



**OFFICE OF DEPUTY VICE CHANCELLOR
(RESEARCH AND INNOVATION)**

UTM/TNCPI/BorangCoE/2018
Amendment 3/2018

Research Alliance (RA)/Centre of Excellence (CoE)/Research Centre (RC) Membership Application Form

Section A: Applicant's Particulars

Name:		Staff ID/No:	
Faculty:		Department:	
Primary Email:		Secondary Email:	
Office Phone No:		Mobile Phone No:	
Field of Expertise:			

Applicant's Signature & Stamp:		Date:	
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Section B: Research Alliance (RA)

<i>Research Alliance</i>	<i>Remarks</i>	<i>Signature & Stamp by Chair of RA</i>
		Date:

Section C: Recommendation from Research Centre (RC) or Centre of Excellence (CoE)

Effective Date:			
<i>RC or CoE</i>	<i>Membership</i>	<i>Signature & Stamp by Director of RC/CoE</i>	
	Research Fellow	Date:	
	Associate Research Fellow		

Section D: Recommendation from Director of Research Institutes (RI) (*if applicable; for RC ONLY)

<i>Research Institute (RI)</i>	<i>Remarks</i>	<i>Signature & Stamp by Director of RI</i>
		Date:

Section E: Endorsement from Dean of Faculty or Chair of School

<i>School/Faculty</i>	<i>Remarks</i>	<i>Signature & Stamp by Dean of Faculty or Chair of School</i>
		Date:

Section F: Secretariat, Office of Deputy Vice Chancellor (Research & Innovation)

Remarks:			
Signature & Stamp:		Date:	

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Appendix A: Terms of References: CoE Memberships for Academic Staff

1. Definition

- 1.1. Research fellows (RF) are academic staffs that are full time member at Centre of Excellence (CoE) or Research Centre (RC).
- 1.2. Associate research fellows (ARF) are academic staff that are part-time member at CoE or RC.

2. Job Scope & Responsibility

- 2.1. RF and ARF will conduct research related activities according to their respective niche area.
- 2.2. RF will;
 - 2.2.1. Fulfil the KPI as stated in Section 3.
 - 2.2.2. Prioritize the KPI of CoE such as income generation and consultancy.
- 2.3. ARF will;
 - 2.3.1. Fulfil the KPI as stated in Section 3.
 - 2.3.2. Prioritize the KPI of faculty such as teaching, supervision, accreditation and publication.
- 2.4. RF and ARF as well as Research Group (RG) leaders and members must abide by all rules and regulations of the university.

3. Contribution to Key Performance Index (KPI)

- 3.1. All research input and output measurable as KPI are multi-claimable by different PTJ of the academic staff; the main PTJ (faculty) and the research entity.
- 3.2. KPI cannot be claimed by PTJ in the same category; such as two faculties or two CoE/RC.
- 3.3. KPI will be based on the Online Yearly Performance Assessment System (eLPPT).
- 3.4. The measurable findings will be based on the items listed in eLPPT.
- 3.5. The output weightage is as follows:
 - 3.5.1. ARF is subjected to the same weightage as normal academic staff at the faculty.
 - 3.5.2. RF is subjected to 20 percent more research KPIs compared to academic staff at the faculty; in addition to 25 percent being evaluated as KAI by Director of RC/CoE.

Subject to Amendments by UTM Senate.

GUIDELINES:

1. Academic staff has to understand and agree to abide by the Research Entity Membership Policy before filling up the Application Form for appointment either as Research Fellow or Associate Research Fellow at Centre of Excellence (CoE). The form can be downloaded from Office of DVCRI website (<http://www.utm.my/office-dvcricri/strategic-unit/>).
2. Academic staff has to submit the completed form to Office of Deputy Vice Chancellor (Research and Innovation) (Attention to: Strategic Unit).
3. The process for member appointment could take up to 5 working days, provided completed form is submitted to Office of DVCRI.
4. Any enquiries regarding appointment letter, please contact Mr Chew, teonghan@utm.my, 07-5531202, Mr Hairulnizam, hairulnizam@utm.my, 07-5530551