



IIUM/202/4/1/1

25<sup>th</sup> May 2022

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR NO. 13/2022**  
**MANAGEMENT SERVICES DIVISION**

**REVISED TERMS AND CONDITIONS OF EXTERNAL COURSE APPLICATION**  
**FOR IIUM ADMINISTRATIVE AND TECHNICAL STAFF**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the revised terms and conditions of External Course Application for IIUM administrative and technical staff.

**2. BACKGROUND**

- 2.1 At present, IIUM administrative and technical staff (ATS) applying for external training/short courses has to submit External Course Application Form to Management Services Division upon recommendation of their Head of Department. The approved application course fees will be borne by the University.
- 2.2 In line with the IIUM Learning and Development policy for ATS, staff who is approved to go on training/short courses on full time basis with financial assistance of RM 500.00 and above have to sign an agreement with IIUM for certain period of bondage. The duration of bondage is determined either on the basis of the total cost paid by IIUM (excluding salary and other allowances under the staff's payroll) or the duration of course attended, whichever is longer.
- 2.3 The current bondage is stated in *Declaration Form for Attending University Funded External Training Programmes*. On 27<sup>th</sup> September 2021, a meeting was held between Human Resources Development Section of Management Services Division and SASMEC particularly on the said form.



- 2.4 The meeting was concerned with the issues raised by SASMEC; many clinical staff need to attend numerous paid training externally due to their nature of work and they had queried if the bondage would be accumulated. The current period of bondage is relatively high and does not commensurate with the total cost paid by IIUM.
- 2.5 For the betterment and enhancement of attending university funded external training procedures, members of the meeting agreed to review the matters accordingly.
- 2.6 On 21<sup>st</sup> January 2022, the Management Services Division and SASMEC had a further discussion on the matter and agreed that the External Training Declaration Form need to be revised according to the current needs.

### 3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2022 held on 15th April 2022 has approved the revised Terms and Conditions of External Course Application for IIUM administrative and technical staff as to ensure proper regulations on IIUM learning and development procedures and the revised *Declaration Form for Attending University Funded External Training Programmes* provided in **Appendix A**.
- 3.2 The implementation of the above revision would be as follows:
- All previous agreement signed by staff shall adopt the revised terms and conditions.
  - Staff that has yet to complete his/her period of bondage has to sign a variation of agreement.
  - Staff that has completed his/her period of bondage will be informed accordingly.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"

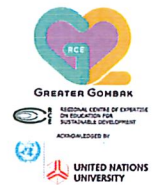


**FAZIDAH HJ. BAKHTIAR**  
Executive Director  
Management Services Division



- c.c. : Rector  
: Deputy Rector (Academic and Internationalisation)  
: Deputy Rector (Responsible Research and Innovation)  
: Deputy Rector (Student Development and Community Engagement)  
: Executive Director (Finance Division)  
: Executive Director (Development and Planning)  
: Campus Director, IIUM Kuantan Campus  
: Legal Advisor

FB/WNN/AMA/nas2250





**MANAGEMENT SERVICES DIVISION**  
**Declaration Form for Attending University**  
**Funded External Training Programmes**  
*(Administrative and Technical Staff)*

**A. NOTES FOR APPLICANTS**

The application for attending university funded external training programmes includes any paid training beyond Central Training fund e.g. organised by KCDIOs in IIUM. It covers short term/mid-term or long term training programme excluding Industrial Attachment, Sabbatical Leave, Study Leave & Post Basic Training.

**1. Eligibility:**

This training fund is open to IIUM administrative and technical staff.

**2. Financial Assistance:**

- a) This fund covers course fees only (subject to Central Training Budget current financial position).
- b) Other claimable allowances and mileage stated under relevant circulars shall be borne by the respective KCDIOs.

**3. Application Procedure:**

IIUM administrative and technical staff may apply by completing the following:

- a) A copy of Nomination Form for External Training
- b) Declaration form for Attending University Funded Training Programme
- c) Form Menghadiri Persidangan, Seminar dan Lawatan Rasmi Ke Luar Negeri (for oversea physical training only)

**B. TERMS AND CONDITIONS**

Policy on Compulsory Service Agreement for Administrative and Technical Staff Members Approved to Undertake Short Courses on Full-Time Basis, as approved by the Special Legal Committee Meeting No. 2/99 Held on 20th December 1999.

1. Staff who is approved to go on training/short courses on full time basis with certain financial assistance would have to sign an agreement with IIUM for certain period of bondage.
2. The duration of bondage shall be determined either on by either course is funded by the University or without financial implication as follow:

- Attending course funded by the University

Cost	Period of Bondage
Less than RM 3,000.00	no bondage
RM3,001.00 to RM5,000.00	6 months
RM5,001.00 to RM7,000.00	1 year
RM7,001.00 to RM10,000.00	2 years
>RM10,001.00 and above	to be decided by the relevant University Authority

- Attending course without financial implication by the University

Duration	Period of Bondage
1 month or less	no bondage
more than 1 month	double the duration of the course

3. Staff who has been approved to go on training/short courses on full time basis with financial assistance must organise or agree to a knowledge sharing session with IIUM community any relevant KCDIOs upon returning.
4. Staff who has been approved to go on any certification training / professional course on full time basis with financial assistance must conduct training course to IIUM community or any relevant KCDIOs upon returning. No honorarium shall be claimed for the said training conducted.
5. The University shall claim on the total amount of the financial assistance given with an addition of five per-cent (5%) of the total amount claimed for the administrative costs from staff who did not serve the stipulated bondage.
6. Exclusion of bondage may be decided by the relevant authority on case-to-case basis e.g. performance rewards, compulsory retirement/death/critical illness etc.
7. For overlapping agreements - staff need to serve their current bondage prior to attending next training which require additional bondage, unless staff obtained special approval by the University authority.

**C. DECLARATION**

I hereby declare that I have read and fully understand the contents of this form. I also declare that it is my intention to return and serve the University on completion of my training course and that all the statements contained in this application/form are true.

In signing this form I accept that I will be bound by the terms and conditions as stated in Section B above. I also accept that the IIUM will use the information I have given in the ways as described.

**Applied by:**

**Confirmed by Dean / Director:**

.....  
(Signature)

.....  
(Signature)

**Name:** .....

**Name:** .....

**Post:** .....

**Post:** .....

**KCDIO:** .....

**KCDIO:** .....

**Date:** .....

**Date:** .....