



IIUM/2024/1

30th May 2025

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. 6/2025

ALLOWANCE FOR PRACTICAL TRAINEE

- Revision of payment of allowance for Practical Trainee based on financial capability of the Kulliyah / Centre / Division / Institute / Office / Mahallah (KCDIOM)

1. OBJECTIVE

The objective of this circular letter is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revision of payment of allowance for Practical Trainee based on financial capability of the KCDIOM.

2. BACKGROUND

2.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 approved the adoption of the Public Service Department's (PSD) letter ref. JPA(L)S.175/4/4-2 Klt. 4 (21) dated 6th September 2019 on the revised rate and maximum duration of the payment of allowance to Practical Trainee as follows:-

- The rate of allowance is increased to RM5.00 per hour; capped to a maximum of 90 days only;
- The effective date of new rate of payment is 1st July 2024; and
- The utilisation of allowance is in accordance to the budget approved.

2.2 Following the above approval, the Staff Service Circular No. 18/2024 on the Guidelines on Appointment of Practical Trainee had been issued accordingly. The effective date of implementation is 1st July 2024.

2.3 In the implementation of the above decision, the Secretariat received several requests from KCDIOM regarding their inability to pay the current allowance rate to Practical Trainee. This is due to the limited financial resources, as the budget for allowance is drawn from the respective KCDIOM where the Practical Trainee is assigned. As a result, some KCDIOM have been unable to accept Practical Trainee due to financial constraints.




3. DECISION

- 3.1 Since the allowance for Practical Trainee is paid only for actual working days (not including Saturday, Sunday and Public Holidays), the Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025 approved that the rate for Practical Trainee to be paid between RM3.00 to RM5.00 per hour at a maximum of ninety (90) days according to the financial capability of the respective KCDIOM instead of RM2.00 to RM5.00 per hour, to support the expenses for meals and transportation. Thus, the payment will be in the range of RM2,160.00 - RM3,600.00 (RM3.00 - RM5.00 per hour x 8 hours per day x 90 days).
- 3.2 The effective date of implementation is 17th February 2025, i.e. the date of SSC Meeting No. 1/2025 which endorses the decision.
- 3.3 The updated guidelines on Allowance for Practical Trainee is provided in *Appendix A*. With the issuance of this Staff Service Circular, the Staff Service Circular No. 18/2024 on the Guidelines on Appointment of Practical Trainee 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

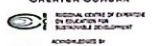
- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Research, Innovation and Development)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director, Finance Division
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

ZH/WNN/AMA/nas2250



ALLOWANCE FOR 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 between RM3.00 to RM5.00 per hour and capped at a maximum of ninety (90) days ; ii) The honorarium is paid for each working day only (excluding Saturday, Sunday and Public Holiday); iii) The budget allocation would be taken from the respective Kulliyah/Centres/Divisions/Institutes/Offices/Mahallahs where the Practical Trainee is attached; and iv) 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.



No.	Item	Description
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
 17.02.2025

