

# F12A

## Research Employment Contract

To be completed by the Principal Investigator (PI) in two original copies. (The contract should be typed)

**Date of application:**

This contract is made between Sultan Qaboos University (SQU) represented by:

Prof./ Dr	Principal Investigator (PI) [1 <sup>st</sup> party]
Employee	[2 <sup>nd</sup> party]

### I. Employee Details:

<b>a.Full Name</b>	(Should be identical to ID card for Omanis and to passport for non-Omanis)	<b>ID/Passport No (attach copy):</b>
<b>b.Nationality <sup>1</sup></b>		<b>College/Center</b>
<b>c.Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>d. Visa required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (attach 2 photos and a passport copy if visa is required)
<b>e.Qualification</b>	<input type="checkbox"/> less than diploma <input type="checkbox"/> diploma <input type="checkbox"/> BSc <input type="checkbox"/> MSc <input type="checkbox"/> PhD (attach C.V. & educational certificates)	
<b>f.Job title</b>	<input type="checkbox"/> Postdoc <input type="checkbox"/> Consultant <input type="checkbox"/> Research Assistant (RA)	
<b>g.Address</b>	<b>Tel</b>	<b>Mobile</b>
<b>h.Bank Name</b>	<b>Branch</b>	<b>A/C. No</b> (specify Bank A/C. in which payment to be deposited)
<b>i.Type of contract <sup>2</sup></b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-Request	
<b>j.Employment <sup>3</sup></b>	<input type="checkbox"/> SQU Employee <input type="checkbox"/> Non-SQU Employee <input type="checkbox"/> Unemployed	
<b>k.SQU Student Registration Status</b>	<input type="checkbox"/> Not a student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Postgraduate Student <sup>4</sup>	
<b>l. On Full SQU Scholarship</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Only for Postgraduate Students) If Yes, please specify the sponsor	

1. Non-Omani applicant should be justified.

2. See section III on page 2.

3. Employee: A no objection form (F12 D) must be attached.

4. Letter of Enrollment from the Deanship of Postgraduate Studies at SQU is required.

### II. Budget and Contract Period:

<b>a. Contract Period</b>	Start date	End date	(Max. one year)
	For non-Omani employees, the effective date of this contract is the starting date mentioned in section (II a) or the arrival date of the employee to the Sultanate of Oman whichever is latest.		
<b>b. Source of Funding:</b>	Research Project Title		
	Project Code		

### III. Payments of Different Type of Contracts:

#### a. Full-Time Employment

1. Working not less than 7 hours/day. Paid monthly fixed amount.
2. The maximum monthly payment from internal grants (IG), strategic grants (SR, i.e HMTF), and collaborative grants (CL) or equivalent is given in table (1):

Table (1)					
Qualification	Less than Diploma	Diploma	BSc	MSc	PhD or Equivalent
Amount (RO)	450	600	900	1100	1400

3. The maximum monthly payment from externally funded projects depends on the funding body unless specified otherwise by the guidelines specific to such projects.
4. Full-Time Employee cannot be hired as part-time or on-request in the same project.
5. Full-Time student cannot be hired as Full-Time Employee.
6. Agreed monthly payment: RO .....

#### b. On-Request Employment

1. Working as required based on agreed fixed hourly rate or lump sum amount.
2. The maximum number of hours per month is given in table (2):

Table (2)				
Type of Employment	Full-Time Employee	Unemployed and not a Student	MSc or PhD Student (not on SQU Full Scholarship)	MSc or PhD (on SQU Full Scholarship) or Undergraduate Student
Maximum Hours per Month	50	150	100	50

3. The maximum hourly rate for IG, SR, CL or equivalent is given in table (3):

Table (3)				
Qualification	Less than BSc	BSc	MSc	PhD or Equivalent
Amount (RO)	4	6	7	8

4. The maximum monthly payment from externally funded projects depends on the funding body unless specified otherwise by the guidelines specific to such projects.
5. Agreed hourly rate: ..... RO/hour or Agreed lump sum amount RO.....
6. Lump sum amount should not exceed the maximum amount mentioned in tables 2 and 3.
7. Form F12B must be submitted to request the payment.

### c. Part-Time Employment

1. Paid monthly fixed amount.
2. The maximum monthly payment (RO) for part-time Employee for IG, SR, CL or equivalent is given in table (4):

Table (4)				
Qualification	Full-Time Employee	Unemployed and not a Student	MSc or PhD Student (not on SQU Full Scholarship)	MSc or PhD (on SQU Full Scholarship) or Undergraduate Student
Less than BSc	200	600	-	200
BSc	300	900	600	300
MSc	350	1050	700	350
PhD or Equivalent	400	1200	-	-

The maximum monthly payment from externally funded projects depends on the funding body unless specified otherwise by the guidelines specific to such projects.

Agreed monthly payment: RO .....

### IV. Terms & Conditions

#### a. GENERAL

1. Both parties are not allowed to modify terms and conditions of this contract.
2. The 2nd Party shall be working within the defined duties & responsibilities (section IV. H).
3. The 2nd Party is not entitled to any other benefits or privileges than what is listed herewithin.
4. The 2nd Party can work as part-time employee and/or on-request employee for more than one project provided that the maximum monthly payment (in any 30-day period) does not exceed the maximum amounts specified in table (4).
5. The contract remains valid only as long as the grant has sufficient funding.
6. Payments rules stated in section (III) of this contract should apply it if the employee is granted a full SQU scholarship as a postgraduate student.
7. A full-time non-Omani employee must submit or declare original educational certificates to Personnel affairs department upon arrival.
8. Validity of this contract is subject to satisfactory completion of required supporting documents.
9. The terms and conditions of this Contract is, in all cases, subject to the laws of the Sultanate of Oman and any terms and conditions as may be applicable or prescribed by SQU from time to time. Further, SQU will be automatically bound by the terms of any new Laws promulgated by the Government of the Sultanate of Oman and University administration.

