



Our Ref. : IIUM/202/4/1
Date : 5th March 2026

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 05/2026

CHANGE OF STATUS FROM CONTRACT TO PERMANENT FOR ADMINISTRATIVE AND TECHNICAL STAFF - Revision of Criteria

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the revision of criteria for change of status from contract to permanent for Administrative and Technical staff.

2. BACKGROUND

2.1 Administrative and Technical staff appointed on contract basis (with permanent warrant) is required to serve a minimum of one (1) year and fulfil among others the expected level of performance before their status of appointment is changed from contract to permanent.

2.2 The Staff Service Committee (SSC) Meeting No. 1/2019, held on 15th January 2019, approved the revised criteria for the change of appointment status from contract to permanent. Details are as stated in the MSD Service Circular No. 2/2019, as follows:

- a) Achieves a minimum APAR score of 80%;
- b) Has completed at least one (1) year of service on contract basis;
- c) Has submitted Asset Declaration (Form B) online via HURIS;
- d) Has a good attendance record;
- e) Meets the minimum English requirement (SPM grade C, or MUET Band 3, or English test by IIUM Academy-grade C); and
- f) Recommendation from the Dean/Director of the K/C/D/I/O.
- g) If any of the above criteria are not fulfilled, the contract may be extended once only for a period of one (1) year.



- 2.3 The above criteria did not specify the specific parameters for what constitutes “good attendance”. In comparison to confirmation in service and promotion for Administrative and Technical staff, satisfactory attendance is one of the criteria and defined as follows:-
- a) Late Time In (LTI) not exceeding 2 times per month
 - b) Not Enough Hours (NEH) not exceeding 2 times per month;
 - c) No Time Out (NTO) not exceeding 2 times per month;
 - d) No record on Absent Without Leave (AWOL); and
 - e) No record on External time in/out (except those approved for official duties).
- 2.4 Staff who are being considered for permanent status must demonstrate a satisfactory attendance record and be free from any disciplinary action throughout their contract tenure. As for the English requirement, staff may also take the test organised by Institute for Language Advancement (IFLA).
- 2.5 To ensure consistency with the criteria for confirmation in service and promotion, the criteria for the change of status from contract to permanent should be revised to include the requirements of a satisfactory attendance record and free from any criminal proceedings or disciplinary proceedings.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held on 7th October 2025, approved the revision of criteria for change of status from contract to permanent for Administrative and Technical staff as follows:-
- a) Achieves a minimum APAR score of 80%;
 - b) Has completed at least one (1) year of service on a contract basis;
 - c) Has submitted Asset Declaration (Form B) online via HURIS;
 - d) Has a satisfactory attendance record:
 - i) Late Time In (LTI) not exceeding 2 times per month;
 - ii) Not Enough Hours (NEH) not exceeding 2 times per month;
 - iii) No Time Out (NTO) not exceeding 2 times per month;
 - iv) No record of Absent Without Leave (AWOL); and
 - v) No record of External time in/out (except those approved for official duties).
 - e) Meets the minimum English requirement (SPM grade C, or MUET Band 3, or IIUM Academy/IFLA English Test – Grade C);
 - f) Not involved in any criminal proceedings or disciplinary proceedings; and
 - g) Recommendation from the Dean/Director of the K/C/D/I/O.
 - h) If any of the above criteria are not fulfilled, the contract may be extended once only for a period of one (1) year.
- 3.2 The effective date of the revision is **1st January 2026**.

- 3.3 The revised criteria stated in item 3.1 above shall apply to Administrative and Technical staff appointed on a contract to permanent basis prior to 2026, as well as to those who are newly appointed from contract to permanent positions with effect from 1st January 2026.
- 3.4 With the issuance of this circular, the MSD Service Circular No. 2/2019 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"



WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH
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

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