



LEADING THE WAY
KHAUFAH • AMĀNAH • IQRA' • RAHMATAN UL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

MANAGEMENT SERVICES DIVISION

Declaration Form for Attending University Funded External Training Programmes (Administrative and Technical Staff)

A. NOTES FOR APPLICANTS

The application for attending university funded external training programmes includes any paid training beyond Central Training fund e.g. organised by KCDIOs in IIUM. It covers short term/mid-term or long term training programme excluding Industrial Attachment, Sabbatical Leave, Study Leave & Post Basic Training.

1. Eligibility:

This training fund is open to IIUM administrative and technical staff.

2. Financial Assistance:

- a) This fund covers course fees only (subject to Central Training Budget current financial position).
- b) Other claimable allowances and mileage stated under relevant circulars shall be borne by the respective KCDIOs.

3. Application Procedure:

IIUM administrative and technical staff may apply by completing the following:

- a) A copy of Nomination Form for External Training
- b) Declaration form for Attending University Funded Training Programme
- c) Form *Menghadiri Persidangan, Seminar dan Lawatan Rasmi Ke Luar Negeri* (for oversea physical training only)

B. TERMS AND CONDITIONS

Policy on Compulsory Service Agreement for Administrative and Technical Staff Members Approved to Undertake Short Courses on Full-Time Basis, as approved by the Special Legal Committee Meeting No. 2/99 Held on 20th December 1999.

1. Staff who is approved to go on training/short courses on full time basis with certain financial assistance would have to sign an agreement with IIUM for certain period of bondage.

2. The duration of bondage shall be determined either on by either course is funded by the University or without financial implication as follow:

- Attending course funded by the University

Cost	Period of Bondage
Less than RM 3,000.00	no bondage
RM3,001.00 to RM5,000.00	6 months
RM5,001.00 to RM7,000.00	1 year
RM7,001.00 to RM10,000.00	2 years
>RM10,001.00 and above	to be decided by the relevant University Authority

- Attending course without financial implication by the University

Duration	Period of Bondage
1 month or less	no bondage
more than 1 month	double the duration of the course

3. Staff who has been approved to go on training/short courses on full time basis with financial assistance **must organise or agree to a knowledge sharing session with IIUM community any relevant KCDIOs** upon returning.
4. Staff who has been approved to go on any certification training / professional course on full time basis with financial assistance **must conduct training course to IIUM community or any relevant KCDIOs** upon returning. No honorarium shall be claimed for the said training conducted.
5. The University shall claim on the total amount of the financial assistance given with an addition of five per-cent (5%) of the total amount claimed for the administrative costs from staff who did not serve the stipulated bondage.
6. Exclusion of bondage may be decided by the relevant authority on case-to-case basis e.g. performance rewards, compulsory retirement/death/critical illness etc.
7. For overlapping agreements - staff need to serve their current bondage prior to attending next training which require additional bondage, unless staff obtained special approval by the University authority.

C. DECLARATION

I hereby declare that I have read and fully understand the contents of this form. I also declare that it is my intention to return and serve the University on completion of my training course and that all the statements contained in this application/form are true.

In signing this form I accept that I will be bound by the terms and conditions as stated in Section B above. I also accept that the IIUM will use the information I have given in the ways as described.

Applied by:

Confirmed by Dean / Director:

.....
(Signature)

.....
(Signature)

Name:

Name:

Post:

Post:

KCDIO:

KCDIO:

Date:

Date: