



# Universiti Kuala Lumpur

## INSTITUTE OF RESEARCH AND POSTGRADUATE STUDIES

### ANNOUNCEMENT

#### AMENDMENT ON THE TERMS AND CONDITIONS IN THE GRADUATE ASSISTANTSHIP (GA) SCHEME EFFECTIVE 1<sup>ST</sup> APRIL 2012

##### 1. APPLICATION REQUIREMENTS

1.1 Applicants must be a registered full time postgraduate student of UniKL pursuing Masters or PhD by research and has enrolled not more than six (6) months.

1.2 Applicants must meet the following requirements:

Candidate	Age	Qualification
Master by research	Not more than 35 years old.	Bachelor degree with minimum CGPA of 2.75 in the relevant field or equivalent.
PhD by research	Not more than 40 years old.	Master's degree by research in the relevant field or Master's degree with minimum CGPA of 3.00 or equivalent.

1.3 Must not be bonded to or in receipt of any financial aid/awards/scholarships/study loan from other organization/institutions at time of application.

##### 2. VALUE OF THE SCHEME

2.1 Recipients of the GA scheme will be receiving the following monthly stipends:

Allowance	Monthly	Total per annum	Total maximum allowance/GA
Master	1,100	13,200	19,800
PhD	1,300	15,600	46,800

##### 3. APPLICATION PROCEDURE

3.1 Application must be made through IRPS , recommended by main supervisor and Dean of campus using specified form: IRPS/PG/GA/AF/2012.



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3.2 Selection will be made 3 times per year as follows:

GA INTAKE	CLOSING DATE	Allocations	
		Master	PhD
March	1 February	7	7
July	1 June	7	7
November	1 October	6	6
<b>Total</b>		<b>20</b>	<b>20</b>

3.3 Recipients of the GA scheme in 2012 must adhere to the new terms and conditions effective April 2012.

#### 4. SELECTION CRITERIA

4.1 The best candidates will be selected strictly based on the criteria as shown in 1.

4.2 Candidates below the minimum qualification or does not fulfill the criteria as shown in 1 will be rejected, thus any appeal on the application is not allowed.

4.3 Shortlisted candidates must write a 2-page essay and will be called for interview chaired by Dean of IRPS.

4.4 Final selection and appointment is solely at the discretion and recommendation of IRPS to UniKL Management.

#### 5. BENEFIT

5.1 GA holder will receive awards in terms of monthly stipends as shown in 2.

#### 6. DURATION OF APPOINTMENT

6.1 Master: 18 months (1.5 years) – maximum

6.2 PhD: 36 months (3 years) - maximum

#### 7. EXTENSION OF APPOINTMENT

7.1 No extension is allowed.



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### **8. RESPONSIBILITIES**

- 8.1 To ACTIVELY carry out research for their postgraduate studies throughout their tenure and leading to publications and conference papers.
- 8.2 To complete and submit the GA Research Progress Report (IRPS/GA/Progress/2012 ) every six (6) months to IRPS during their tenure as GA holder and must receive overall GOOD rating from main supervisor in order to continue receiving monthly stipends for the following semester.
- 8.3 To inform and get consent from supervisor, Dean of institute/campus and Dean of IRPS if the research requires them to be out station (e.g. collecting data, attending conference etc.).
- 8.4 To contribute in academic activities of the institute/campus as directed by his/her supervisor or Dean of campus.

### **9. OTHER TERMS AND CONDITION**

- 9.1 GA must not be bonded to or in receipt of any financial aids/awards/scholarships/study loans from other organizations/institutions or working either full time or part time in any organization throughout the tenure of this scheme.
- 9.2 The university has the right to terminate the contract if the GA received other form of financial aid.
- 9.3 The university has the right to terminate the GA contract if the information given or stated in the application form and acceptance letter is found untrue.
- 9.4 GA shall repay monies received from the university if they fail to complete their studies.

Postgraduate Division,

Institute of Research & Postgraduate Studies

April 2012