

2022

City University Malaysia Research Policies



Research Management Centre (RMC)

City University, Malaysia

1/1/2022

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POLICY: PROFESSIONAL MEMBERSHIP AND CERTIFICATION

- Policy Name: PROFESSIONAL MEMBERSHIP AND CERTIFICATION
- Effective Date: 1 June 2022

Purpose and Intention:

- This policy is part of the staff development process within City University
- In line with policies in the Employee Handbook, professional membership and certification will be given merit in the performance appraisal for employees
- The policy demonstrates the commitment of City University to encourage members of staff to improve their professional qualifications
- Professional memberships and certification contribute to City University by improving the quality of our staff members and contributing to improving the SETARA and MyRA rating

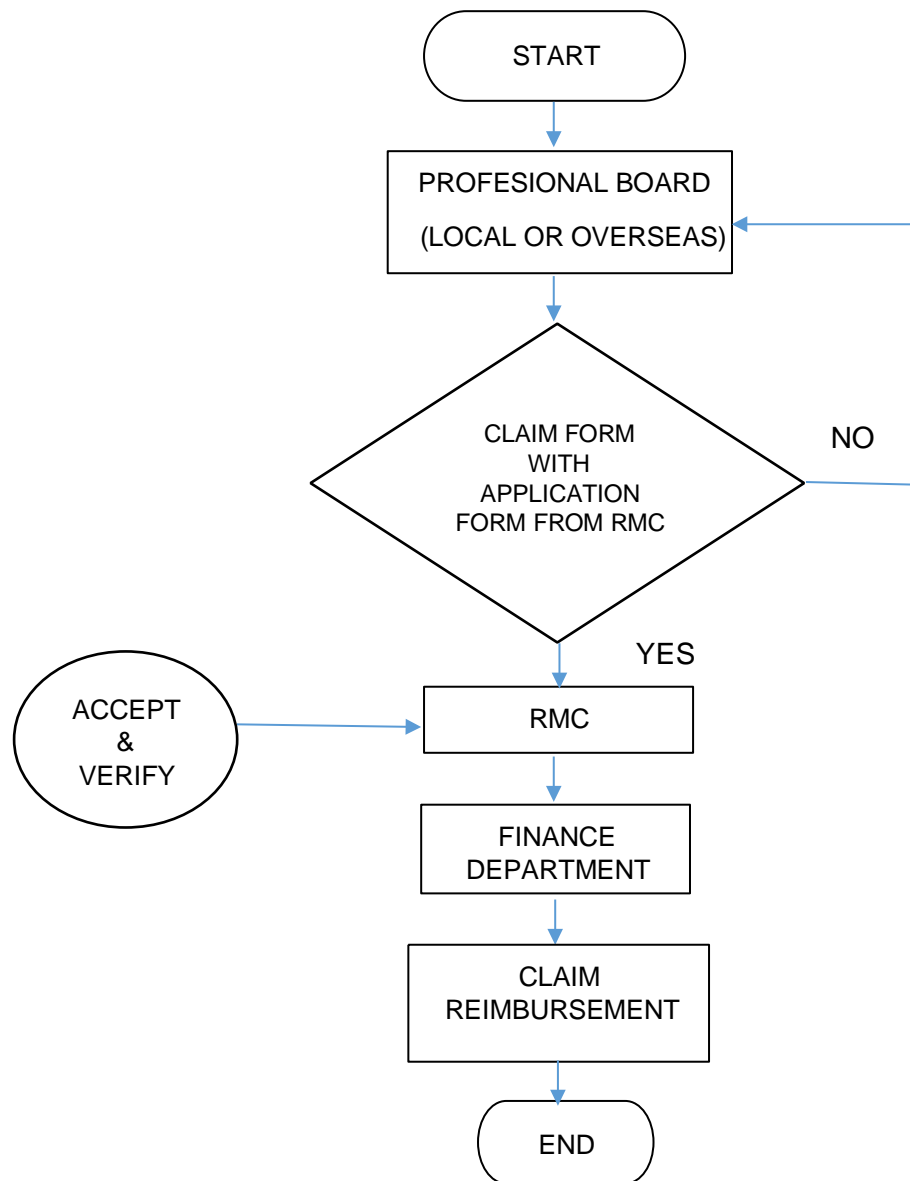
Criteria for eligibility of application for publication funding:

- All staff and contract academic staff who are eligible to apply

Criteria for Funding Support:

