

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE



Appointment Qualification/ Criteria/ Age Limit	Procedure	KPI	Appointment Period	Allowances and Benefits	Minimum Wage (RM)	Maximum Wage (RM)	Salary Progression	Approving Authority	Object Allocation
PACKAGE 1 Bachelor's Degree with Honours in relevant field recognised by the government or recognised qualification that is equivalent and Having experience and skills in the fields that are suitable with the university Age Limit 27 years Minimum	Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)	Teaching only OR Teaching and Supervision OR Research and Supervision OR Set by the faculty or the Academic Affairs Division	1-3 years	Housing Allowance: RM700/month Children Education Allowance: RM2,000/ year for every child (limited to 3 children only ages 7 to 17) Air fare: Economy Class Medical benefit: UiTM's panel clinics and any government hospitals (officer, spouse and children) Facilities: UiTM Library UiTM Official Address UiTM Internet Facility UiTM Car Sticker Annual Leave - 25 days Sick Leave - 15 days	3,000	9,000	250 The payment of salary is in lump sum . The salary increments are meant for deciding higher starting salary based on experience / expertise. For example: RM3,000 + (RM250 x 5 years of experience) = RM4,250	Human Resource Council	OS29000/ Contract of Service (CoS)
PACKAGE 2 Master's Degree in relevant field recognised by the government or recognised qualification that is equivalent and Having experience and skills in the fields that are suitable with the university Age Limit 27 years Minimum	Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)	Teaching only OR Teaching and Supervision OR Research and Supervision OR Set by the faculty or the Academic Affairs Division	1-3 years	Housing Allowance: RM900/month Children Education Allowance: RM2,000/ year for every child (limited to 3 children only ages 7 to 17) Air fare: Economy Class Medical benefit: UiTM's panel clinics and any government hospitals (officer, spouse and children) Facilities: UiTM Library UiTM Official Address UiTM Internet Facility UiTM Car Sticker Annual Leave - 25 days Sick Leave - 15 days	4,000	10,000	300 The payment of salary is in lump sum . The salary increments are meant for deciding higher starting salary based on experience / expertise.	Human Resource Council	OS29000/ Contract of Service (CoS)
PACKAGE 3 Doctor of Philosophy Degree (PhD) in relevant field recognised by the government or recognised qualification that is equivalent and Having experience and skills in the fields that are suitable with the university Age Limit 27 years Minimum	Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)	Teaching only OR Teaching and Supervision OR Research and Supervision OR Set by the faculty or the Academic Affairs Division	1-3 years	Housing Allowance: RM900/month Children Education Allowance: RM2,000/ year for every child (limited to 3 children only ages 7 to 17) Air fare: Economy Class Medical benefit: UiTM's panel clinics and any government hospitals (officer, spouse and children) Facilities: UiTM Library UiTM Official Address UiTM Internet Facility UiTM Car Sticker Annual Leave - 25 days Sick Leave - 15 days	5,000	15,000	350 The payment of salary is in lump sum . The salary increments are meant for deciding higher starting salary based on experience / expertise.	Human Resource Council	OS29000/ Contract of Service (CoS)
PACKAGE 4 Doctor of Philosophy Degree (PhD) in relevant field recognised by the government or recognised qualification that is equivalent and Having experience and skills in the fields that are suitable with the university Age Limit 27 years Minimum	Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)	Teaching only OR Teaching and Supervision OR Research and Supervision OR Set by the faculty or the Academic Affairs Division	1-3 years	Housing Allowance: RM900/month Children Education Allowance: RM2,000/ year for every child (limited to 3 children only ages 7 to 17) Air fare: Economy Class Medical benefit: UiTM's panel clinics and any government hospitals (officer, spouse and children) Facilities: UiTM Library UiTM Official Address UiTM Internet Facility UiTM Car Sticker Annual Leave - 25 days Sick Leave - 15 days	8,000	25,000	400 The payment of salary is in lump sum . The salary increments are meant for deciding higher starting salary based on experience / expertise.	Human Resource Council	OS29000/ Contract of Service (CoS)
PACKAGE 5 Candidate should be recognised as an expert in certain fields Priority is given to candidate who is from developed countries. However, candidate from developing countries will also be considered. Candidate from Israel is not allowed; and Candidate owns recognised degree and / relevant license Age limit The minimum age for the candidate is 35 but no maximum age limit is required. The candidate must be certified fit by a registered medical officer.	Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)	The Appointment is based on the expertise An expert means someone who has expertise in certain fields: (a) recognised by local and international professional bodies (b) recognised by nonprofessional bodies like Nobel laureates; (c) Industrial expert from top 400 Forbes list and top 500 fortunes companies; (d) A lecturer or prolific person from top 20 universities; or (e) Among the prominent people who are recognised by the society and have given big contribution to one's field	Not more than 2 years. The extension of contract can be considered yearly depending on the need and candidate's performance.	Housing allowance: No allowance is paid for this category Children Education Allowance: RM2,000/ year for every child (limited to 3 children only ages 7 to 17) Air fare: Economy Class Medical benefit: UiTM's panel clinics and any government hospitals (officer, spouse and children) Facilities: UiTM Library UiTM Official Address UiTM Internet Facility UiTM Car Sticker Annual Leave - 25 days Sick Leave - 15 days	23,000	60,000	(Excluding Tax) The total service charge is determined based on expertise, experience and candidate's substantive salary offered by the former agency.	Human Resource Council and Remuneration Committee Note: A proposal for the appointment should be submitted to the Department of Human Resource, Ministry of Higher Education	OS29000/ Contract for Service (CFS)