

MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

21st October 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh



STAFF SERVICE CIRCULAR NO. 16/2024

REVISED RATE OF MILEAGE CLAIM FOR PART-TIME TEACHING STAFF (NON-IIUM STAFF)

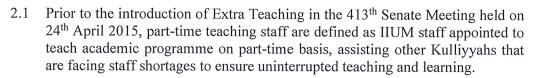


1. **OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to revised rate of Mileage Claim for Part-Time Teaching Staff (Non-IIUM Staff).

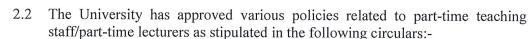


2. BACKGROUND





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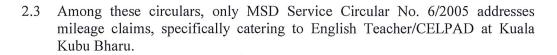


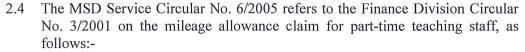
No.	Circular No.	Description	Remarks
1.	FD No. 3/2001	Mileage allowance claim for part- time teaching staff	Adoption of Treasury Circular No. 2/1992 for IIUM staff.
2.	MSD Service Circular No. 6/2005	Revision of the maximum payment of monthly part-time allowance for part-time teaching staff members	Extended to part-time teaching staff at other department in the University. The revision was made to cater issue of CELPAD/Matriculation Centre in hiring English Teacher.





No.	Circular No.	Description	Remarks
3.	MSD Service Circular No. 8/2006	Adoption of Government Treasury Circular No. 2 Year 2005 on the revision of honorarium to part time lecturers/speakers/facilitators of government officials.	Applicable to IIUM staff appointed as Lecturers / Speakers / Facilitators for training programme.
4.	MSD Service Circular No. 6/2008	The revised rate of payment for part-time lecturer having Bachelor Degree with Membership of Professional Bodies	To attract professionals as part- time lecturers who have vast experience in the fields but do not possess Master qualification.
5.	MSD Service Circular No. 3/2009	Revision of the rate of payment for part-time lecturer	Rate determined based on nature of task and academic qualification
6.	MSD Service Circular Letter No. 10/2012	Rate of payment for part-time lecturer teaching Executive Programmes(s)	Refers to IIUM staff at KENMS and AIKOL to teach at IIBF, subject to staff reached the maximum teaching hours of their substantive post.
7.	MSD Service Circular No. 11/2015	Revision of the rate of part-time teaching allowance for part-time teaching staff on Grade DU/DUG/DUF	Specific rate for Medical/Dental/Pharmacy teaching staff. Applicable to non-IIUM staff teaching at KOM/KOD/KOP.
8.	MSD Service Circular No. 10/2023	Revision of the payment for IIUM academic staff who are teaching Executive Programmes(s)	Policy on Extra Teaching Claim applicable for teaching Kulliyyah's courses.





- a) Part-time teaching staff can claim only the cheaper rate of mileage and airfare;
- b) The minimum claimable distance is fifteen (15) kilometres from the place of residence; and
- c) Other rates for part time teaching staff remain unchanged.

The Finance Division Circular No. 3/2001 is an adoption of the Treasury Circular No. 2/1992 on mileage rates and applicable to the existing staff of the University. There was no clause regarding maximum mileage claim stated.















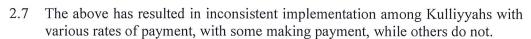
2.5 Currently, IIUM academic staff engaged in part-time teaching are subject to the policies on Extra Teaching Claim. Academic staff are eligible for Extra Teaching Claim only if their Maximum Teaching Credit Hours as determined in the 413th Senate Meeting held on 24th April 2015, are exceeded, as provided below:-

Position	Required Teaching Hours	Maximum Teaching Hours
Dean	3	6
Director	3 - 6	6
Deputy Dean	6	6
Head of Department	6 - 9	9
Professor	9 - 12	12
Associate Professor	12	12
Assistant Professor	12	12

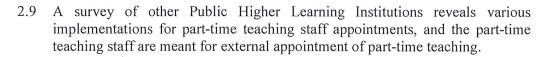


Only a maximum of three (3) extra credit hours can be claimed at a rate of RM100.00 per hour or a maximum of RM4,200.00 per semester per lecturer.

2.6 The policy of part-time teaching staff was not revisited when the University introduced the Extra Teaching Claim for IIUM staff. As such, the part-time teaching is applicable to non-IIUM staff appointed externally.



2.8 Moreover, the financial implications have increased, especially in terms of traveling claims for part-time lecturers of Kulliyyah of Sustainable Tourism and Contemporary Languages (KSTCL), where most lecturers are located outside Pagoh Campus.



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3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 approved as follows:
 - i) The mileage claims allowed for part-time teaching staff (non-IIUM staff) who are appointed at KCDIOM, be capped to a maximum of 200km per round trip only at the rate of RM0.50/km, with reimbursement of toll expenses.
 - ii) The date of implementation is to take effect from new Semester III 2023/2024.

3.2 For the purpose of clarity, IIUM academic staff engaged in part-time teaching are subject to the current policy on Extra Teaching Claim and the mileage rate claim is in accordance to the rate currently in force.

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

Thank you. Wassalam.

"LEADING THE WAY"

ZURAIDA HASSAN

Executive Director

Management Services Division
International Islamic University Malaysia

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)

: Campus Director, IIUM Kuantan Campus

: Legal Adviser

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