

**QUESTIONS & ANSWERS  
ACADEMIC PERSONNEL UNIT  
HUMAN RESOURCE DIVISION (BSM)**

**1) APPLICATION FOR ACADEMIC POSITION**

**Q: How do I apply for academic position in UPSI?**

A: Via online at [www.upsi.edu.my](http://www.upsi.edu.my)

**Q: What are the minimum requirements to apply for academic positions in UPSI?**

A: Tutor: Masters Degree or Bachelor with Honours

Lecturer: Doctor of Philosophy (Ph. D). Appointment of a candidate with Masters Degree will be taken into consideration for critical fields with approval from the management of the University.

**Q: How do I check the status of academic positions application in UPSI?**

A: You may check on the website

**Q: How long is the period to know the status of application for academic positions in UPSI?**

A: Right away after the application

**2) INTERVIEW**

**Q: What is the way to inform a candidate that he/she is qualified for interview?**

A: Interview letter or a telephone call.

**Q: When the interview session will be held?**

A: Within six (6) months after the application.

**Q: How long for the interview result to be released?**

A: Within one (1) month after the interview.

**Q: Will the University inform the candidates who are failed in interview?**

A: Yes, by sending a letter of regret.

### **3) REPORT FOR DUTY**

**Q: What is the date to report duty in UPSI?**

A: On the 1<sup>st</sup> or 16<sup>th</sup> of every month. If the dates are Public Holiday, an officer is required to report for duty on the following day. For staffs who are servicing in public sector, they must obtain an exemption with consent letter from their Head of Department. Failure to provide the letter will cause the previous service in public sector not to be calculated for retirement benefits.

**Q: What are the conditions that must be fulfilled before reporting duty in UPSI?**

A: Completing all the provided forms

**Q: Is an officer allowed to do medical check up at a private medical centre?**

A: Not allowed

**Q: Can an officer report for duty if medical report and declaration on oath in court are not yet completed?**

A: Cannot. The officer must undergo medical check up and declare on oath.

**Q: Does an officer need to directly work after reporting for duty?**

A: Yes

### **4) THE DETERMINATION OF BASIC SALARY AND SALARY REVISION**

**Q: How to apply for basic salary revision and what are the procedures?**

A: You may apply for basic salary revision by writing to the UPSI Registrar

**Q: What is the system or rules that are used in determining basic salary of an officer who is appointed in public service?**

A: Service Circular No. 7/2007.

**Q: Who is eligible to certify determination of basic pay for an appointed officer?**

A: UPSI Registrar

## **5) FELLOWSHIP SCHEME**

**Q: What is a Fellowship Scheme?**

A: A scheme that offers scholarship to candidate who is interested to pursue studies at Masters Degree or Ph. D level.

**Q: How to apply for this scheme? Is it via online?**

A: Download a form from website [www.upsi.edu.my](http://www.upsi.edu.my)

**Q: What is the minimum qualification for the scheme?**

A: CGPA of Bachelor Degree of at least 3.00

**Q: Does a candidate need to obtain an offer letter from the University of their Masters Degree or Ph. D and sit for IELTS or TOEFL before applying?**

A: Priority is given to the candidate who fulfils the conditions and has received a study offer. Candidate is advised to obtain offer from few universities in order to ensure candidate has alternative university in case their selected university is rejected by the Higher Education Ministry of Malaysia.

**Q: How long is the bond between candidate and University after completing studies?**

A: Not less than the duration of studies depends on the amount of the scholarship given and stated in the agreement.

**Q: Will an officer be appointed as Lecturer Grade DS45 after finishing Masters Degree?**

A: No. The officer will only be given allowance adjustment based on the qualification of Masters Degree.

**Q: What is the difference between Academic Trainee and Tutor?**

A: Academic Trainee will be given allowance while Tutor will be given salary according to Grade DA41.

**Q: If the candidate is now serving in public sector, does he/she need to resign in order to join this scheme?**

A: Yes. The candidate must resign.

**Q: What is the status of Fellowship position?**

A: Temporary. The officer will be appointed as permanent University Lecturer Grade DS45 after his/her Ph. D studies.

**Q: How long is the duration for studies that is given by the University for the candidate to finish Masters Degree and Ph. D?**

A: For Masters Degree level, two (2) years will be given and for Ph. D level, three (3) years will be given.

**Q: Can an officer apply for deferment if he/she does not able to finish the studies?**

A: Can, only three (3) deferments are allowed and the period is one (1) year for every deferment.

**Q: Will the University inform the candidates if their application is not certified?**

A: The University will inform the candidates if their application is not certified by sending a letter of regret.

**Q: Where are the places of studies that a candidate can apply?**

A: Candidate is encouraged to apply for local or abroad university that has the highest ranking in the world.

## **6) PART TIMER**

**Q: Are the claims by part-time lecturer/tutor/instructor managed by the Personnel Unit, HRD?**

A: No. The claims are managed by the Treasury Division.

**Q: How much is the claim for part-time instructor who has a Bachelor Degree?**

A: RM 25.00 / hour

**Q: How to apply for part-time lecturer/tutor?**

A: Through the lecturer and Dean of the particular Faculty.

**Q: What is the maximum hour for part-time lecturer/tutor/instructor for students per week?**

A: Maximum hour for lecturer and tutor is 6 hours per week.

Maximum hour for instructor for students is 4 hours per week.

**Q: Does it necessary for private sector staffs who are appointed as part-time lecture/tutor to provide their latest payslip?**

A: Yes.

**Q: Will the appointment of a part-time lecturer/tutor/instructor be withdrew if the application form has wrong information?**

A: No but the application form must be filled up again.

**Q: Can a retire applicant apply as a part-time lecturer/tutor?**

A: Can, depends on the qualification.

**Q: Does an application require approval from Dean of the particular faculty?**

A: Yes

**Q: Does a claim form need to be submitted with the letter of appointment in order to be sent to the Treasury Division?**

A: Yes, together with the certified letter of appointment.

**Q: Where can part-time lecturer/tutor/instructor obtain claim forms?**

A: Website of Treasury Division

## **7) APPLICATION / EXTENSION OF CONTRACT ACADEMIC POSITIONS**

### **Q: How to apply for contract academic position in UPSI?**

A: For new application, candidate is required to apply via online on the website and for the application after retirement (UPSI staff), the officer is required to fill up Key Performance Indication form for application of contract positions.

### **Q: What are the requirements to apply for contract academic position in UPSI?**

A: Candidate has retired from the service and not a citizen of Malaysia.

### **Q: How to apply for extension of service period for contract academic position in UPSI?**

A: Officer is required to fill up Key Performance Indication form to be submitted to the faculty in order to be brought to the Mesyuarat Kesepakatan Fakulti.

### **Q: What are the conditions to apply for extension of contract service period in UPSI?**

A: The officer must reach Key Performance Indicators and apply within six (6) months before the contract ends.

### **Q: How long is the application process of contract academic position in UPSI?**

A: Within six (6) months from the application.