

# GUIDE TO PALAN FELLOWSHIPS

ACADEMIC YEAR 2016-2017

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## INTRODUCTION

Palan Fellowship is a unique programme that is implemented by Palan Foundation in partnership with Cyberjaya University College of Medical Sciences (CUCMS). The fellowship offers CUCMS students (undergraduates) who are in good academic standing, and with demonstrated financial need—

- a) Scholarships to set-off their tuition and fees; and
- b) A salaried part-time work obligation within CUCMS.

Fellowship recipients take up assistantships within CUCMS campus and participate in the operation of the college.

Besides helping fellowship recipients financially, the programme also provides career-related skills and experience.

## PALAN FELLOWSHIP INFORMATION SESSION

In order to familiarise the students of CUCMS with the Fellowship, we have arranged an information session on the fellowship, and it shall be held as follows:

Date:            **DAY, MONTH XX, 201X**  
Time:            **XX:XX - XX:XX AM/PM**  
Venue:           **ABC HALL, CUCMS**

Join us for a more detailed explanation of the process.

## APPLICATION DEADLINE

Application for Palan Fellowship must be made using the **Palan Fellowship Application Form** (Appendix A) along with all necessary supporting documents, as provided in the **Palan Fellowship Application Checklist** (Appendix B). Wrong and incomplete applications will be disqualified; so, students are requested to pay particular care in ensuring the accuracy and completeness of their application.

The application deadline for this Semester is on **DAY, MONTH XX, 2016, at 11:59 AM**. The deadline to apply for the next Semester will be announced later.

## APPLICATION AND SELECTION PROCESS

All Palan Fellows are required to take up assistantships within CUCMS that require up to 12 hours of work commitment per week. As such, the applicants should indicate their preferred positions in the Palan Fellowship Application Form. You may apply for up to two positions that you like. You will not be required to rank your preferences. The *Job Descriptions* for the positions that are available for this Semester are found in **Appendix D**.

The application will open for students on **Month XX, 2016 at 4pm**. Students will be notified of the results of the application on MONTH XX, 201X, and they would have until MONTH XX, 201X for them to respond.

## **ELIGIBILITY**

The Palan Fellowships are provided to registered full-time CUCMS students who are in good academic standing and have *demonstrated financial need*. The Fellowships are competitive, and hence not all students who meet the minimum required standards would win the Fellowships. The Palan Foundation, which offers the Fellowships, selects the successful applicants. Please refer to **Appendix C** for the Fellowship Terms and Conditions.

Students are urged to **keep in mind** that they are required to report, while applying for Palan Fellowship, any scholarships or fellowships received from other sources.

**APPENDIX C:**  
**FELLOWSHIP TERMS AND CONDITIONS**

**Scope**

To provide scholarships to Malaysian students who are pursuing undergraduate studies at Cyberjaya University College of Medical Sciences (CUCMS), and who have demonstrated financial need.

**Fellowship Eligibility**

1. Malaysian Citizen.
2. Full-time student of CUCMS.
3. Have completed at least two semesters of studies in the current program at CUCMS.
4. In good academic standing (minimum CGPA of 2.7).
5. Recipient of Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) study loan.

In addition to the above eligibility requirements, students must report, while applying, any scholarships or fellowships received from other sources.

**Academic Programmes**

All undergraduate programmes (diploma and degree) are eligible.

**Parental Income**

Parents' monthly gross income must not exceed RM10,000.00 per month.

**Fellowship Coverage**

The financial award will be paid by CUCMS to offset the tuition and fees of the fellowship recipient.

**Assistantship at CUCMS**

1. All fellowship recipients will be required to take up assistantship within CUCMS.
2. The assistantship will require up to 12 hours of total commitment per week.
3. The salaries paid for assistantships will vary according to position and commitment required, as determined by CUCMS.

**Limits of Financing**

1. For medical students, the maximum support would be RM50,000.
2. For pharmacy students, the maximum support would be RM25,000.
3. For students pursuing all other courses, the maximum support would be RM10,000.
4. The actual award shall vary according to the student's financial need and the course tuition and fees.
5. The financial award will be disbursed by semesters/terms, provided the fellowship recipient maintains a good academic record.
6. The above award does not include any allowance paid for the assistantship position.

**Note:** *Palan Foundation Board of Directors reserves the right to amend the above terms and conditions from time-to-time. Palan Foundation Board of Directors, too, has the right to consider applications that do not strictly meet the above terms and conditions in exceptional cases.*

## APPENDIX D:

### **SERVICE COMMITMENT AT CUCMS**

Palan Fellowships compulsorily requires a service commitment from all its recipients, whereby students participate in the operation of CSMU, and be paid an allowance for their commitment. This is complimentary to the scholarship component of Palan Fellowship.

