

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.2 (82)

20 Januari 2015  
29 Rabiulawal 1436

## PEKELILING PENTADBIRAN BIL. 4/2015

### SKIM LATIHAN AKADEMIK MUDA – SLAM (PENAMBAHBAIKAN KEPADA SKIM FELO PENYELIDIK)

Pekeliling Pentadbiran ini bertujuan untuk memaklumkan kepada semua staf dan pelajar Universiti Teknologi Malaysia (UTM) mengenai Penambahbaikan Skim Felo Penyelidik UTM yang telah diluluskan oleh Mesyuarat Jawatankuasa Pengurusan UTM (JPU) Bil. 21/2014 yang telah diadakan pada 17 Disember 2014.

2. Skim ini merupakan salah satu pendekatan dan *platform* yang diamalkan dalam merealisasikan agenda pelan penggantian (*succession plan*) staf akademik di UTM, khususnya bagi menyediakan staf akademik berkelulusan ijazah kedoktoran. Skim Felo Penyelidik yang ditawarkan sebelum ini dilihat kurang menarik (khususnya daripada perspektif jumlah elaun bulanan dan kemudahan lain yang ditawarkan) berbanding dengan skim setara yang ditawarkan oleh universiti penyelidikan lain. Sehubungan itu, beberapa langkah penambahbaikan telah dicadangkan terhadap Skim Felo Penyelidik ini.

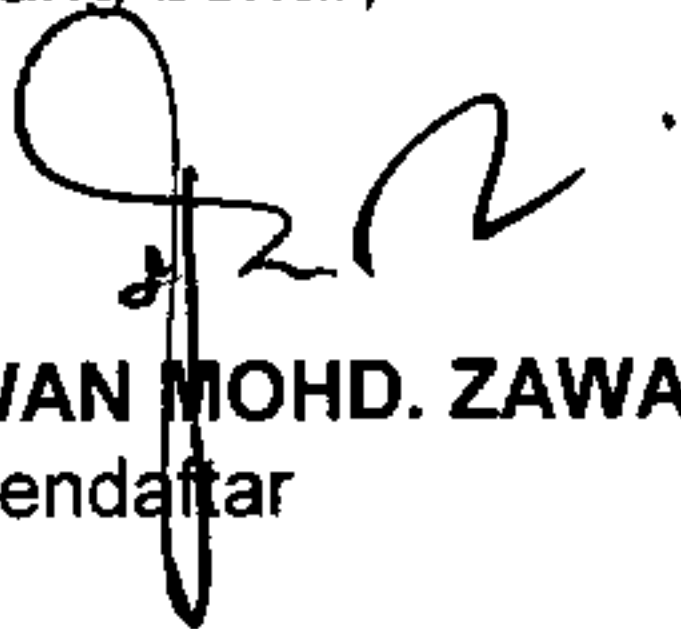
3. Skim ini kini dikenali sebagai **Skim Latihan Akademik Muda (SLAM)** adalah skim tambahan dalam pelan penggantian staf akademik dan ia menggantikan Skim Felo Penyelidik sedia ada. Bagaimanapun, pelan penggantian staf akademik melibatkan Skim Felo Akademik (Pekeliling Pentadbiran Bil. 30/2012) dan Pensyarah Gred DS45 (Sementara) akan terus diamalkan. Skim Latihan Akademik Muda menjadi skim utama dan merupakan sebagai skim '*default*' bagi semua skim yang diguna pakai dalam pelan penggantian staf akademik.

4. Perincian penambahbaikan skim boleh dirujuk seperti di **Lampiran A**. Pekeliling Pentadbiran ini berkuat kuasa mulai dari tarikh **17 Disember 2014**.

Sekian dimaklumkan, terima kasih.

**“Berkhidmat untuk Negara kerana Allah”**

Yang benar,



**WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN**  
Pendaftar

- s.k. - YBhg Datuk Naib Canselor  
- YBhg Timbalan Naib Canselor (Penyelidikan & Inovasi)  
- YBhg Timbalan Naib Canselor (Akademik & Antarabangsa)  
- YBhg Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)  
- YBhg Timbalan Naib Canselor (Pembangunan)  
- Pengarah Kampus UTM Kuala Lumpur  
- Bendahari  
- Pengarah Kerja, Pejabat Harta Bina  
- Pegawai-Pegawai Kanan/ Dekan/ Pengarah

**SKIM LATIHAN AKADEMIK MUDA – SLAM  
(PENAMBAHBAIKAN KEPADA SKIM FELO PENYELIDIK)  
UNIVERSITI TEKNOLOGI MALAYSIA**

**1.0 TUJUAN**

Pekeliling Pentadbiran ini bertujuan untuk memaklumkan kepada semua staf dan pelajar Universiti Teknologi Malaysia (UTM) mengenai Penambahbaikan Skim Felo Penyelidik UTM.

**2.0 LATAR BELAKANG**

2.1 Skim perkhidmatan Tutor (DA41) di UTM telah dimansuhkan pada Tahun 2011 sejajar dengan pemasuhan jawatan Tutor di semua IPTA. Berikutan itu, UTM telah mewujudkan Skim Felo Penyelidik (di samping Skim Felo Akademik) bagi menggantikan skim Tutor. Pihak Universiti telah melaksanakan Skim Felo Penyelidik UTM melalui kelulusan Mesyuarat Jawatankuasa Pengurusan Universiti (JPU) Bil. 5/2012 bertarikh 12 Mac 2012.

2.2 Skim tersebut merupakan salah satu pendekatan dan platform yang diamalkan dalam merealisasikan agenda pelan penggantian (*succession plan*) staf akademik di UTM, khususnya bagi menyediakan staf akademik berkelulusan ijazah kedoktoran.

2.3 Skim Felo Penyelidik yang ditawarkan sebelum ini dilihat kurang menarik (khususnya dari perspektif jumlah elaun bulanan dan kemudahan lain yang ditawarkan) berbanding dengan skim setara yang ditawarkan oleh universiti penyelidikan lain. Sehubungan itu, beberapa langkah penambahbaikan telah dicadangkan terhadap Skim Felo Penyelidik bagi tujuan menjadikan ianya lebih menarik kepada peserta dan boleh digunakan sebagai pendekatan dan platform berkesan dalam pelan penggantian staf akademik di UTM, khususnya dalam

mempertingkatkan dan menjamin kelestarian staf akademik berkelulusan ijazah kedoktoran.

- 2.4 Mesyuarat Jawatankuasa Panel Pembangunan Profesional UTM Bil. 11/2014 yang bersidang pada 2 Disember 2014 telah memperakukan beberapa cadangan penambahbaikan dan memperkemaskan beberapa syarat lantikan serta peraturan sedia ada pada Skim Felo ini.
- 2.5 Mesyuarat Jawatankuasa Pengurusan UTM (JPU) Bil. 21/2014 yang diadakan pada 17 Disember 2014 telah bersetuju meluluskan cadangan penambahbaikan Skim Felo Penyelidik yang telah diperakukan dengan pindaan untuk diguna pakai di UTM.

### **3.0 PENAMBAHBAIKAN SKIM FELO PENYELIDIK**

#### **3.1 Pertukaran Nama Skim**

Nama skim diubah kepada **Skim Latihan Akademik Muda** (ringkasnya **SLAM**).

#### **3.2 Syarat Kelayakan Calon**

- a. Warganegara Malaysia
- b. Calon memperolehi Ijazah Sarjana Muda Kepujian Kelas Kedua Tinggi dengan CGPA 3.50 ke atas;

**ATAU**

Memperolehi ijazah sarjana yang cemerlang;

**DAN**

Kepujian 1 – 4 dalam Bahasa Inggeris dan Bahasa Melayu pada peringkat SPM atau kelayakan lain yang diiktiraf setaraf dengannya;

DAN

Telah mendapat tawaran melanjutkan pengajian di peringkat ijazah kedoktoran atau sarjana + kedoktoran di universiti yang ditetapkan oleh UTM.

- c. Had umur calon untuk mengikuti program sarjana + kedoktoran adalah tidak melebihi 30 tahun dan mengikuti program kedoktoran pula tidak melebihi 40 tahun.

### 3.3 **Elaun Peribadi Bulanan dan Kemudahan Cuti Belajar**

- a. Elaun Peribadi Bulanan:
  - i. Peringkat sarjana: **RM2,500 sebulan**
  - ii. Peringkat kedoktoran: **RM3,000 sebulan**
- b. Elaun peribadi bulanan akan diberikan mulai dari tarikh memulakan pengajian dan pembayaran akan diberhentikan sebaik sahaja tamat tempoh pengajian maksimum Cuti Belajar sepertimana yang telah diperakukan oleh pihak Universiti.
- c. Calon ditaja sepenuhnya oleh KPM melalui tajaan Skim Latihan Akademik Bumiputera (SLAB)/Skim Latihan Akademik IPTA (SLAI) dan layak mendapat elaun serta kemudahan Cuti Belajar yang ditetapkan oleh UTM selaku majikan dan KPM bagi pihak kerajaan (penaja biasiswa).

### 3.4 **Kemudahan lain yang ditawarkan**

- a. Calon juga layak mendapat kemudahan semasa Cuti Belajar seperti kemudahan pembentangan kertas kerja di persidangan/seminar, mengutip data penyelidikan, sebahagian pengajian luar negara dan kemudahan perubatan tertakluk kepada syarat-syarat yang ditetapkan oleh Universiti.

### **3.5 Ikatan Perjanjian**

- a. Calon akan menandatangani Borang Perjanjian Cuti Belajar SLAM. Setiap calon yang ditawarkan mempunyai dua (2) ikatan perjanjian iaitu bersama UTM selaku majikan dan KPM bagi pihak kerajaan dan tempoh kontrak tertakluk kepada tempoh pengajian yang dibiayai.
- b. Calon dikehendaki berkhidmat dengan UTM mengikut perjanjian yang ditandatangani (mengikut kekosongan jawatan).
- c. Calon yang gagal pengajian dalam tempoh yang ditetapkan dikehendaki membayar balik gantirugi sebagaimana ditetapkan dalam Perjanjian Cuti Belajar yang ditandatangani.

### **3.6 Taraf Tawaran dan Tempoh Penajaan:**

- a. Sepanjang tempoh pengajian, taraf pelantikan penerima skim SLAM adalah sebagai pelajar dan bukannya berstatus staf.
- b. Tempoh tawaran:
  - i. Ijazah sarjana + kedoktoran: maksimum 6 tahun
  - ii. Ijazah kedoktoran: maksimum 4 tahun

### **3.7 Penentuan Syarat Tempat Pengajian**

- a. Calon PhD dikehendaki mendapatkan tempat pengajian di universiti luar negara terbaik dunia atau di Universiti Penyelidikan tempatan (sepertimana syarat penajaan KPM).

### **3.8 Pentadbiran dan Proses Kerja**

- a. Pengurusan dan Pentadbiran:
  - i. Urusan pencarian, saringan, temu bual dan pemilihan calon dibuat oleh Fakulti/Sekolah/Akademi.
  - ii. Urusan surat tawaran dan segala urusan berkaitan tajaan semasa pengajian dibuat oleh CALPD UTMLead.

- b. Calon boleh membuat permohonan setelah iklan SLAM dikeluarkan kelak.

### 3.9 Implikasi

- a. Skim Latihan Akademik Muda adalah skim tambahan dalam pelan penggantian staf akademik sedia ada. Ianya menggantikan Skim Felo Penyelidik sedia ada. Bagaimanapun, pelan penggantian staf akademik melibatkan Skim Fellow Akademik dan Pensyarah Gred DS45 (Sementara) akan terus diamalkan.
- b. Skim Latihan Akademik Muda dicadangkan menjadi skim utama dan merupakan sebagai skim '*default*' bagi semua skim yang digunapakai dalam pelan penggantian staf akademik.

**3.10 Lain-lain perkara yang tidak dinyatakan dalam Pekeliling Pentadbiran ini tidak berubah dan masih terpakai di peringkat Universiti.**

## 4.0 TARIKH KUAT KUASA

Pekeliling Pentadbiran ini berkuatkuasa mulai tarikh ianya diluluskan oleh Mesyuarat Jawatankuasa Pengurusan UTM (JPU) Bil. 21/2014 iaitu pada 17 Disember 2014.

# UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld.2 (82)

20 January 2015  
29 Rabiulawal 1436

## ADMINISTRATIVE CIRCULAR NO. 4/2015

### **THE YOUNG ACADEMICS TRAINING SCHEME – SLAM (ENHANCEMENT OF THE RESEARCH FELLOW SCHEME)**

This Administrative Circular is to inform all staff and students of Universiti Teknologi Malaysia (UTM) the enhancement made to the Research Fellow Scheme, which has been endorsed by the UTM Management Committee Meeting (MMS) No. 21/2014 which was held on 17 December 2014.

2. This scheme is one of the approaches and platforms adopted in realizing the succession plan agenda of the UTM academic staff, particularly in attaining the aspired number of academic staff with doctoral degrees. The Research Fellow Scheme offered prior to this was seen to be less attractive (predominantly from the perspective of the total monthly allowance and other facilities offered) compared with similar schemes offered by other research universities. Hence, several enhancement measures have been proposed for the Research Fellow Scheme.

3. This scheme is now known as the **Young Academics Training Scheme (SLAM)**, which is an additional scheme in the academic staff succession plan, replacing the existing Research Fellow Scheme. However, the academic staff succession plan involving the Academic Fellow Scheme (Administrative Circular No. 30/2012) and Lecturer Grade DS45 (Temporary) will continue to be practised. The Young Academics Training Scheme is the 'default' scheme for all schemes under the academic staff succession plan.

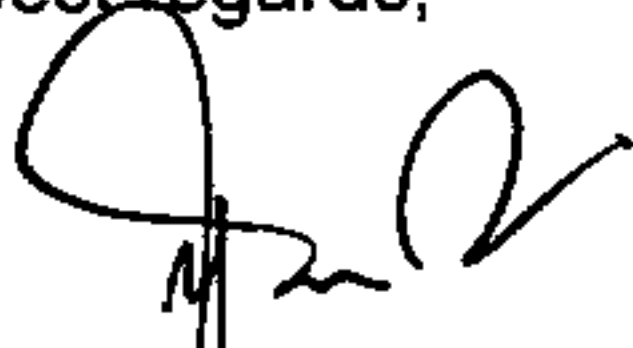


4. Details of the enhancements of the scheme can be referred in **Appendix A**. This Administrative Circular takes effect from **17 December 2014**.

Thank you.

**“Berkhidmat untuk Negara kerana Allah”**

Best regards,

  
WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN  
Registrar

- c.c.
- Vice-Chancellor
  - Deputy Vice-Chancellor (Research & Innovation)
  - Deputy Vice-Chancellor (Academic & International)
  - Deputy Vice-Chancellor (Student Affairs & Alumni)
  - Deputy Vice-Chancellor (Development)
  - Campus Director, UTM Kuala Lumpur
  - Bursar
  - Director of Works, Office of Asset and Development
  - Senior Officers/ Deans / Directors

**THE YOUNG ACADEMICS TRAINING SCHEME – SLAM  
(ENHANCEMENT OF THE RESEARCH FELLOW SCHEME)  
UNIVERSITI TEKNOLOGI MALAYSIA**

**1.0 AIM**

This Administrative Circular is to inform all staff and students of Universiti Teknologi Malaysia (UTM) the enhancement made to the UTM Research Fellow Scheme.

**2.0 BACKGROUND**

- 2.1 The Tutor Scheme (DA41) in UTM was abolished in 2011 in line with the abolition of Tutor positions in all universities. Consequently, UTM established a Research Fellow Scheme (in addition to the Academic Fellow Scheme) to replace the Tutor scheme. The University has implemented the UTM Research Fellow scheme, following the endorsement made at the University Management Committee Meeting (JPU) No. 5/2012 dated March 12, 2012.
- 2.2 The scheme is one of the approaches and platforms adopted in realizing the succession plan agenda of the UTM academic staff, particularly in attaining academic staff with doctoral degrees.
- 2.3 The Research Fellow Scheme offered prior to this was seen to be less attractive (predominantly from the perspective of the total monthly allowance and other facilities offered) compared with similar schemes offered by other research universities. Hence, several enhancement measures have been proposed for the Research Fellow Scheme for the purpose of making it more attractive to participants. Additionally, it can be used as a more effective approach and platform in the UTM academic staff succession plan, particularly in enhancing and maintaining the sustainability of academic staff with doctoral degrees.

- 2.4 The UTM Professional Development Panel Committee Meeting No. 11/2014, which convened on 2 December 2014, endorsed several suggestions pertaining to the enhancement of the scheme, and refined several conditions on appointment and existing regulations in the existing Fellow Scheme.
- 2.5 The UTM Management Committee Meeting (JPU) No. 21/2014 held on 17 December, 2014 agreed to adopt the proposed enhancements to the Research Fellow Scheme which was endorsed with amendments to be adopted in UTM.

### **3.0 ENHANCEMENT OF THE RESEARCH FELLOW SCHEME**

#### **3.1 Change in Name of Scheme**

Name of scheme is changed to the **Young Academics Training Scheme** (with the acronym **SLAM**).

#### **3.2 Candidate Requirements**

- a. Malaysian citizen
- b. The candidate has at least a Second Class Upper Honours Bachelor's Degree with a CGPA of 3:50 or higher;

OR

Has obtained an outstanding Master's Degree;

AND

Distinction 1 - 4 in English and Bahasa Melayu at the SPM level or other qualifications recognized as equivalent;

AND

Has received an offer to study at the doctoral degree, or master's degree + doctoral degree at universities stipulated by UTM.

- c. The age limit for candidates pursuing the master's + doctoral degree programmes should not exceed 30 years of age, and those pursuing the doctoral program shall not exceed 40 years of age.

### **3.3 Monthly Personal Allowance and Study Leave Facilities**

- a. Monthly Personal Allowance:
  - i. Master's level: **RM2,500 per month**
  - ii. Doctoral level: **RM3,000 per month**
- b. Monthly personal allowance will be granted from the date of commencement of study and the payment will be terminated immediately following the maximum period of Study Leave as endorsed by the University.
- c. The candidate is fully sponsored by the Ministry of Education (MOE) under the Bumiputera Academic Training Scheme (SLAB) / IPTA Academic Training Scheme (SLAI), and is eligible for study leave allowance and facilities as designated by UTM in its role as employer and MOE on behalf of the government (scholarship sponsor).

### **3.4 Other Offered Facilities**

- a. Candidates are also entitled to Study Leave facilities like those facilities provided in presenting papers at conferences/seminars, collecting research data, conducting part of the study abroad and enjoying medical benefits, subject to the conditions set by the University.

### **3.5 Binding Agreement**

- a. The candidate is required to sign the SLAM Study Leave Agreement Form. Each candidate has two (2) binding agreements, namely, one with UTM as the employer, and another one with MOE representing the government, where the duration of the contract is subject to the duration of the study period being funded.

- b. The candidate is required to serve UTM according to the agreement signed (depending on job vacancies).
- c. Candidates who fail to complete their studies within the prescribed period is required to pay compensation as stipulated in the Study Leave Agreement signed.

### **3.6 Offer Status and Duration of Sponsorship:**

- a. Throughout the study period, the status of the SLAM scheme recipient is as a student and not staff.
- b. Offer duration:
  - i. Master's degree + Doctoral degree: 6 years maximum
  - ii. Doctoral degree: 4 years maximum

### **3.7 Determination of Place of Study Requirement**

- a. PhD candidates are required to secure a place of study at world renowned foreign universities, or local Research Universities (as stipulated in the sponsorship requirements of MOE).

### **3.8 Administration and Work Process**

- a. Management and Administration:
  - i. Matters pertaining to scouting, screening, interviewing and selecting of candidates are made by the Faculty/School/Academy.
  - ii. Matters pertaining to offer letters and sponsorship during the study are made by CALPD UTMLead.
- b. Candidates can forward their application following the release of a SLAM advertisement.

### **3.9 Implication**

- a. The Young Academics Training Scheme is an addition to the existing academic staff succession plan. It replaces the existing Research Fellow Scheme. However, the academic staff succession plan involving the Academic Fellow Scheme (Administrative Circular No. 30/2012) and Lecturer Grade DS45 (Temporary) will continue to be practised.
- b. The Young Academics Training Scheme has been proposed to be the main scheme and is the 'default' scheme for all schemes under the academic staff succession plan.

**3.10 Other matters not mentioned in this Administrative Circular have not been changed and continue to be applied at the University level.**

### **4.0 EFFECTIVE DATE**

This Administrative Circular takes effect from the date it is endorsed by the UTM Management Committee Meeting (JPU) No. 21/2014, on 17 December 2014.