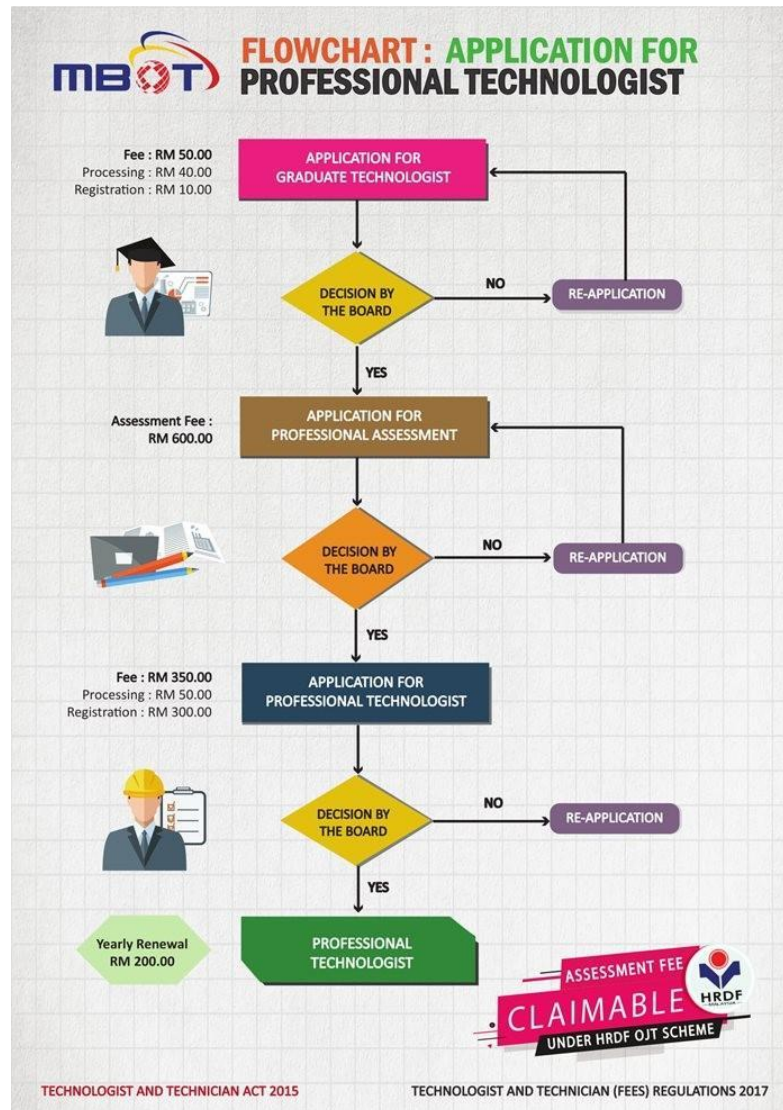
- Professional memberships and certificates from any Malaysian or international professional body recognised under the MyRA or SETARA standards are eligible
- The maximum budget per year for each staff member will be RM2,000
- The allocation can be used for annual fees or for lifetime membership fees

Process Flow Chart



Appendix 1: Example Professional Technologists Yearly Fee Supporting Document

The Professional Technologist title is renewal annually with a fee of RM200 subject to fulfilling 30 CPD hours endorsed by MBOT. The flowchart as below:



POLICY: FUNDING FOR PARTICIPATION IN RESEARCH COMPETITIONS

- Policy Name: FUNDING FOR PARTICIPATION IN RESEARCH COMPETITIONS
- Effective Date: 1 June 2022

Purpose and Intention

- The purpose of this guideline is to provide the criteria and process guide for applying for internal funding to support the participation in research competitions
- The intention of the internal funding for competitions fee is to encourage students and academic staff to participate in the research competitions at national and international levels.

Participation in research competitions will:

- Increase student and academic staff interest and enthusiasm in undertaking research and developing research expertise
- Showcase City University's research outputs and expertise to the general public
- Improve students and academic staff communication and presentation skills
- Provide chances of winning awards and enhance City University's in national and international rankings including SETARA and MyRA

Criteria for eligibility of application for competition participation funding

- All academic staff and registered students are eligible to apply
- Students can request for competition participation funding support with the support of an academic staff who is leading the team, as the applicant
- The competition must have research, creativity or innovative elements
- The applicant must be one of the team members participating in the competition