Below is a breakdown of the commitment requirement and the financial award associated with each assistantship category:

#### **1. Faculty Research Assistant (FRA)**

FRAs assist Faculty, Course and/or Centre Directors/Members with the management of their courses, student communications, travel, and administrative matters. FRAs may also be asked to plan events, maintain Faculty web pages, and work with the CUCMS administration on courses/major/centre-related issues. FRAs also perform other related duties—such as providing general administrative assistance, supporting office operations, managing event registration/rsvp, maintaining databases, managing bookings of rooms, and keeping relevant Social Media pages updated—as assigned by the Director/Member.

**Commitment: 12 hours per week**

**Allowance for a semester of appointment: RM 1,000**

#### **2. Program Assistant (PA)**

Program assistants are selected by, and work in, the many offices of administration that carry out and support the daily functions of the CUCMS. Administrative responsibilities may vary by office and a complete list of position descriptions is provided below.

**Commitment: 12 hours per week**

**Allowance for a semester of appointment: RM 1,000**

#### **Tentative list of Administrative Offices for PAs**

- Academic Administrator for Academic Affairs
- Admissions & Financial Aid
- Career Services
- Information and Technology Services
- Online News
- Student Affairs
- Web

#### **Office of Academic Administrator for Academic Affairs**

Administration provides varied administrative support to the faculty. Required skills include, at minimum, basic knowledge of Microsoft Office programs (Word, Excel, Power Point); familiarity with database management; excellent customer service skills; excellent organizational skills; ability to prioritize multiple tasks and respond well to sometimes competing demands; and the ability to work and thrive in a fast-paced environment,

complete discretion regarding confidential information, and a healthy supply of common sense.

### **Admissions & Financial Aid**

Admissions & Financial Aid PAs perform general office duties, interact with prospective applicants, and assist with outreach efforts. Office duties include opening mail, filing, answering phone calls, entering data, and assembling and processing applications. PAs interact with prospective students by answering general admissions questions via email and phone as well as by speaking to those who visit the office and/or attend information sessions. Outreach efforts include helping the office develop new content for both web and print media. PAs should have general aptitude with computers, especially with Microsoft Word and Excel. Discretion with regard to sensitive applicant information is required. Additional skills related to web development and video filming and editing are a plus.

### **Career Services**

PAs are responsible for employer and industry research/outreach as well as the coordination of any career events, employer information sessions, alumni/student networking receptions, and workshops, among other career-related events. PAs also compile the list of career openings available to recent CUCMS graduates. The positions involve database management and other administrative tasks.

### **Information Technology (Computer Lab, Special Projects)**

Computer Lab PAs are responsible for maintaining and supporting the labs and assisting students with software and printing issues, for opening and closing the computer labs, and for providing audio-visual support for classes and events. PAs are also responsible for working with the Laptop Support group in assisting with providing software support for student laptops, and working on other projects as needed.

### **Online News**

Reporting to CUCMS's editorial director, the PA for news will report, research, and write news stories for the CUCMS website; take or obtain photographs and other materials to support CUCMS news efforts; contribute to CUCMS social media; use content management system to help maintain CUCMS News area of website; fulfil recurring administrative needs; prepare media advisories and support PR outreach; staff selected events; perform additional tasks as assigned.

Professional journalism experience is not required, but demonstrated strong reporting and writing skills are essential. A typical week will combine regular hours in the office with assignments (reporting and writing) outside the office. There will be some scheduling flexibility depending on student availability and faculty needs.

### **Student Affairs**

Student Affairs PAs assist the staff in handling all aspects of student life at CUCMS. PAs act as the liaison between the office and prospective students, current students and faculty. PAs assist the staff on projects related to Admissions, Orientation, Housing, Registration, Open House, Assistantships, and Graduation. Proficiency with Word and Excel required. Excellent verbal and written communication skills and strong customer service skills including phones is necessary. Discretion with regard to sensitive student information is required.

**Web**

PA assists in strengthening the brand of CUCMS by updating and upgrading CUCMS website(s); editing and writing content for web pages; creating and/or sending branded broadcast emails and newsletters; designing web pages, emails, and posters; and compiling data for reports. This position requires excellent writing and proofreading skills, attention to detail, and familiarity with HTML, CSS, and Content Management Systems. An eye for good design and familiarity with video editing and photography are also helpful. Hours are flexible.