



GUIDELINE FOR ZAMALAH RESEARCH SCHEME (TUITION FEE ASSISTANCE ONLY)

No. Issue	No. Review	Effective Date
01	01	1 September 2023

1.0 BACKGROUND

- 1.1 Through the minutes of the meeting of the Research and Publication Committee No.2 / 2020 dated 11 March 2020 and also the minutes of the 466th Senate meeting dated 17 June 2020, the University has agreed that the governance of the Zamalah Research Scheme will be implemented and managed by the UKM Graduate Centre under Awards and Scholarships Unit. After the merging of the Graduate Center under the Centre for Academic Management (AKADEMIK UKM) in August 2022, the governance of the Zamalah Research Scheme is now managed by the AKADEMIK UKM under the Division of Postgraduate Competency and Promotion.
- 1.2 As this Zamalah Research Scheme is under the research University fund, the AKADEMIK UKM needs to apply for financial allocation approval from the Centre for Research and Instrumentation Management (CRIM).
- 1.3 AKADEMIK UKM will manage the offering of this Zamalah Research Scheme in each semester subject to the approval of financial allocation from CRIM.

2.0 OBJECTIVES

- 2.1 To attract potential local and international students interested in pursuing postgraduate studies in research mode at UKM with partial financing assistance of the admission and tuition fees for the first semester up to the third semester (the extension of financing assistance is subject to student performance).
- 2.2 To strengthen and increase research output in UKM through expanding the recruitment of excellent local and international postgraduate students to study in research mode.

3.0 TERMS OF APPOINTMENT

3.1 General Terms

- 3.1.1 Candidates have received an offer letter of admission from UKM for Master's or Doctor of Philosophy studies through full-time research mode;
- 3.1.2 Candidates who have not registered, OR are in the first semester OR second semester of study are eligible to apply;
- 3.1.3 Application only for students studying full-time only;
- 3.1.4 Applicants must have a research proposal approved by the supervisor;
- 3.1.5 Appointments are automatically revoked if it is found that the candidate has deferred or terminated. However, for candidates who defer their studies,

deferment for this Zamalah Research Scheme may be given subject to the reviews and considerations made by the AKADEMIK UKM;

- 3.1.6 The applicant does not receive any form of scholarship or other financial support and is not engaged in any type of employment whether paid or not. However, sponsorships or scholarships that are not related to tuition fees are allowed.

3.2 Terms of the Application According to Level of Study

3.2.1 Masters Studies

- a. Open to Malaysian Citizen candidates only;
- b. Obtained good results (CGPA \geq 3.00) in a Bachelor's Degree OR an equivalent qualification recognized by the Government of Malaysia;
- c. Candidates with a record of publishing articles in journals and/or proceedings will be given preference for consideration.

3.2.2 Doctor of Philosophy Studies

- a. Open to Malaysian Citizen and Foreign Citizen candidates;
- b. Completed master's studies in research mode with publication record:
 - i. Candidates from the fields of Science, Technology and Health have had at least one (1) publication in a WoS/SCOPUS/ERA indexed journal within the past 5 years.
 - ii. Candidates from the fields of Social Science have had at least one (1) publication in a WoS/SCOPUS/ERA indexed journal within the past 5 years.
- c. Obtained good results (CGPA \geq 3.50) in a Master's Degree by coursework / mixed mode OR an equivalent qualification recognized by the Government of Malaysia. Preference will be given to candidates with publication record;
 - i. Candidates from the fields of Science, Technology and Health have had at least one (1) publication in a WoS/SCOPUS/ERA indexed journal within the past 5 years.
 - ii. Candidates from the fields of Social Science have had at least one (1) publication in a WoS/SCOPUS/ERA indexed journal within the past 5 years.

3.3 Requirements For Supervisors

- 3.3.1 Supervisors must be an active academic staff as defined by the MyRA[®] glossary;
- 3.3.2 The supervisor must be the leader/project member of at least one (1) active research project (the duration of the project must be at least 6 months from

the date of application) and have sufficient funds to support the candidate's research throughout the period of acceptance of this Zamalah Research Scheme.

3.3.3 Publication Record:

3.3.4 Supervisors from the fields of Science, Technology and Health must have at least two (2) publications in indexed journals (WoS/SCOPUS/ERA) as main author or corresponding author in the previous one (1) year.

3.3.5 Supervisors from the fields of Social Science must have at least two (2) publications in indexed journals (WoS/SCOPUS/ERA) as main author or corresponding author in the previous one (1) year.

