



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

A. NOTES FOR APPLICANTS

1. Eligibility :

This training fund is open to IIUM administrative and technical staff applying for short training course (under 6 months duration).

2. Financial Assistance :

This fund covers course fees only, other claimable allowances and mileage stated under relevant circulars shall be claimed and made payable by the respective KCDIO

3. Application Procedure :

IIUM administrative and technical staff wishing to apply should complete the followings:

- a. One 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" (Oversea 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 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 the basis of the total cost paid by IIUM (excluding salary and other allowances under the staff's payroll) or the duration of course attended **whichever is longer**.

• **Total cost paid by IIUM**

<u>Cost</u>	<u>Period of bondage</u>
a) RM500.00 – RM1,000.00	- 1 year
b) RM1,001.00 to RM2,000.00	- 2 years
b) RM2001.00 to RM2,500.00	- 3 years
b) RM2,501.00 to RM5,000.00	- 4 years
c) RM5,001.00 to RM7,000.00	- 5 years
d) RM7,001.00 to RM10,000.00	- 6 years
e) RM10,001.00 to RM15,000.00	- 7 years
f) RM15,001.00 to RM20,000.00	- 8 years

- g) RM20,001.00 to RM25,000.00 - 9 years
- h) RM25,001.00 and Above - 10 years

or

- **Duration of the course attended**

Duration of course

Period of bondage

- a) 3 months or less - no bondage
- b) more than 3 months - double the duration of the course

* Course beyond 6 months period would not be considered as short courses.

3. Staff who has been approved to go on training/short courses on full time basis with financial assistance, must organize a knowledge sharing session with IIUM community upon returning from the training/conference/short courses.

4. Staff who has been approved and fully sponsored to undergo any certification training / professional course must conduct training course to IIUM community or any relevant KCDIO. 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.

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:**.....

