



IIUM/202/4/1

10th July 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. 9/2023

REVISED EXEMPTION CRITERIA OF THE BASIC TEACHING METHODOLOGY COURSE (BTMC) FOR ACADEMIC STAFF APPOINTED ON PERMANENT AND CONTRACT BASIS

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revised exemption criteria of the Basic Teaching Methodology Course (BTMC) for academic staff appointed on permanent and contract basis.

2. BACKGROUND

- 2.1 All newly appointed academic staff of IIUM must undertake the BTMC course as stated in the letter of appointment.
- 2.2 BTMC is a designated programme to all academic staff in order to expose participants to selected aspects of teaching methodology to make them better instructors, to heighten their knowledge, skills and attitudes towards good instructional practices and to motivate them to constantly strive for excellence in line with the University's vision and mission.
- 2.3 Currently, BTMC is under the purview of the Centre for Professional Development (CPD), the centre that is responsible to organize and facilitate compulsory training for newly recruited academic staff, and needed-based professional development training for academic staff in IIUM at all stages of their careers.
- 2.4 CPD has received several applications for full BTMC exemption from academic staff with professor positions and those who have been teaching at the tertiary level for more than ten (10) years.
- 2.5 The exemption criteria for BTMC is revised to suit the current needs and to ensure the effective support for the teaching and learning activities in the Kulliyahs / Divisions / Centres / Institutes.



3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2023 held on 28th March 2023 approved the following:

- i) It is compulsory for Academic Fellow to successfully complete the BTMC as part of requirement for service. However, Academic Fellow may also apply for exemption subject to the same criteria imposed to other Academic staff.
- ii) The current term of teaching practicum is to be known as Teaching Observation.
- iii) Participants who fail BTMC will be allowed to repeat BTMC only once. Further action should be taken by MSD for those who did not pass BTMC after the second attempt.
- v) The exemption of TIDE and BTMC is extended to academic staff currently serving the University and appointed to another academic scheme of service such as Matriculation/CELPAD Teacher/Lecturer (Grade DG) to Assistant Professor (Grade DS) as modules for TIDE and BTMC are the same for all academic staff, regardless of scheme of service, subject to the following:

Supporting evidence to be provided	Action to be taken	Upon verification from CPD
Copy of TIDE and BTMC certificates attended on previous grade	Exempted	Exemption letter from ODRAI and copy to CPD and MSD

3.2 The Staff Service Committee (SSC) Meeting No. 4/2002 and No. 1/2023 held on 22nd December 2022 and 28th March 2023 respectively approved the revised BTMC exemption criteria as in *Appendix A*.

3.3 The effective date of implementation is **1st January 2023**.

3.4 With the implementation of the above revised exemption criteria of the BTMC for academic staff appointed on permanent and contract basis, the MSD Service Circular No. 3/2020 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. 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

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**EXEMPTION CRITERIA OF THE BASIC TEACHING METHODOLOGY COURSE (BTMC)
FOR ACADEMIC STAFF APPOINTED ON PERMANENT
AND CONTRACT BASIS**

Type	Criteria	Supporting evidence to be provided	Action to be taken	Upon verification from CPD
1. Diploma / Bachelor / Master in Education	-	Copy of certificate	Exempted	Exemption letter from ODRAI and copy to CPD and MSD
2. Teaching award	Awarded Teaching award at IPT or at National level	Copy of certificate	Exempted	Exemption letter from ODRAI and copy to CPD and MSD
3. Professor position (VK)	-	Auto-exemption recommended by CPD	Exempted	Exemption letter from ODRAI and copy to CPD and MSD
4. Teaching experience & track record	Has been teaching for more than 10 years at the tertiary level with excellent track record	Recommendation / Certification from previous employer (recognized by the Ministry of Higher Education)	Exempted	Exemption letter from ODRAI and copy to CPD and MSD
	Has been teaching for more than 10 years at the school level with excellent track record	Recommendation / Certification from previous employer	Must undergo teaching observation before exemption 1 mentor KCDI appointed or 1 CPD appointed among D/DD	Exemption letter from ODRAI and copy to CPD and MSD



Type	Criteria	Supporting evidence to be provided	Action to be taken	Upon verification from CPD
5. BTMC equivalent at other IPT	Minimum one (1) week training duration Validity period: 5 years	Copy of Certificate and training content	Must undergo teaching observation before the exemption 1 appointed mentor from KCDI or 1 appointed Director / Deputy Director from CPD	Exemption letter from ODRAI and copy to CPD and MSD
6. IIUM Academic Staff	Currently serving the University and appointed to another academic scheme of service e.g. Matriculation/ CELPAD Teacher/Lecturer (Grade DG) to Assistant Professor (Grade DS)	Copy of TIDE and BTMC certificates attended on previous grade	Exempted	Exemption letter from ODRAI and copy to CPD and MSD

Notes:

1. It is compulsory for Academic Fellow to successfully complete the BTMC as part of requirement for service. However, Academic Fellow may also apply for above exemption.
2. Participants who fail BTMC will be allowed to repeat BTMC only once. Further action should be taken by MSD for those who did not pass BTMC after the second attempt.

