



IIUM/202/4/1/1

5th May 2015

All Deans / Directors
Kulliyahs / Divisions / Institute
International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 3/2015
MANAGEMENT SERVICES DIVISION**

**PAYMENT OF PROFESSIONAL MEMBERSHIP FEES
INCLUDING MEMBERSHIP OF SOCIETIES FOR ALL KULLIYAH**

1. OBJECTIVE

The objective of this circular is to inform the Deans/Directors of Kulliyahs/Divisions/Institute on the decision of the University pertaining to the payment of professional membership fees including membership of societies for all Kulliyah.

2. BACKGROUND

- 2.1 Presently, the University's policy on payment of professional bodies membership fee is as stipulated in the MSD General Circular No. 12 Year 1999. The policy is based on the adoption of the Treasury letter ref. KK/BP(8.04)248/14/1 (JD.3) / (30) dated 31st December 1992.
- 2.2 The current policy covers the payment of only one (1) professional membership and limited to certain Department/Kulliyah only particularly Department of Accounting, Kulliyah of Economics and Management Sciences, thus restricting staff to choose to be members of professional bodies related to their field of work and research.



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2.3 The Staff Service Committee (SSC) No. 3/2013 held on 12th November 2013 noted that in the Research University exercise, weightage is given for affiliation with professional bodies. In addition to the present policy currently in force as stated in para 2.2 above, the Committee decided to approve the payment of professional membership fees including membership of society for all Kulliyah.

3. *DECISION*

3.1 The Majlis Meeting No. 102 and 104 had endorsed the decision of SSC on the payment of Professional Membership fees including annual fee as follows:-

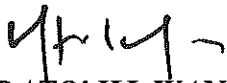
- i) The reimbursement of professional membership fee (registration fee and annual fee) is **limited to one (1)** professional body/society only, chosen among the five (5) most prestigious professional bodies / societies as determined by each Kulliyah/Centre/Department/Institute.
- ii) The reimbursement of professional membership fee (registration fee and annual fee) including membership of society will be based on the following rate:-
 - a) Maximum of RM500.00 for local professional bodies/societies;
OR
 - b) Maximum of RM1,000.00 for international professional bodies/societies.
- iii) The reimbursement of registration fee will be allowed once during the staff's service in IIUM. In the event the staff is registered with local and international professional bodies/societies, the reimbursement will be given for the local professional bodies / societies only.
- iv) The reimbursement is extended to all Kulliyah including Administrative and Technical Staff (Professional and Management Group) whereby the nature of their post require them to be registered with a professional body.
- v) The relevant approving authority for the payment / reimbursement of professional membership fees (registration fee and annual fee) is the relevant Dean/Director of the K/C/D/I.

- vi) The implementation of this policy will take effect from the date of Majlis Meeting which endorsed this decision, i.e. on **9th September 2014**.

The reimbursement of professional membership under this policy is in addition to the compulsory professional membership e.g. Malaysian Medical Council, etc.

All Deans/Directors are kindly requested to disseminate this information to all staff members at the Kulliyah/Centre/Division/Institute.

Thank you. *Wassalam*.



DATO' HJ. WAN MOHD. HILMI BIN WAN KAMAL

Executive Director

Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Planning)
 - : Deputy Rector (Research and Innovation)
 - : Deputy Rector (Student Affairs)
 - : Deputy Rector (Internationalization & industry and Community Relations)
 - : Executive Director, Finance Division