|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| rimc logo | | | | | | **OFFICE OF DEPUTY VICE CHANCELLOR**  **(RESEARCH AND INNOVATION)** | | | | | | | | RIMC/COE/2019 | |
| **CoE MEMBERSHIP APPLICATION FORM** | | | | | | | | | | | | | | | |
| **A** | **DETAILS OF APPLICANT** | | | | | | | | | | | | | | |
| (i) | **Name** | | | | | | | | | | | | | | |
| (ii) | **Staff No.** | | | | (iii) | | **E-mail** | | | (iv) | | | **Tel. No.** | | |
| (v) | **Position** (**Please tick √ )**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Professor / *Profesor* |  | Assoc. Prof. / *Prof. Madya* |  | Sen. Lecturer / *Pensyarah Kanan* | | |  |  |  |  |  |  | | |  | Lecturer / *Pensyarah* |  | Others (Please specify) / *Lain-lain (Sila nyatakan*): | | |  | | | | | | | | | | | | | | | |
| (vi) | **College (Please tick √)** | | | | | | | | | | | | | | |
|  |  | UUM CAS | | | | |  | UUM COLGIS | |  | UUM COB | | | |
| School | | | |  | | | | | | | | | |  |
|  | | |  | | | | | | | | | | | |
| **B** | **FIELD OF EXPERTISE** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **C** | **SELECTION OF APPLICATION** | | | | | | | | | | | | | | |
|  | |  |  | | --- | --- | |  | **C1: New Application** | |  |  | |  | **C2: Renewal Application** | |  |  | |  | **C3:Withdrawal of Appointment** | |  |  | | | | | | | | | | | | | | | |
| **\*D** | **UCoE/SCoE SELECTION (Please tick √ and justify selection of application)** | | | | | | | | | | | | | | |
| (i) | **University Centre of Excellence (U-CoE)**   |  |  |  |  | | --- | --- | --- | --- | | **U-COE** | **RESEARCH FELLOW** | **ASSOC. FELLOW** | **SELECTION**  **C1/C2/C3** | | Institute Of Tun Dr Mahathir's Thoughts (IPDM) |  |  |  | | Co-Operative And Entrepreneurship Development Institute (CEDI) |  |  |  | | Centre For Testing Measurement & Appraisal (CeTMA) |  |  |  | | Asian Research Institute of Banking and Finance (ARIBF) |  |  |  | | Asian Research Institute for Corruption (ARIC) |  |  |  | | Pusat Penyelidikan dan Inovasi Zakat (IPIZ) |  |  |  | | | | | | | | | | | | | | | |
| (ii) | **School Centre of Excellence (S-CoE)**     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **SCHOOL** | **S-COE** | **RESEARCH FELLOW** | **ASSOC. FELLOW** | **SELECTION**  **C1/C2/C3** | | SBM | Institute for Business Competitiveness, Standards & Sustainability Initiative (IBCSI) |  |  |  | | Institute for Product and Brand Management (IPBM) |  |  |  | | Social Security Management Center of Excellent (SoSCoE) |  |  |  | | Digital Connected Economy (DCE) |  |  |  | | STML | Disaster Management Institute (DMI) |  |  |  | | Technology and Supply Chain Excellence Institute (TeSCE) |  |  |  | | Asian Halal Institute (AHAL) |  |  |  | | SEFB | Economics and Financial Policy Research Institute (ECoFI) |  |  |  | | IBS | Institute of Syariah Governance & Islamic Finance (ISGaIF) |  |  |  | | TISSA | Institute for Strategic & Sustainable Accounting Development (ISSAD) |  |  |  | | Institut Akauntabiliti dan Tadbir Urus Awam (IOPAG) |  |  |  | | Accounting Information System Research and Development Institute (AISRED) |  |  |  | | SOC | Institute for Advanced and Smart Digital Opportunities (IASDO) |  |  |  | | SAPSP | Institute for Psychotherapy, Correctional & Rehabilitation (IPSYCORE) |  |  |  | | SMMTC | Institute of Creative Humanities, Multimedia & Innovation (ICHMI) |  |  |  | | SEML | Institute of Excellent Teachers and Leaders in Education (IETLE) |  |  |  | | SQS | Institute of Strategic Industrial Decision Modeling (ISIDM) |  |  |  | | SOL | Legal and Justice Research Centre (LJRC) |  |  |  | | SOG | Institute of Local Government Studies (ILGS) |  |  |  | | STHEM | Langkawi International Research Centre for Tourism and Hospitality (LITH) |  |  |  | | SOIS | Asian Institute of International Affairs and Diplomacy (AIIAD) |  |  |  | | OYAGSB | Institute for Leadership, Innovation and Change (LEAD4CHANGE) |  |  |  | | GSGSG | Institute for Indonesia, Thailand and Singapore (ITS) |  |  |  | | Malaysian Institute of Political Analysis (MAPAN) |  |  |  | | Institute of Excellence in Islamic Jerusalem Studies (IEIJS) |  |  |  | | | | | | | | | | | | | | | |
| **E** | **DECLARATION BY APPLICANT** | | | | | | | | | | | | | | |
|  | I hereby agree to be appointed/withdrawed as above membership(s).  Date ----------------------------- Signature & Official Stamp: ---------------------------- | | | | | | | | | | | | | | |
| **F** | **FOR C1 AND/OR C2:**  **RECOMMENDATION BY U-COE/S-COE DIRECTOR (where appropriate)** | | | | | | | | | | | | | | |
|  | Recommended: **Research Fellow (RF)**  Date : ----------------------------- Signature & Official Stamp: -------------------------------- | | | | | | | | | | | | | | |
| Recommended: **Associate Fellow (AF)**  Date : ----------------------------- Signature & Official Stamp: -------------------------------- | | | | | | | | | | | | | | |
| **G** | **FOR C3:**  **APPROVAL FOR WITHDRAWAL BY U-COE/S-COE DIRECTOR (where appropriate)** | | | | | | | | | | | | | | |
|  | Approved to withdraw the applicant as: **Research Fellow (RF)**  Date : ----------------------------- Signature & Official Stamp: -------------------------------- | | | | | | | | | | | | | | |
| Approved to withdraw the applicant as: **Associate Fellow (AF)**  Date : ----------------------------- Signature & Official Stamp: -------------------------------- | | | | | | | | | | | | | | |
| **H** | **RECOMMENDATION BY DEAN OF SCHOOL** | | | | | | | | | | | | | | |
|  | Recommended Not Recommended  Comments  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date ----------------------------- Signature & Official Stamp: ---------------------------- | | | | | | | | | | | | | | |
| **I** | **ENDORSEMENT BY CoE SECRETARIAT** | | | | | | | | | | | | | | |
|  | **Remarks:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date ----------------------------- Signature & Official Stamp: ---------------------------- | | | | | | | | | | | | | | |

**Guidelines for RF/AF:**

1. An applicant can select a **maximum** of \*TWO (2) placements at a time i.e.
2. ONLY ONE (1) placement as Research Fellow (RF) at any University Centre of Excellence   
   (U-CoE) or School Centre of Excellence (S-CoE) **and / or** ONE (1) placement as Associate Fellow (AF) at any U-CoE or S-CoE at a time,

**OR**

1. Maximum TWO (2) placements as AF at any U-CoE or S-CoE at a time and NO placement as RF at   
   U-CoE or S-CoE.
2. Director and Deputy Director at CoE are automatically deemed to be RF in the CoE. However, they are allowed to be appointed as AF at any U-CoE or S-CoE.

1. Each application must be recommended by the Director of U-CoE/S-CoE and acknowledged by the Dean of applicant’s School. RIMC will endorse the application and recorded in PERSIS.
2. The appointment letter will be issued by Deputy Vice Chancellor (Research and Innovation) (minimum of 1 year appointment until maximum of 3 years).
3. Academic staff has to submit the completed form to Research and Innovation Management Centre (Attention to: CoE Secretariat, (Officer-in-charge: Cik Norhana/Cik Safiah)). Please contact   
   04-9284780/04-9284788 should you have any enquiries to complete the form).

**Terminology:**

|  |  |  |
| --- | --- | --- |
| U-CoE | – | University Centre of Excellence is a university level CoE |
| S-CoE | – | School Centre of Excellence is a School level CoE |
| Research Fellow (RF) | – | Research fellow is a primary research position for selected UUM academic staff. |
| Associate Fellow (AF) | – | Associate Fellow is a secondary research position for selected UUM academic staff. |
| Director | – | Director of U-CoE and S-CoE |

**UUM Niche Area Code:**

|  |  |
| --- | --- |
| **LIB** | Leadership and Institutional Building |
| **BIE** | Business Innovation and Entrepreneurship |
| **CMM** | Creative and Media Management |
| **EFP** | Economic and Financial Analysis and Policy |
| **LAG** | Law and Governance |
| **ISR** | International Relations, Security and Regional Cooperation |
| **SDO** | Smart Digital Opportunities |
| **CDS** | Community Development and Socio-Cultural |
| **ED** | Education Development |
| **Others** | Other related area/enablers/tools such as Green and sustainability campus/instruments/index etc. |

**Terms of References**

CoE Memberships for Academic Staff

1. Definition
   1. Research fellows (RF) are academic staffs that are **FULL TIME** member at CoE.

* **Active Academic staff (permanent/contract)** - Professor, Visiting Professor, Associate Professor, Senior Lecturer and Research Fellow paid by University excluding those apply for sabatical, study leave, and all types of leave.
* **Education level** - Has at least a Master's degree.
  1. Associate fellows (AF) are academic staff that are **PART-TIME** member at CoE.
* **Active Academic staff (permanent/contract)** - Professor, Visiting Professor, Associate Professor, Senior Lecturer and Research Fellow paid by University excluding those apply for sabatical, study leave, and all types of leave.
* **Academic staff from other universities** – individual from other universities which can contribute to the performance of CoE.
* **Education level** - Has at least a Master's degree.

1. Period of Appointment

Minimum of 1 year.

1. Job Scope & Responsibility
   1. RF and AF will conduct research related activities according to their respective niche area.
   2. RF will;
      1. Fulfil the KPI of CoE set by the University.
      2. Prioritize the KPI of CoE such as income generation and consultancy.
   3. AF will;
      1. Support to fulfil the KPI of CoE set by the University.
      2. Prioritize the KPI of School such as teaching, supervision, accreditation and publication.
   4. RF and AF must abide by all rules and regulations of the University.
2. Contribution to Key Performance Index (KPI)
   1. For the time being, only achievement by RF will contribute to the KPI at CoE set by Universities. Achievement by AF will contribute to the KPI at School level.
   2. All research input and output measurable as KPI are multi-claimable by different departments of the academic staff; i.e the main School and the research entity (CoE).
   3. KPI cannot be claimed by departments in the same category; such as two Schools or two CoE.