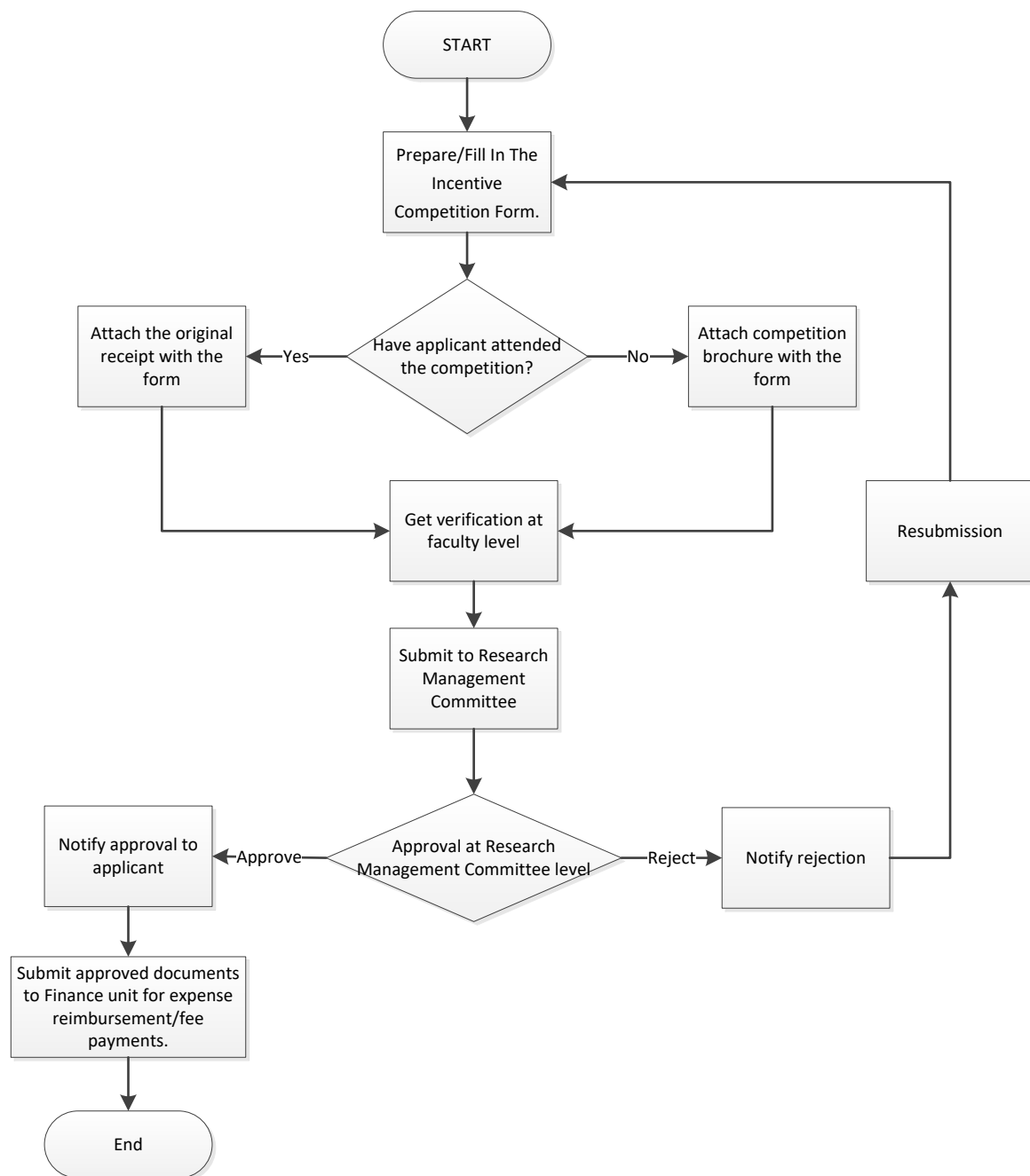
Criteria for Funding Support:

- Each academic staff can request up to a maximum of RM300 per application for participating in research competitions and for competition fee and consumables
- The funding is limited to a maximum of five (5) applications per competition with one application per registration
- Funding approval will be done based on first-come-first basis until the internal funding
- The funding will be provided on a reimbursable basis and for reimbursement, all claim forms must be submitted within 3 months from the competition date and the Research management Centre (RMC) approval form must be attached with the original receipt of payment

Timeline

- Upon receipt of the Application Form and completed Claim Form from applicant, the RMC will take up to a maximum of 10 working days to process the application.

Process Flow Chart:



POLICY: FUNDING FOR PRESENTATION IN CONFERENCES

- Policy Name: FUNDING FOR PRESENTATION IN CONFERENCES
- Effective Date: 1 June 2022

Purpose and Intention:

- The purpose of this guideline is to provide the criteria and process guidance for applying for internal funding to support participation in conferences at national and international levels
- The intention of providing internal funding for conference fee and expenses support is to encourage an increase in conference proceedings in scholarly and Scopus indexed conferences by City University Malaysia academic staff

Conference Proceedings that are Scopus indexed will:

- Enhance City University Malaysia's national and international rankings including SETARA and MyRA
- Encourage the publication of Conference Proceedings papers which can be included in the number of Scopus publications required national and international rating and ranking exercises
- Allow researchers/academic staff to meet editors of Scopus indexed journals for higher chances of publishing in Scopus indexed journals
- Allow researchers/academic staff to meet other academicians in Malaysia and overseas for potential future research collaborations
- Provide access to contacts of other higher education institutions and companies for the QS Global Survey

Criteria for eligibility of application for conference funding:

- All academic staff and registered students who are either first author or corresponding author of the conference paper are eligible applicants while co-authors positions are not eligible
- The conference selected must be an indexed conference or conference with proceedings that will be produced as Scopus indexed publications or City University organised conferences
- Students can request for conference funding support using their main supervisors as the applicant

