



MANAGEMENT SERVICES DIVISION

Ref. : IIUM/202/4/1  
Date : 15<sup>th</sup> November 2023

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum wa rahmatullahi wa barakatuh*

STAFF SERVICE CIRCULAR NO. 25/2023

RATE OF HONORARIUM FOR PART-TIME  
LECTURERS/SPEAKERS/FACILITATORS/TRAINERS

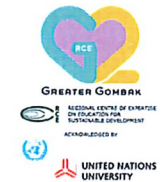
1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the standardisation of rate of refreshment and honorarium for training programmes.

2. BACKGROUND

2.1 The Finance Division had issued its circular no. 2 year 2019 on “New Guidelines on Standard Rate for Refreshment (Meeting/Workshop/Other Functions)” dated 18<sup>th</sup> November 2019 as follow:

No.	Type of Function	Rate (RM)	Remarks
1.	Meetings/Briefing/Discussion (Internal) <i>*For duration of 2 Hours and above</i>	5.00	Breakfast/Lunch/Tea Break (either one)
2.	Meeting with External Parties	7.00 10.00 5.00	Breakfast Lunch/Dinner Tea Break
3.	Workshop	20.00	Lunch & 2 Tea Break
4.	Other Functions	Rate will be based on proposal approved by the University Authorities	
5.	Staff Retirement	RM 15.00 per head	

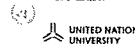
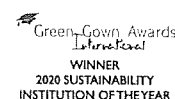


- 2.2 There were no specific provision or guidelines on the rate of refreshment for training programmes in IIUM. As of current practise, the Administrative Development Unit, MSD, has provided refreshment according to rate approved in the programme proposal.
- 2.3 The University, at present, is adopting the Government Treasury Circular No. 2 of Year 2005 as approved by the Staff Service Board (SSB) Meeting No. 2/2006 held on 26<sup>th</sup> June 2006 in paying the honorarium to the University officials invited to be part-time lecturers/speakers/facilitators to conduct course/ workshop/official events.

The details stipulated in the MSD Service Circular No. 5/2006 are as follows:-

Service Group	Amount of Honorarium		Maximum per month
	Part-time Lecturers/Speakers	Part-time Facilitators	
Professional & Management Group (Special Grade)	RM300.00 per hour	RM100.00 per hour	Not more than half of monthly basic salary of the officer
Professional & Management Group (Grade 53 & 54)	RM200.00 per hour	RM100.00 per hour	
Professional & Management Group (Grade 45 - 52)	RM150.00 per hour	RM90.00 per hour	
Professional & Management Group (Grade 41 - 44)	RM120.00 per hour	RM80.00 per hour	
Support Group	RM80.00 per hour	RM60.00 per hour	

- 2.4 The finding of studies on the rates of refreshment for training programmes conducted by other public universities has been deliberated and recommended by the Human Resource Development Sub Committee No. 1/2023 held on 10<sup>th</sup> April 2023 to be tabled to the Staff Service Committee for endorsement.
- 2.5 In support of the initiative of leveraging internal experts of IIUM and promotes organisational knowledge, the Unit has been conducting various in-house training programmes. In most of the occasions, the appointed lecturers/speakers/facilitators are IIUM staff members based on their expertise in the related topic.
- 2.6 Based on the current financial provision for the learning and development of IIUM administrative and technical staff, the Unit finds that the existing rate for appointed lecturers/speakers/facilitators i.e. payment per hour may not be the optimum rate to cover training plan throughout the year.

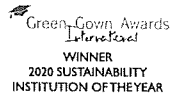


### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 and No. 4/2023 held on 13<sup>th</sup> June 2023 and 26<sup>th</sup> September 2023 respectively approved the rate of refreshment and revised honorarium for training programme.
- 3.2 The new refreshment rate for training programme to be included in the Finance Division Service Circular No. 2 Year 2019 is as follows:-

No.	Type of Function	Rate (RM)	Remarks
1.	Meetings / Briefing / Discussion (Internal) <i>*For duration of 2 Hours and above</i>	5.00	Breakfast / Lunch / Tea Break (either one)
2.	Meeting with External Parties	7.00 10.00 5.00	Breakfast Lunch / Dinner Tea Break
3.	Workshop	20.00	Lunch & 2 Tea Break
4.	Other Functions	Rate will be based on proposal approved by the University Authorities	
5.	Staff Retirement	RM15.00 per head	
6.	Training Programme (Half-Day)	5.00	Breakfast/Tea Break (either one)
	Training Programme (Full-Day)	5.00	Breakfast
		10.00	Lunch
	Training Programme (Overnight)	5.00	Breakfast
10.00		Lunch	
5.00		Tea Break	
10.00		Dinner	
		<b>OR</b> As per quoted by the external training venue/caterer	

