

KANDUNGAN

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1. TUJUAN

Garis panduan ini bertujuan untuk menjelaskan prosedur pelantikan dan pengurusan Rakan Penyelidikan.

Rakan Penyelidikan yang diwujudkan bertujuan untuk:

- a. Meningkatkan output penyelidikan UTeM terutamanya bagi penerbitan berimpak tinggi.
- b. Meningkatkan kerjasama penyelidikan antara universiti luar peringkat kebangsaan dan antarabangsa.
- c. Menyumbang kepada penarafan universiti seperti MyRA, QS World Ranking, THE Ranking dan lain-lain penarafan universiti yang berkaitan.

2. KELAYAKAN CALON

- 2.1 Terdiri daripada individu dari mana-mana universiti dalam atau luar negara yang difikirkan sesuai oleh Universiti bagi tujuan lantikan ini.
- 2.2 Mempunyai rekod penerbitan artikel jurnal berindeks (SCOPUS/WOS) yang konsisten dan berimpak tinggi.
- 2.3 Memiliki kepakaran yang relevan dan dapat menyumbang kepada pembangunan penyelidikan serta inovasi di UTeM.

3. PELANTIKAN

- 3.1 Tempoh pelantikan adalah selama satu (1) tahun.
- 3.2 Permohonan untuk melantik boleh dilakukan dengan melengkapkan borang dan CV seperti di **Lampiran 1**. Semua permohonan perlu melalui Fakulti/Pusat/Institut dan seterusnya dikemukakan kepada Pusat Pengurusan Penyelidikan dan Inovasi (CRIM).
- 3.3 Surat lantikan kepada Rakan Penyelidikan akan dikeluarkan oleh CRIM.
- 3.4 Proses Kerja dan Carta Alir pelantikan adalah seperti di **Lampiran 2 dan 3**.

4. PENAMATAN LANTIKAN

- 4.1 Rakan Penyelidikan yang telah dilantik boleh menarik diri dengan syarat, terlebih dahulu memberi notis sekurang-kurangnya **satu (1) bulan** daripada tarikh menamatkan lantikan.
- 4.2 Surat penamatan kepada Rakan Penyelidikan akan dikeluarkan oleh CRIM.
- 4.3 Universiti boleh menamatkan lantikan pada bila-bila masa dengan memberi sebulan notis secara bertulis. Penamatan berdasarkan justifikasi yang diberikan oleh Fakulti/Pusat/Institut seperti tidak memberi sumbangan yang ditetapkan.

5. TUGAS RAKAN PENYELIDIKAN

- 5.1 Menghasilkan penerbitan artikel jurnal berindeks WOS-Q1/Q2 (SCIE/SSCI) dan SCOPUS/WOS sepanjang tempoh pelantikan.
- 5.2 Membantu meningkatkan kadar sitasi UTeM melalui penerbitan artikel jurnal berindeks WOS-Q1/Q2 (SCIE/SSCI) dan SCOPUS/WOS.
- 5.3 Membina dan mengembangkan jaringan kolaborasi akademik dengan penyelidik tempatan dan antarabangsa.
- 5.4 Memastikan artikel jurnal yang dihantar adalah mematuhi etika penerbitan, tidak diterbitkan dalam jurnal pemangsa (predatory) dan tidak berstatus ditarik balik (retracted). Rakan Penyelidikan bertanggungjawab memberi laporan kepada CRIM berkenaan dengan artikel yang berstatus ditarik balik (retracted).
- 5.5 Memastikan artikel jurnal diterbitkan oleh penerbit jurnal dan di indeks SCOPUS/WoS.

6. TANGGUNGJAWAB CRIM

- 6.1 Pelaksanaan program Pelantikan Rakan Penyelidikan UTeM akan diselaraskan sepenuhnya oleh CRIM seperti berikut :-
 - a. Mengurus Proses Pelantikan**
 - i. Menyediakan dokumen pelantikan, termasuk surat tawaran yang akan ditandatangani oleh Timbalan Naib Canselor (Penyelidikan & Inovasi).

- ii. Menyemak latar belakang dan kelayakan calon Rakan Penyelidikan.
- b. Penyelarasan Insentif dan Pembiayaan**
- i. Mengurus semua pembayaran yuran penerbitan dan insentif.
 - ii. Menyalurkan semua peruntukan kewangan berkaitan pelantikan menggunakan tabung CRIM.
- c. Pemantauan Prestasi Rakan Penyelidikan**
- i. Melaksanakan pemantauan suku tahunan melalui laporan prestasi Rakan Penyelidikan.
 - ii. Membentangkan laporan prestasi tahunan kepada Jawatankuasa Tetap Senat Penyelidikan dan Inovasi.
- 6.2 Memastikan artikel jurnal yang dihantar adalah mematuhi etika penerbitan, tidak diterbitkan dalam jurnal pemangsa (predatory) dan tidak berstatus ditarik balik (retracted).

7. KEMUDAHAN

- 7.1 Sokongan pembayaran yuran penerbitan bagi semua penerbitan jurnal berindeks WOS-Q1/Q2 (SCIE/SSCI) dan SCOPUS/WOS dengan penulis bersama daripada UTeM seperti dinyatakan dalam Pekeliling yang sedang berkuatkuasa.
- 7.2 Projek penyelidikan bersama penyelidik UTeM yang akan mendapat pembiayaan, namun tertakluk kepada kelulusan bajet.
- 7.3 Akses dan jaringan kolaboratif bersama penyelidik serta *Centre of Excellence* (CoE) di UTeM.
- 7.4 Tajaan penuh penerbitan dalam jurnal UTeM (jika berkenaan).
- 7.5 Peluang untuk terlibat dalam pelbagai aktiviti ilmiah anjuran UTeM, termasuk simposium penyelidikan, persidangan akademik, syarahan jemputan, serta program keilmuan lain.
- 7.6 Insentif / pemberian dana adalah seperti berikut :
- i. Pemberian kadar yuran penerbitan jurnal berindeks WOS-Q1/Q2 (SCIE/SSCI) iaitu RM10,000.00 bagi tujuan caj pemprosesan artikel (APC) penerbitan atau;

- ii. Pemberian insentif RM5,000.00 (WOS-Q1/Q2 (SCIE/SSCI)) atau bersesuaian sekiranya TIADA sebarang caj pemprosesan artikel dikenakan oleh pihak penerbitan.
- iii. Pemberian kadar yuran penerbitan jurnal berindeks SCOPUS/WOS iaitu RM1,500.00 yang pertama bagi tujuan caj pemprosesan artikel (APC) penerbitan dan;
- iv. Pemberian insentif RM2,000.00 (SCOPUS/WOS) hanya terpakai untuk penerbitan kedua dan seterusnya.

7.7 Pemberian dana / insentif yang layak akan di bayar melalui staf akademik UTeM iaitu rakan kolaborasi penyelidikan UTeM. Rakan kolaborasi penyelidikan UTeM bertanggungjawab untuk melaksanakan pemindahan dana yang telah diterima kepada Rakan Penyelidikan.

7. LIABILITI

7.1 Universiti tidak akan bertanggungjawab terhadap apa jua kenyataan, tindakan atau nasihat yang dibuat oleh Rakan Penyelidikan kepada pihak-pihak lain atas kapasiti jawatan hakikinya. Rakan Penyelidikan tidak akan dibenarkan membuat apa jua kenyataan tindakan atau nasihat melainkan yang melibatkan Universiti sahaja. Sebarang kenyataan media hendaklah mendapat kelulusan Naib Canselor dan jika tidak dipatuhi ia hendaklah dianggap sebagai melanggar syarat pelantikan.

7.2 Sepanjang tempoh pelantikan, Rakan Penyelidikan hendaklah tertakluk kepada Akta Universiti dan Kolej Universiti (Pindaan 2019), Perlembagaan Universiti, Statut, Kaedah, Peraturan dan lain-lain arahan yang dikeluarkan oleh Universiti dari semasa ke semasa.

8. LAIN-LAIN

Garis Panduan Rakan Penyelidikan perlu dibaca bersama dokumen dan peraturan universiti yang sedang berkuatkuasa.



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1. OBJECTIVE

These guidelines are intended to clarify the procedures for the appointment and management of Research Fellow .

Research Fellow is intended to:

- a. Enhance UTeM's research output, particularly in high-impact publications.
- b. Strengthen research collaborations with external universities at both the national and international levels.
- c. Contribute to the university's ratings such as MyRA, QS World Ranking, THE Ranking, and other relevant university ranking systems.

2. CANDIDATE QUALIFICATION

- 2.1 Open to individuals from any university either local or international deemed appropriate by the University for this appointment.
- 2.2 Must demonstrate a consistent track record of high-impact indexed journal publication (SCOPUS/WOS).
- 2.3 Must possess relevant expertise and the ability to contribute towards advancing research and innovation at UTeM.

3. APPOINTMENT DURATION

- 3.1 The duration of appointment shall be one (1) year.
- 3.2 Applications for appointment must be made by completing the form and CV as in **Appendix 1** and the application must be endorsed by the nominating Faculty/Centre/Institute. The application shall be forwarded to the Centre for Research and Innovation Management (CRIM).
- 3.3 The appointment letter shall be issued by the CRIM.
- 3.4 The work process and appointment flowchart are as outlined in **Appendix 2 and 3**.