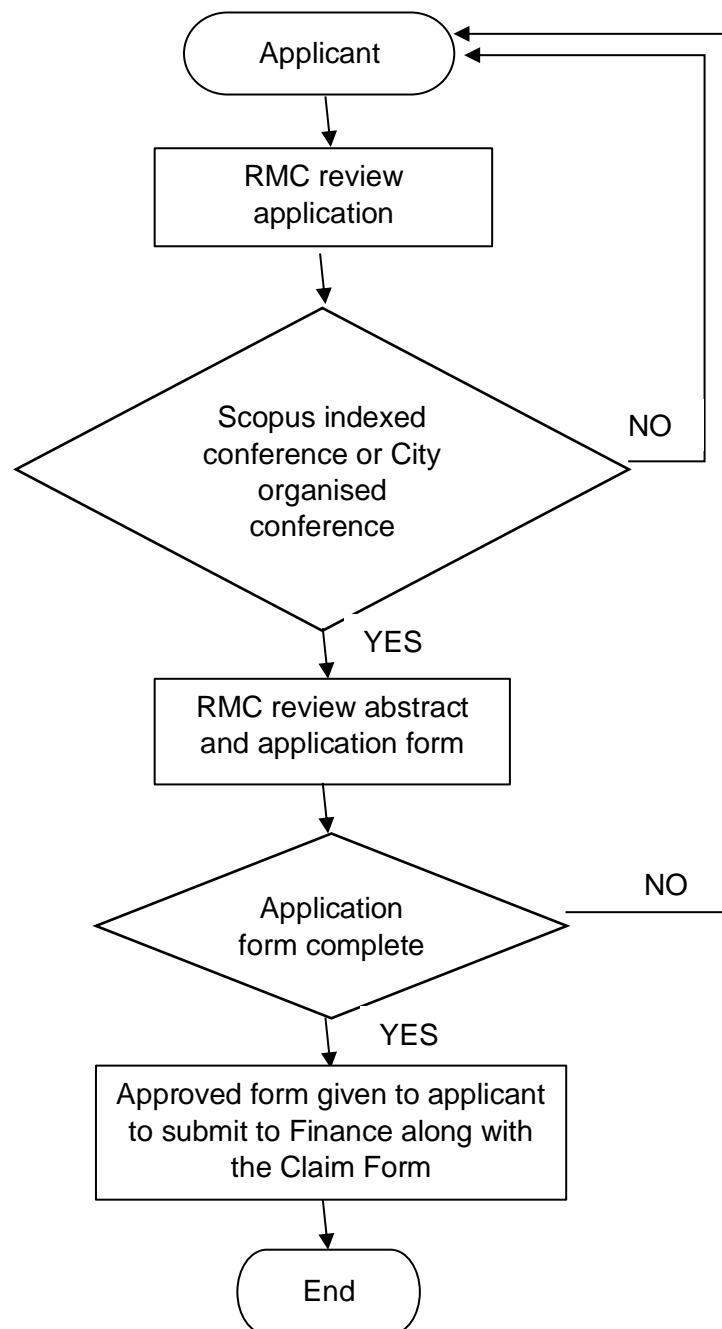
Criteria for Funding Support:

- Each academic staff member can request up to a maximum of RM2,000 per application for physical or online conferences held in Malaysia or overseas
- Funding approval will be based on first-come-first basis until the internal funding is exhausted
- Funding covers the conference fee, travel, accommodation and meal allowance claims related to the conference
- Accommodation costs before or after the conference dates will be borne by the academic staff/student on personal basis
- The conference fee will be based on the actual amount to be paid directly by Finance Department to the conference organiser or reimbursable to the applicant if fee paid with official receipt enclosed as proof of evidence
- City University expenses claim forms are to be use for claiming purpose

Timeline:

- Upon receipt of the Application Form and completed Claim Form from applicant, the RMC will take up to a maximum of 10 working days to process the application.

Process Flow Chart:



POLICY: INTELLECTUAL PROPERTY RIGHTS FUNDING

- Policy Name: INTELLECTUAL PROPERTY RIGHTS FUNDING
- Effective Date: 1 June 2022

Purpose and Intention:

- The purpose of this guideline is to provide the criteria and process guidance for applying for internal funding to support the protection of intellectual property rights
- The intention of providing internal funding is to protect intellectual properties generated by academic staff of City University Malaysia

Protecting Intellectual Properties Rights will:

- Enhance City University Malaysia's national and international rankings including SETARA and MyRA
- Protect the intellectual property generated by academic staff of City University as an asset of the University

Criteria for eligibility of application for intellectual property rights protection funding:

- All academic staff and registered students are eligible to apply
- Students can request for intellectual property funding support with the support of a City University academic staff member who is part of the team producing the intellectual property, as the applicant

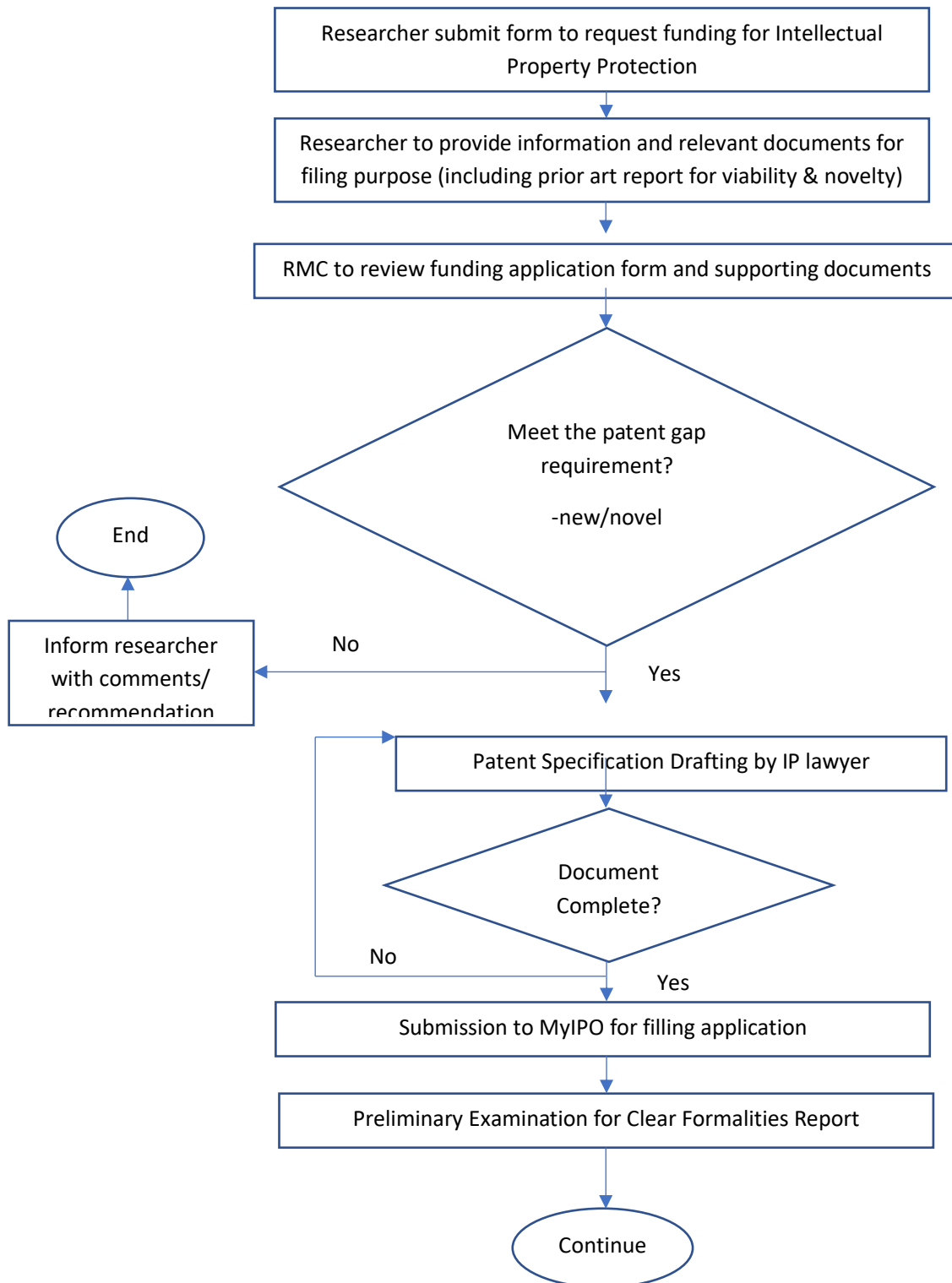
Criteria for Funding Support:

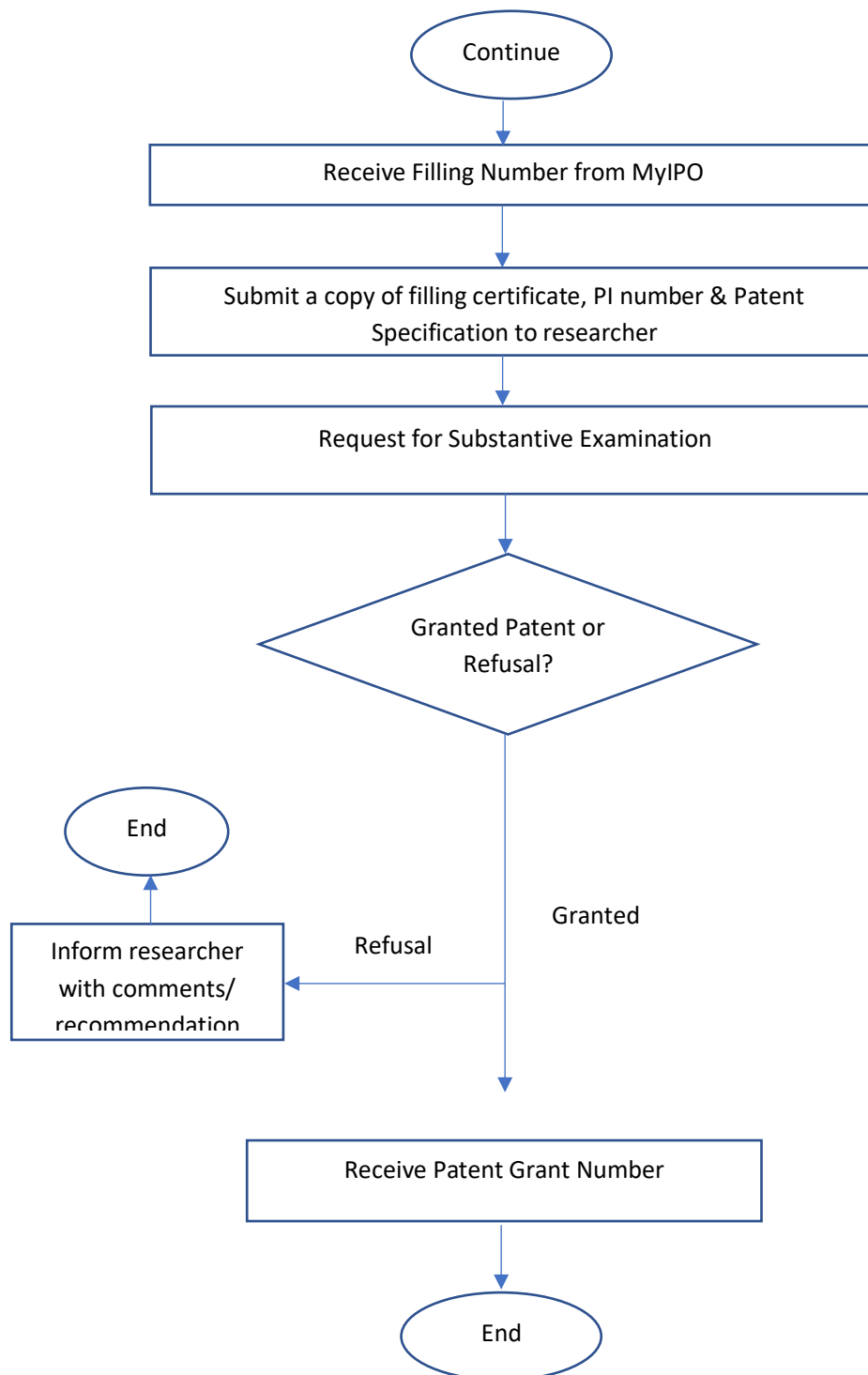
- Funding will be in the form of a fixed reimbursable amount to the applicant of RM7,000 or paymet for the actual cost of intellectual property legal fees and filing costs
- The cost of intellectual property renewal will be subject to case-to-case reimbursable/payable basis

Timeline:

- Upon receipt of the application form and completed Claim Form from applicant, the RMC will take up to a maximum of 10 working days to process the application.

Process Flow Chart:





POLICY: FUNDING FOR PUBLICATIONS

- Policy Name: FUNDING FOR PUBLICATIONS
- Effective Date: 1 June 2022

Purpose and Intention

- The purpose of this guideline is to provide the criteria and process guide for applying for internal funding to support publications
- The intention of providing internal funding for publications is to encourage an increase in academic staff publication in journals

Publishing in journals will:

- Enhance City University national and international ranking and rating including SETARA and MyRA
- Develop the reputation of City University as a centre of excellence, thought leadership and innovation

Criteria for eligibility of application for publication funding:

- All academic staff and registered students who are either first author or corresponding author of the paper are eligible to apply
- Students can request for publication funding with the support of a City University academic staff member who is a co-author of the publication

Criteria for Funding Support:

- Funding is to support writing, editing, proof-reading, copy-editing services, open access fees and/or application processing charges
- Submission to predatory journals is not allowed and will not be supported
- Only one application per paper is allowed and funding approval will be done based on first-come-first basis until the internal funding is exhausted
- Application for funding must be made after the acceptance of the paper with the proof of acceptance as evidence
- For reimbursement, all claim forms must be submitted within 3 months from the submission date and RMC approved form must be attached with the original receipt of payment before submission to the Finance Department
- Publication types and incentives are detailed in Table 1

