

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. 02/2026

**HONORARIUM RATES FOR PART-TIME LECTURERS / SPEAKERS /
FACILITATORS / TRAINERS AND REFRESHMENT RATES
FOR TRAINING PROGRAMMES
- Revised rate of Refreshment for Training Programme**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs pertaining to the revised rate of refreshment for training programmes.

2. BACKGROUND

- 2.1 In support of the initiative of leveraging internal experts of IIUM and promotes organisational knowledge, MSD has been conducting various in-house training programmes. In most of the occasions, the appointed lecturers/speakers/facilitators are IIUM staff members based on their expertise in the related topic.
- 2.2 The approved revised honorarium rate has taken into consideration that the appointed lecturers/speakers/facilitator/trainers of IIUM are involved in the training programme during office hours with full salary paid by the University. In addition, training programmes are conducted and utilising University facilities
- 2.3 The current policy on the payment rate of honorarium for part-time lecturers / speakers / facilitators / trainers and rate of refreshment for training programmes are stated in the Staff Service Circular No. 25/2023. The rate of refreshment is in accordance with the rate stipulated in the Finance Division Circular No. 2/2019.



- 2.4 The Finance Division has revised the rate of refreshment for all types of events including training, through the Finance Circular No. 2/2024. The revised rate took effect from 1st November 2024.

Details of the rate are as follows:

Item	RATE (RM)	
	Staff Service Circular No. 25/2023	Finance Circular No. 2/2024
Breakfast	5.00	7.00
Lunch	10.00	10.00
Dinner	5.00	7.00

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held on 7th October 2025, decided as follows:-

- i) Approved that the refreshment rates for training programmes currently in use under the Staff Service Circular No. 25/2023 be revised in accordance with the updated rates for refreshment as stipulated in Finance Division Circular No. 2/2024 as follows:

No.	Type of Function	Rate (RM)	Remarks
1.	Training Programme (Half-Day)	7.00	Breakfast/Tea Break (either one)
2.	Training Programme (Full-Day)	7.00 10.00	Breakfast Lunch
3.	Training Programme (Overnight)	7.00 10.00 7.00 10.00	Breakfast Lunch Tea Break Dinner
4.	Programme organised by External Training Provider		As approved by the University Authority

- ii) Any future revisions to the refreshment rates for training programmes issued by the Finance Division shall be adhered to accordingly.
- 3.2 The updated policy on honorarium rates for part-time lecturers / speakers / facilitators / trainers and refreshment rates for training programmes are provided in *Appendix A and B* respectively.

3.3 The effective date of the revision is **1st January 2026**.

3.4 With the issuance of this circular, the MSD Service Circular No. 25/2023 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

WNN/KA/AMA/nas2250

**HONORARIUM RATES FOR PART-TIME
LECTURERS/SPEAKERS/FACILITATORS/TRAINERS**

1. Rate of honorarium

No	Service Group	Amount of Honorarium	
		Part-time Lecturers / Speakers / Facilitators / Trainers	Maximum per month
1	- External Training provider - International Speakers	i) As per quotation or per budget approved; or ii) Based on Memorandum of Understanding (MOU) / MOA signed earlier	
2	- Professionally Certified - Internal Subject Matter Experts as practitioner in the area more than 5 years* - Experience as trainer in the area more than 5 years*	Hourly rate based on current grade. i) Professional & Management Group (Special Grade) – RM300.00 per hour ii) Professional & Management Group (Grade 14 - 15) – RM200.00 per hour iii) Professional & Management Group (Grade 11 - 13) – RM150.00 per hour iv) Professional & Management Group (Grade 9 -10) – RM120.00 per hour v) Support Group – RM80.00 per hour	Not more than half of monthly basic salary of the officer
3	Professional & Management Group (Special Grade)	Training < 3 hours : RM300.00 per hour Training > 3 hours : RM1,000.00 per day	
4	Professional & Management Group (Grade 14 - 15)	Training < 3 hours : RM200.00 per hour Training > 3 hours : RM700.00 per day	
5	Professional & Management Group (Grade 11 – 13)	Training < 3 hours : RM150.00 per hour Training > 3 hours : RM500.00 per day	

No	Amount of Honorarium		
	Service Group	Part-time Lecturers / Speakers / Facilitators / Trainers	Maximum per month
6	Professional & Management Group (Grade 9 - 10)	Training < 3 hours : RM120.00 per hour Training > 3 hours : RM500.00 per day	Not more than half of monthly basic salary of the officer
7	Support Group	Training < 3 hours : RM80.00 per hour Training > 3 hours : RM300.00 per day	

** Verified by the Unit in charge of IIUM Training*

2. The implementation of the above is subjected to the following:
- (a) the appointment as lecturers/speakers/facilitators/trainer must be approved by the respective Head of Department.
 - (b) the duty as speakers/facilitators/trainer is not part of their substantive duty.
 - (c) officials of a training/learning unit/institute, teaching/school institution where delivering lecture/talk is part of their substantive duties, they may be paid with the honorarium if the program/workshop/official event is not conducted by and not part of their department/institute/organization.
 - (d) the secretariat who is delivering lecture/talk or being a facilitator in the programme organised, is not eligible for the payment of honorarium under this circular.
 - (e) the honorarium could be given for the completed half-an hour duration if the course is more than one hour;
 - (f) the part-time lecturer/speaker/facilitator/trainer who is given a gift by the organiser is not eligible for the honorarium; and
 - (g) The circular is applicable to any staff members appointed as part-time lecturer/speaker/facilitator/trainer for short training courses/programme such as Induction Course, TIDE, Spiritual Enhancement Programme, etc. but not academic programmes.

Secretariat
Staff Service Committee No. 3/2025
07.10.2025

REFRESHMENT RATES FOR TRAINING PROGRAMMES

No.	Type of Function	Rate (RM)	Remarks
1.	Training Programme (Half-Day)	7.00	Breakfast/Tea Break (either one)
	Training Programme (Full-Day)	7.00 10.00	Breakfast Lunch
	Training Programme (Overnight)	7.00 10.00 7.00 10.00	Breakfast Lunch Tea Break Dinner
	Programme organised by External Training Provider	As approved by the University Authority	

Secretariat
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