- 3.3 The approved revised honorarium rate has also taken into consideration that the appointed lecturers/speakers/facilitator/trainers of IIUM are involved in the training programme during office hours with full salary paid by the University. In addition, training programmes are conducted and utilising University facilities.
- 3.4 The implementation of the above is subjected to the fact that delivering training is not a part of the staff's substantive duties and the modules are not part of their current job functions.

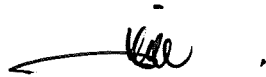


- 3.5 The revised rate of honorarium for part-time lecturers/speakers/facilitator/trainers as stated in the MSD Service Circular No. 8/2006 to be revised as in *Appendix A*.
- 3.6 The effective date of the of implementation of the above said decision is **26<sup>th</sup> September 2023**, i.e. the date of SSC Meeting No. 4/2023 which endorses the decision.
- 3.7 With the issuance of this circular, the MSD Service Circular No. 8/2006 is superseded.

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

Thank you. Wassalam.

*"Leading the Way"*



**FAZIDAH H.J. 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 Adviser

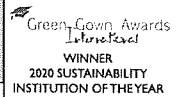
FB WNN/AMA/nas2250



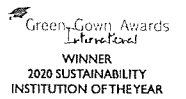
**RATE OF HONORARIUM FOR PART-TIME LECTURERS/SPEAKERS/FACILITATORS/TRAINERS**

**1. Rate of honorarium for Training Programme**

No	Amount of Honorarium		
	Service Group	Part-time Lecturers / Speakers / Trainers	Maximum per month
1	- External Training provider - International Speakers	i) As per quotation or per budget approved; or ii) Based on Memorandum of Understanding (MOU) / MOA signed earlier	Not more than half of monthly basic salary of the officer
2	- Internal Subject Matter Experts - Professionally Certified - More than 5 years' experience	Hourly rate based on current grade. No flat rate for training more than 3 hours  - Professional & Management Group (Special Grade) – RM300/hour  - Professional & Management Group (Grade 53 - 56) – RM200/hour  - Professional & Management Group (Grade 45 - 52) – RM150/hour  - Professional & Management Group (Grade 41 - 44) – RM120/ hour  - Support Group – RM80/ hour	
3	Professional & Management Group (Special Grade)	Training < 3 hours : RM300.00 per hour Training > 3 hours : RM1,000.00 per day	
4	Professional & Management Group (Grade 53 - 56)	Training < 3 hours : RM200.00 per hour Training > 3 hours : RM700.00 per day	
5	Professional & Management Group (Grade 45 - 52)	Training < 3 hours : RM150.00 per hour Training > 3 hours : RM500.00 per day	
6	Professional & Management Group (Grade 41 - 44)	Training < 3 hours : RM120.00 per hour Training > 3 hours : RM500.00 per day	
7	Support Group	Training < 3 hours : RM80.00 per hour Training more than 3 hours : RM300.00 per day	



2. The implementation of the above is subjected to the following:
- (a) the appointment as lecturers/speakers/facilitators/trainer must be approved by the respective Head of Department.
  - (b) the duty as speakers/facilitators/trainer is not part of their substantive duty.
  - (c) officials of a training/learning unit/institute, teaching/school institution where delivering lecture/talk is part of their substantive duties, they may be paid with the honorarium if the program/workshop/official event is not conducted by and not part of their department/institute/organization.
  - (d) the secretariat who is delivering lecture/talk or being a facilitator in the programme organised, is not eligible for the payment of honorarium under this circular.
  - (e) the honorarium could be given for the completed half-an hour duration if the course is more than one hour;
  - (f) the part-time lecturer/speaker/facilitator/trainer who is given a gift by the organiser is not eligible for the honorarium; and
  - (g) The circular is applicable to any staff members appointed as part-time lecturer/speaker/facilitator/trainer for short training courses/programme such as Induction Course, TIDE, Spiritual Enhancement Programme, etc. but not academic programmes.



Secretariat  
Staff Service Committee No. 4/2023  
26.09.2023