4.0 FUNDING METHODS

4.1 The Zamalah Research Scheme is funded by Research University fund;

4.2 Funding for Malaysian students is according to the admission and tuition fees rate for Malaysia Citizen issued by Bendahari UKM;

4.3 Funding for International students is according to the admission and tuition fees rate for Malaysia Citizen issued by Bendahari UKM. Therefore, This means, Foreign Citizen students have to pay the remaining registration fees and/or semester tuition fees to the Bendahari UKM;

4.4 This financial assistance is given to students based on the semester of study according to the UKM academic calendar;

4.5 Students who are eligible will receive funding from the Zamalah Research Scheme that includes admission and tuition fees for the first semester, and/or second semester, and/or third semester only. All students must have a Malaysian bank account (CIMB Bank Berhad) for the purpose of refunding tuition fees;

4.6 Recipients of Zamalah Research Scheme must submit a research performance report at least one (1) month before the new semester begins according to the prescribed format;

4.7 Considerations and recommendations for an extension for the next semester will be made based on student performance in research and subject to the adequacy of CRIM's remaining financial allocation.

5.0 APPLICATION PROCEDURE

5.1 New Application

- 5.1.1 Candidates who have received a study offer letter, OR are in the first semester of study, OR are in the second semester of study are eligible to apply;
- 5.1.2 Applicants must complete the application form by submitting supporting documents as per the application checklist;
- 5.1.3 The applicant must obtain recommendation/approval from the proposed from the current or proposed Supervisor;
- 5.1.4 Submit a Research Proposal (maximum of five pages) that include the following:
- a. Research Title
 - b. Executive Summary
 - c. Background of Research
 - d. Research Methodology
 - e. Expected Output
 - f. Milestone
- 5.1.5 Application forms received later than the application closing date will be rejected.

5.2 Application for Extension

- 5.2.1 Recipients of the Zamalah Research Scheme in the previous semester (being in the first or second semester) can forward an application of extension by submitting a Performance Report to the Centre for Academic Management;
- 5.2.2 All publications that have been sent, received or published must be registered in the e-Repository system by UKM academic staff. Publication registration in the e-Repository must be included in the application for extension as proof;
- 5.2.3 Application forms received later than the application closing date will be rejected.

6.0 ASSESSMENT CRITERIA

- 6.1 Evaluation of application will be made through an Evaluation workshop by the appointed Evaluation Committee;
- 6.2 The assessment criteria included:
- 6.2.1 **New Application**
- a. Applicant Academic Qualifications
 - b. The eligibility of supervisor - Status, Publications, Research Projects
 - c. Publication record

- d. Potential to produce publications
- e. Research Proposal

6.2.2 Application of Extension

- a. Publication achievement within the appointment period as in Article 7.1.

6.3 The evaluation results by the Evaluation Committee are final.

7.0 PUBLICATION KPIS DURING THE APPOINTMENT PERIOD

7.1 The publication KPIS set is to enable Master's students to meet the publication requirements, and Doctor of Philosophy students to partially meet the publication requirements for graduation. Publication achievements to be achieved during the appointment period are as follows:

KPI	Masters	Doctor of Philosophy
Semester 1	At least one (1) draft of the journal article has been REVIEWED AND APPROVED by the supervisor	At least one (1) draft of the journal article has been REVIEWED AND APPROVED by the supervisor
Semester 2	At least one (1) article manuscript SUBMITTED to an indexed journal (WoS/SCOPUS/ERA)	At least one (1) article manuscript SUBMITTED to an indexed journal (WoS/SCOPUS/ERA)
Semester 3	At least one (1) article manuscript ACCEPTED for publication in an indexed journal (WoS/SCOPUS/ERA)	At least one (1) article manuscript ACCEPTED for publication in an indexed journal (WoS/SCOPUS/ERA)

7.2 Evidence of KPIS achievement for each semester must be registered and uploaded to the UKM Publications e-Repository system. Proof of publication uploaded to the e-Repository system will be referred to for the assessment of KPIS achievement for the purpose of extension of Zamalah for the following semester.

8.0 ACCEPTANCE OF OFFERS

Successful candidates will be given an offer letter of the Zamalah Research Scheme by the Centre for Academic Management. Candidates who accept the offer are required to sign the Acceptance Letter of the Zamalah Research Scheme and return it to the Centre for Academic Management within fourteen (14) days from the date of the offer letter.

9.0 EFFECTIVE DATE

This Guideline has been reviewed and approved by the Centre for Academic Management and are effective from 1 September 2023.

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