#### b. INTELLECTUAL PROPERTY

1. The 2nd Party shall have no right to be identified as the author, inventor, or originator, either in part or in whole, of publications, presentations, and all other forms of research output and Intellectual Property, arising from projects as well as any other work carried out by the 2nd party in the framework of this contract unless decided otherwise by the 1st party or specified in the "Specific Conditions" Section.

#### c. PERFORMANCE OF DUTIES

1. The 2nd Party undertakes to perform and deliver the duties under the supervision of the 1st party, according to the responsibilities and deadlines determined by the 1st party as described in section (IV.h.)
3. The 2nd Party shall maintain complete confidentiality of all the information and data of the project and release it to others.
4. The 2nd Party shall comply with and respect all the pertinent rules, policies and regulations and perform the duties related to the project requested by 1st Party.
5. The 2nd Party shall carry out the duties faithfully and honestly.
6. Both parties shall ensure safety of all SQU facilities (e.g.. laboratories, equipment,...etc).
7. A full time employee shall not engage or participate as full time employee in any other service or business whatsoever.
8. The 2nd Party shall not engage in any political activity whatsoever in the Sultanate of Oman or in any activity which can be construed as interfering in the affairs of the Sultanate.

#### **d. LEAVE**

1. A full time employee is eligible for maximum two days annual paid leave per month.
2. A full time employee is eligible for maximum two days emergency leave per three months, if acceptable to the 1st party.
3. Absence due to illness exceeding one-day duty can be taken. However, it is subject to the submission of a medical certificate signed by an approved medical practitioner employed by the University Hospital or Ministry of Health within the Sultanate of Oman.

#### **e. MEDICAL SERVICES AND COMPENSATION (ONLY APPLICABLE FOR NON- OMANI FULL TIME EMPLOYEE)**

1. The 2nd Party shall be eligible for the medical coverage provided by SQU for its employees at the SQU FAMCO clinic and at the SQU hospital. This does not include either private rooms or private consultations, for which fees are payable by the employee, nor does it include prosthetic devices, spectacles, hearing aids, dentures, plastic surgery solely for cosmetic reasons, cardiac pacemakers and similar supportive devices. Further, the employee will be required to pay any charges/fees as may be applicable from time to time for health care services in the Sultanate of Oman.
2. SQU shall bear no financial responsibility for any treatment required by the employee, for a known existing condition or illness, which the employee fails to disclose at the time of his/her recruitment.
3. In the event of death of the Employee, SQU shall bear financial responsibility for repatriation of the human or bearing the cost of such action.
4. If specified in section (IV.g), the Employee and is eligible for only one return ticket per contract.
5. No allowances and medical coverage provided by SQU for the spouse and/or children of the 2nd Party at the SQU FAMCO clinic and at the SQU hospital.
6. If visa of 2nd party is transferred to another sponsor, compensation of the ticket will not be granted.
7. A full-time non-Omani employee shall be responsible for paying fees of issuing or renewing the resident card and the free health card as specified by the concerned authority in the country.
8. SQU shall bear no financial responsibility for any charges other than listed in this contract.

#### **f. EXPIRATION OR TERMINATION OF THE CONTRACT**

1. Both parties have the right to terminate this contract by informing the other in writing of one-month notice in advance. It may be terminated at any time by mutual agreement between both parties without advance notice.
2. SQU has the right to terminate the contract for reasons of misconduct, or for the employee's breach of the Regulations or By Laws of the SQU, or because of his/her willful breach of the conditions of the contract without notice.

#### **g. DISPUTE RESOLUTION**

This contract is to be construed and carried into effect according to the laws of the Sultanate of Oman. The parties here to shall submit to the exclusive jurisdiction of the courts in the Sultanate of Oman when an administrative remedy cannot be provided by the SQU.

#### **k. Specific Conditions**

Should not conflict with the terms and conditions mentioned in section (IV).

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## I. Duties & Responsibilities

Task	Hrs/week
Total hours per week	

- o For Full Time contract, the minimum hours per week is 35 per week.
- o For On-Request Employed applicant, the maximum hours per week is 12.5 per week.
- o For Undergraduate students, the maximum hours per week is 12.5 per week.
- o For Postgraduates students (Not on SQU Full Scholarship), the maximum hours per week is 25 per week.
- o For Postgraduates students (On SQU Full Scholarship), the maximum hours per week is 12.5 per week.
- o For applicant having many contracts within same period, they should not exceed the above mentioned maximum hours per week

## V. Signatures:

### 1st Party: Principal Investigator

I declare that I agree to all the terms and conditions of this contract and all information is correct.

Name:

Signature:

Date:

### 2nd Party: Employee

I declare that I agree to all the terms and conditions of this contract and all information is correct.

Name:

Signature:

Date:

### Head of Department Approval

Name:

Signature:

Date:

### Assist Dean for PSR / Director of Center Approval

Name:

Signature & Stamp:

Date:

### Deputy Vice-Chancellor for Postgraduate Studies and Research Approval

Name:

Signature & Stamp:

Date: