



# UNIVERSITI TUNKU ABDUL RAHMAN

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## **PRIVATE & CONFIDENTIAL**

Date: 06 May 2016

Mr Gan Quan Fu  
No.18, Jalan SS 15/5G,  
47500 Subang Jaya,  
Selangor.

Dear Mr Gan,

### **Re: Appointment As Lecturer**

We are pleased to offer you appointment as Lecturer A2(3) in Universiti Tunku Abdul Rahman subject to you being conferred the Master in Science Human Anatomy from AIMST University. This offer of appointment is also subject to the following conditions:

- i) Your basic monthly salary is RM 3,000.00 (with 18% EPF contribution from the University). The following allowances are paid in addition to the basic salary:
  - a) a monthly travelling allowance of RM 600.00 (with EPF contribution at statutory rate from the University);
  - b) a monthly mobile phone & internet subscription allowance of RM 200.00 (with EPF contribution at statutory rate from the University); and
  - c) a monthly parking allowance of RM 150.00

Such allowances may be revised, withdrawn or temporarily suspended at the sole discretion of the University.

- ii) You are required to make mandatory statutory contributions in the form of EPF and SOCSO (if applicable).
- iii) You shall undergo a probationary period of two (2) years and your confirmation of employment shall be subject to you meeting the confirmation requirements of the University. In the event that you are not confirmed in your appointment at the end of your initial or extended probationary period as decided by UTAR, you shall be informed in writing of the non-confirmation of your appointment and shall cease to be a staff by giving one (1) month's written notice or by payment of basic salary in lieu thereof.
- iv) Notwithstanding clause iii) above, either party may terminate this contract of employment by giving the other party three (3) months' notice in writing and if no written notice is given or insufficient notice is given, by payment of wages in lieu thereof. However, as a responsible academic staff and in the interest of the students, you should leave your post at the end of a semester, by mutual consent.

*Gan Quan Fu – Lecturer A2(3)*

- v) Prior to the commencement of your appointment, you are required to undergo a medical examination by a member of our panel of doctors as listed in Appendix A. The cost of this pre-employment medical examination at our panel of doctors will be borne by the University. This appointment shall be subject to a medical certification (on our prescribed forms as attached) that you are medically fit for employment in accordance to the existing procedures of the University.
- vi) You are required to register for a programme of study leading to the award of a Doctor of Philosophy (PhD) within six (6) months after you have reported for duty at UTAR. Application for admission and any financial assistance for a PhD programme shall be the sole responsibility of the applicant.
- vii) All terms and conditions in UTAR's Handbook on Human Resource Policies and Regulations, with whatever modifications thereto, shall be applicable, a copy of which is attached herewith. The attached copy of the Duties and Responsibilities is for your reference. Such Duties and Responsibilities is subject to be reviewed / changed as decided by Dean / Director /Head from time to time.

Please indicate your acceptance of this offer by signing and returning the attached acceptance letter, to the undersigned by **23 May 2016**, failing which this offer of employment shall lapse and be of no effect.

Yours sincerely,



Wong Lee Lan

Director, Division of Human Resource