Post Doctoral Research Fellow Acceptance form (UTS-CRD-P07-PDA)

 UTS	POST DOCTORAL RESEARCH FELLOWSHIP	Doc. No:	UTS/CRD/ P07
		Revision No:	01
		Date:	13/12/21
		Page No:	7 / 7

	b. Sign the Post Doctoral Research Fellowship Acceptance form (UTS-CRD-P07-PDA)		
--	---	--	--

7.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Post Doctoral Research Fellowship Application form and supporting documents	CRD HCD	7 years
2	URC Working Paper	CRD	7 years
3	Minutes of URC Meeting	CRD	Permanent
4	Senate Working Paper	AARD	7 years
5	Minutes of Senate Meeting	AARD	Permanent
6	Post Doctoral Research Fellow appointment/offer letter	CRD HCD	7 years
7	Post Doctoral Research Fellow Acceptance form	CRD HCD	7 years