4. TERMINATION OF APPOINTMENT

- 4.1 A Research Fellow who has been appointed may resign, provided that a notice of at least **one (1) month** is given prior to the effective date of termination of the appointment.
- 4.2 The termination letter to Research Fellow shall be issued by the CRIM.
- 4.3 The University reserves the right to terminate the appointment at any time by giving one (1) month written notice. Termination may be based on justification from the Faculty/Centre/Institute including but not limited to the Fellow's failure to fulfill the required contributions.

5. DUTIES OF RESEARCH FELLOW

- 5.1 To produce journal article publications indexed in WOS-Q1/Q2 (SCIE/SSCI) and SCOPUS/WOS throughout the duration of the appointment.
- 5.2 To contribute towards increasing UTeM's citation rate through the publication of journal articles indexed in WOS-Q1/Q2 (SCIE/SSCI) and SCOPUS/WOS.
- 5.3 To establish and expand academic collaboration networks with both local and international researchers.
- 5.4 To ensure that all submitted journal articles comply with publication ethics, are not published in predatory journals, and are not under retraction status. The Research Fellow is responsible for reporting any retracted articles to CRIM.
- 5.5 To ensure that journal articles are published by reputable journal publishers and are indexed in SCOPUS/WOS.

6. RESPONSIBILITIES OF CRIM

- 6.1 The implementation of the Research Fellow appointment program at UTeM will be fully coordinated by CRIM as follows :
 - a. Managing the Appointment Process**
 - i. Prepare appointment documents, including the offer letter to be signed by the

Deputy Vice-Chancellor (Research & Innovation).

- ii. Review the background and qualifications of Research Fellow candidates.

b. Coordination of Incentives and Funding

- i. Manage all publication fee payments and incentives..
- ii. Disburse all financial allocations related to the appointment using CRIM funds.

c. Monitoring the Performance of Research Fellow

- i. Conduct quarterly monitoring through the Research Fellow performance reports.
- ii. Present annual performance reports to the Jawatankuasa Tetap Senat Penyelidikan dan Inovasi.

7. BENEFITS

- 7.1 Financial support for the payment of publication fees for WOS-Q1/Q2 (SCIE/SSCI) and SCOPUS/WOS indexed journal publications co-authored with UTeM researchers as stipulated in Circular currently in effect.
- 7.2 Eligibility to undertake joint research projects with UTeM researchers subject to budgetary approval.
- 7.3 Access to collaborative networks with researchers and Centre of Excellence (CoE) within UTeM.
- 7.4 Full sponsorship for publication in UTeM journals (where applicable).
- 7.5 Opportunities to participate in various scholarly activities organized by UTeM, including research symposia, academic conference, invited lectures and other academic programmes.
- 7.6 The incentives / funding provisions are as follows :
 - i. A publication fee of **RM10,000.00** will be provided for journal articles indexed in **WOS-Q1/Q2 (SCIE/SSCI)** to cover Article Processing Charges (APC); or
 - ii. An incentive of **RM5,000.00** will be provided for **WOS-Q1/Q2 (SCIE/SSCI)** publications **if no APC is charged** by the publisher or a suitable amount, depending on the situation;

- iii. A publication fee of **RM1,500.00** will be provided for the **first publication** in journals indexed in **SCOPUS/WOS**, to cover Article Processing Charges (APC); and
 - iv. An incentive of **RM2,000.00** will be provided for **subsequent publications** in **SCOPUS/WOS-indexed** journals (applicable from the second publication onwards).
- 7.7 The eligible funding or incentives shall be disbursed through the UTeM academic staff serving as the UTeM research collaborator. The UTeM research collaborator shall be responsible for transferring the received funds / incentives to the Research Fellow.

8. LIABILITIES

- 8.1 The University shall not be held responsible for any statements, actions, or advice made by the Research Fellow to any third parties in their personal capacity. The Research Fellow shall not make any statements, take any actions or provide any advice except in matters involving the University. Any media statements must obtain approval from the Vice-Chancellor and failure to comply shall be regarded as a breach of the appointment terms.
- 8.2 Throughout the period of appointment, the Research Fellow shall be subject to the Universities and University Colleges Act (Amendment 2019), the University Constitution, Statutes, Rules, Regulations and other directives issued by the University from time to time.

9. OTHERS

The Guidelines for the Research Fellow must be read in conjunction with the current university regulations and governing documents in force.