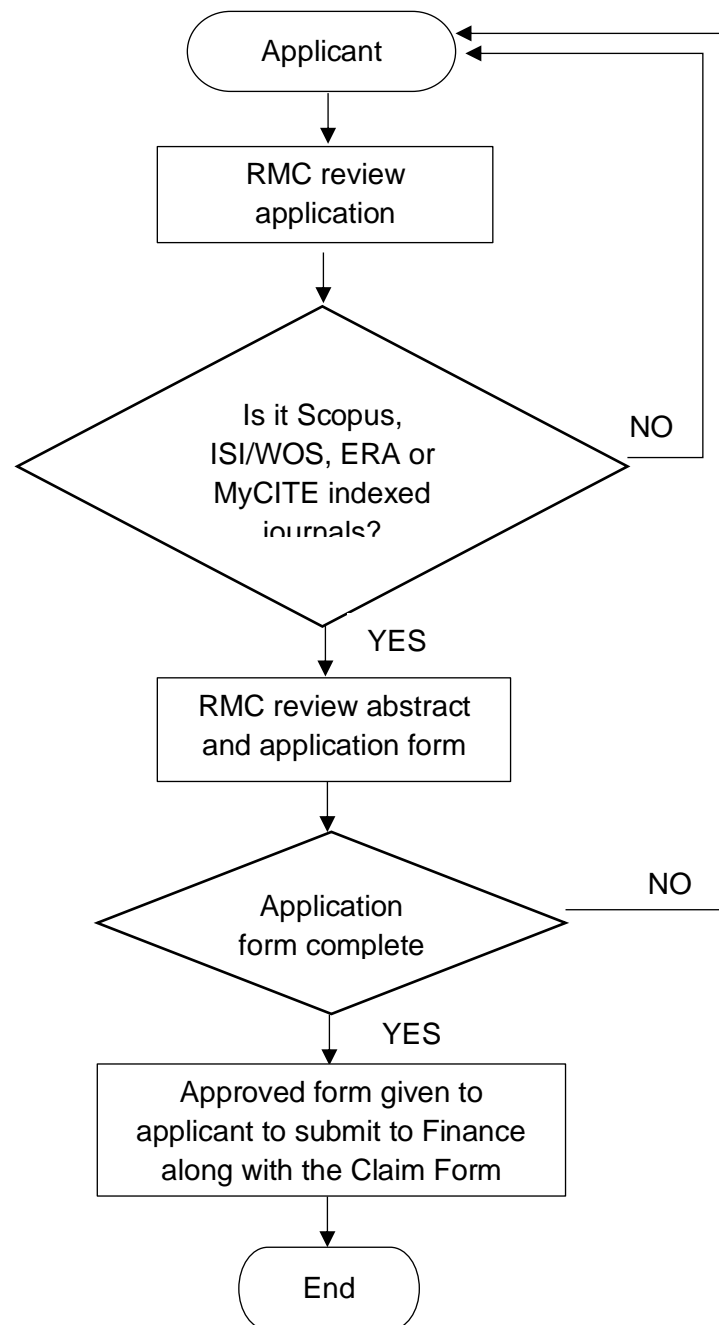
Table 1 – Publication Types and Incentives

Type of Publication	City University Incentive Payment
MyRA eligible publications/articles	RM500 per article
Non-Cited Journal	RM500 per paper or RM1,000 for CUEJAR papers
Cited Index Journal (Non-Scopus)	RM500 per paper or RM1,000 for MyCite papers
Scopus Journals	RM2,500 per paper
ISI/Web of Science	RM2,500 per paper
Conference Proceeding (Scopus & ISI)	RM2,500 per paper
Books (MAPIM)	RM3,000 per book - Local Publisher (MAPIM) RM4,000 per book - International Publisher
Chapter in Book	RM2,500 per chapter - Local Publisher (MAPIM) RM3,000 per chapter - International Publisher
Others (Policy Papers, IPs)	RM2,500 per policy paper – Local Publisher RM3,000 per policy paper - International Publisher

Timeline:

- Upon receipt of the application form and completed Claim Form from applicant, RMC will take up to a maximum of 10 working days to process the application.

Process Flow Chart:



POLICY: POST-DOCTORAL RESEARCH FELLOWS

- Policy Name: Policy on Post-Doctoral Research Fellows
- Effective Date: December 2018

Purpose:

1. The purpose of this document is to codify the current generally accepted practice and standard operating procedure at CITY University in the appointment of Post-Doctoral Research Fellows (PDRF).

Standard Policy and Practice:

2. As a standard practice at CITY University all academic staff with a doctoral degree from a recognised university shall be eligible for appointment as a Post-Doctoral Research Fellow.
3. Appointments to PDRF positions may only be made to eligible candidates within a period not exceeding 5-years from the award of their doctorate and will end on a date not exceeding 5-years from the award of the doctorate irrespective of the date of commencement.

Terms of the Award of Post-Doctoral Research Fellow:

Requirement of the Post-Doctoral Research Fellow:

4. Members of academic staff appointed to Post-Doctoral Research Fellows must fulfil the follow requirements during the term of the PDRF appointment:
 - a. Appointment as a Principal Investigator of an internal or external research grant worth RM5,000 or more based on their own successful research application
 - b. Active participation in applications for external grants from national and international funders
 - c. Publications in journals and other media as specified by the Malaysian Research Assessment (MyRA) instrument
 - d. Other indicators of innovation, research or development such as patents, commercialised products, establishment of university-linked start-ups, technology know-how licencing, other intellectual property registered with the Malaysian Intellectual Property Office (MyIPO) or other knowledge transfer activities

Eligible benefits of the Post-Doctoral Research Fellow:

5. Members of academic staff appointed to Post-Doctoral Research Fellows will be eligible for the following benefits:
 - a. Preferential allocations of CITY University Internal Research Grants (IRGS) upon submission of a successful application
 - b. Preferential allocation of conference funding to present research upon submission of a successful application
 - c. Preferential allocation of training funding for research related training subject to approval
 - d. Preferential variations in teaching hours subject to the approval of the Head of Department

Appointment Letter Template:

<INSERT DATE>, <INSERT NAME>, <INSERT ADDRESS>

Dear <INSERT NAME>

We are delighted to appoint you as a Post Doctoral Research Fellow (PDRF) at City University to support your development as an active researcher in our community.

Appointments to PDRF positions are made to eligible candidates within a period not exceeding 5-years from the award of their doctorate and will end on a date not exceeding 5-years from the award of the doctorate irrespective of the date of commencement.

Members of academic staff appointed to Post-Doctoral Research Fellows must fulfil the follow requirements during the term of the PDRF appointment:

- a. Appointment as a Principal Investigator of an internal or external research grant worth RM5,000 or more based on their own successful research application
- b. Active participation in applications for external grants from national and international funders
- c. Publications in journals and other media as specified by the Malaysian Research Assessment (MyRA) instrument
- d. Other indicators of innovation, research or development such as patents, commercialised products, establishment of university-linked start-ups, technology know-how licencing, other intellectual property registered with the Malaysian Intellectual Property Office (MyIPO) or other knowledge transfer activities

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- a. Preferential allocations of CITY University Internal Research Grants (IRGS) upon submission of a successful application
- b. Preferential allocation of conference funding to present research upon submission of a successful application
- c. Preferential allocation of training funding for research related training subject to approval
- d. Preferential variations in teaching hours subject to the approval of the Head of Department

This appointment runs concurrently with your current appointment, the terms and conditions of which remain unchanged.

Kindly signify your acceptance of this appoint by signing and returning the duplicate copy of this letter.

Yours sincerely,

<INSERT NAME>

I hereby acknowledge and accept the terms set out above:

Signature: -----

Full Name:

NRIC No.:

POLICY: CLASSIFICATION OF ACADEMIC STAFF

- Policy Name: Policy on classification of academic staff
- Effective Date: December 2018

Purpose:

1. The purpose of this document is to codify the current generally accepted practice and standard operating procedure at CITY University in the appointment and classification of academic staff.

Standard Policy and Practice:

2. As a standard practice at CITY University all academic staff, irrespective of the nomenclature for their appointment, are appointed as teachers under the “General Job Description,” of the standard CITY University employment contract (as attached) also known as the “standard teaching contract.”
3. A standard teaching contract requires all academic staff to fulfil 675 teaching hours per year for a full-time appointment.
4. The standard teaching contract requirement is calculated using a common formula for all academic staff of 3 teaching hours per day, for each of 5 days per week, over a period of 45 weeks per year ($3 \times 5 \times 45 = 675$). This standard rate may be adjusted pro-rata for staff not working 5 days per week.

Variations:

5. Variations to this standard teaching contract can be made using three generally accepted practices:
 - a. By agreement with the Head of Department under the “General Job Description”
 - b. By appendix to the contract of a “Specific Job Description” specifying particular terms for the individual appointed from the date of commencement
 - c. By notice in writing at any time during the period of employment from the University
6. For members of academic staff to be considered non-teaching staff they should have any of the above variations to the standard teaching contract or other indicator of additional duties which might include:
 - a. Appointment as a Principal Investigator of an internal or external research grant worth RM5,000 or more
 - b. A doctorate in a research related area or a Master’s degree with additional professional qualifications

- c. Appointment as a Post-doctoral Research Fellow, Research Associate or other specific research position
- d. Publications in journals and other media as specified by the Malaysian Research Assessment (MyRA) instrument
- e. Other indicators of innovation, research or development such as patents, commercialised products, establishment of university-linked start-ups, technology know-how licencing, other intellectual property registered with the Malaysian Intellectual Property Office (MyIPO) or other knowledge transfer activities