



IIUM/202/4/1

21<sup>st</sup> October 2024

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

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

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 18/2024**

**GUIDELINES ON APPOINTMENT OF PRACTICAL TRAINEE**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Guidelines on Appointment of Practical Trainee.

**2. BACKGROUND**

- 2.1 The University through MSD Service Circular No. 1/2012 decided to adopt the Public Service Department's (PSD) letter ref. JPA(L)S.175/4/4-2 dated 24th August 2011 pertaining to the Allowance for Practical Trainees at the Government Agencies.
- 2.2 The current rate of allowance for Practical Trainees is RM15.00 per day (excluding Saturday, Sunday and Public Holiday). The allowance is capped at the maximum of three (3) months.
- 2.3 The PSD had issued a letter ref. JPA(L)S.175/4/4-2 Klt. 4 (21) dated 6th September 2019, regarding the revised rate and maximum duration of the payment of allowance for Practical Trainee, as follows:-
  - a) The rate of allowance is increased to RM5.00 per hour; capped to a maximum of 90 days only;
  - b) The effective date of new rate of payment is 1st September 2019; and
  - c) The utilisation of honorarium is in accordance to budget approved.



2.4 The revision was tabled in the Staff Service Committee Meeting No. 3/2019 held on 11<sup>th</sup> October 2019. However, based on the financial constraint at that time, the SSC decided not to adopt the abovesaid PSD letter.

2.5 The justification on the adoption of the PSD's letter on the revised rate and maximum duration of the payment of allowance for Practical Trainees are as follows:-

a) To provide a morale boost to the Practical Trainee, the increased income is evident as illustrated below:

i) Current rate : RM15.00 per day x 26 days per month x 3 months  
= **RM1,170.00**

ii) Revised rate : RM5.00 per hour x 8 hours per day x 90 days  
= **RM3,600.00**

b) Due to limited manpower, appointing Practical Trainees with the rate of RM5.00 per hour serves as an alternative method to support the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs in managing project-based tasks or special projects which is more economical compared to employing part-time at the rate of RM6.00 per hour.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 approved as follows:-

i) To adopt the PSD's letter on the revised rate and maximum duration of the payment of allowance for Practical Trainees at the rate of RM5.00 per hour for a maximum of ninety (90) days.

ii) The budget allocation would be taken from the respective Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs where the Practical Trainee is attached.

iii) The revised Guidelines on appointment of Practical Trainees which include the new rate is as in *Appendix A*.

3.2 The effective date of implementation is **1st July 2024**.


3.3 With the issuance of this circular, the MSD Service Circular No. 1/2012 is superseded.



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

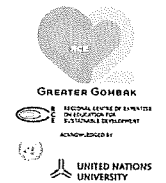
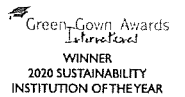
Thank you. *Wassalam.*

"LEADING THE WAY"

  
**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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GUIDELINES ON APPOINTMENT OF PRACTICAL TRAINEE

No.	Item	Description
1.	Criteria	i) Currently studying locally or overseas; ii) The practical training is the requirement for the course of study; iii) The Practical Trainee may apply to do the practical at any Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs according to the suitability of the course that they are taking; iv) The Head of Department has to plan and identify the assignment for Practical Trainee; v) The Head of Department may conduct an interview prior to the selection of Practical Trainee; and vi) The duration of practical training is based on the duration approved by the trainee's institution.
2.	Honorarium	i) The honorarium is RM5.00 per hour and capped at <b>the maximum of ninety (90) days</b> ; ii) The honorarium is paid for each working day only; and iii) The Head of Department to ensure the utilization of honorarium according to budget approved.
3.	Working Hours	i) The working hours is in accordance to the University's official working hours; ii) Performing their assignment during the University's official working hours; and iii) The Practical Trainee is not entitled for overtime allowance.
4.	Nature of task	i) The assignment should be on project basis, special project or equivalent; ii) Other job assigned from time to time; and iii) Involved in activities conducted by the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.
5.	Role of Head of Department /Immediate Supervisor	i) The Head of Department is to ensure that the Practical Trainee being supervised by the Professional and Management Group; ii) The Head of Department to provide the list of assignment, job scope, etc.; iii) The Head of Department to ensure that the Practical Trainee is not given signatory authority; and iv) The Practical Trainee is not allowed to fill in the vacant post, promotion post or performing duties of a permanent post.
6.	Others	i) Adhere to the rules and regulations of the University. ii) The Practical Trainee is not entitled for allowances, annual leave, medical treatment and other benefits. iii) The Practical Trainee may be allowed for leave based on the consideration of Head of Department without payment of allowance.

Secretariat  
 Staff Service Committee  
 Management Services Division  
 11.06.2024

