



الجامعة
UNIVERSITI
TEKNOLOGI
MARA

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE



UiTM *at horizon* Unleashing Potentials
Shaping the Future

Bahagian Pengambilan dan Penempatan Staf
Pejabat Pendaftar, Universiti Teknologi MARA

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE

PACKAGE

1

Appointment Qualification / Criteria / Age Limit

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

Procedure

Noncitizen academic or
professional member identified by
the Vice Chancellor or Deputy
Vice-Chancellor
(Academic and International)

KPI

Teaching only OR

Teaching and Supervision OR

Research and Supervision OR

Set by the faculty or the Academic
Affairs Division

Appointment Period

**1 - 3
years**

Allowances and Benefits

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

Minimum Wage (RM)

3,000

Maximum Wage (RM)

9,000

Salary Progression

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 :

$RM3,000 + (RM250 \times 5 \text{ years of experience}) = RM4,250$

Approving Authority

Human
Resource
Council

Object Allocation

OS29000/
Contract of
Service (CoS)

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE



PACKAGE

2

Appointment Qualification / Criteria / Age Limit

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

Procedure

Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)

KPI

Teaching only **OR**

Teaching and Supervision **OR**

Research and Supervision **OR**

Set by the faculty or the Academic Affairs Division

Appointment Period

**1 - 3
years**

Allowances and Benefits

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

Minimum Wage (RM)

4,000

Maximum Wage (RM)

10,000

Salary Progression

300

The payment of salary is in **lump sum**. The salary increments are meant for deciding higher starting salary based on experience / expertise.

Approving Authority

Human
Resource
Council

Object Allocation

OS29000/
Contract of
Service (CoS)

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE

PACKAGE

3

Appointment Qualification / Criteria / Age Limit

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

Procedure

Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)

KPI

Teaching only **OR**

Teaching and Supervision **OR**

Research and Supervision **OR**

Set by the faculty or the Academic Affairs Division

Appointment Period

**1 - 3
years**

Allowances and Benefits

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

Minimum Wage (RM)

5,000

Maximum Wage (RM)

15,000

Salary Progression

350

The payment of salary is in **lump sum**. The salary increments are meant for deciding higher starting salary based on experience / expertise.

Approving Authority

Human
Resource
Council

Object Allocation

OS29000/
Contract of
Service (CoS)

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE

PACKAGE

4

Appointment Qualification / Criteria / Age Limit

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

Procedure

Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)

KPI

Teaching only **OR**

Teaching and Supervision **OR**

Research and Supervision **OR**

Set by the faculty or the Academic Affairs Division

Appointment Period

**1 - 3
years**

Allowances and Benefits

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

Minimum Wage (RM)

8,000

Maximum Wage (RM)

25,000

Salary Progression

400

The payment of salary is in **lump sum**. The salary increments are meant for deciding higher starting salary based on experience / expertise.

Approving Authority

Human
Resource
Council

Object Allocation

OS29000/
Contract of
Service (CoS)

INTERNATIONAL ACADEMIC STAFF INTERNAL SCHEME PACKAGE

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5

Appointment Qualification / Criteria / Age Limit

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.

Procedure

Noncitizen academic or professional member identified by the Vice Chancellor or Deputy Vice-Chancellor (Academic and International)

KPI

The Appoinment 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

Appointment Period

Not more than 2 years. The extension of contract can be considered yearly depending on the need and candidate's performance.

Allowances and Benefits

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

Minimum Wage (RM)

23,000

Maximum Wage (RM)

60,000

(Excluding Tax)

The total service charge is determined based on expertise, experience and candidate's substantive salary offered by the former agency.

Approving Authority

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

Object Allocation

OS29000/
Contract for
Service (CFS)