



IIUM/202/4/1

25th March 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

**NOTIFICATION OF STAFF SERVICE CIRCULAR NO. 25/2023 :
RATE OF HONORARIUM FOR PART-TIME LECTURERS / SPEAKERS /
FACILITATORS / TRAINERS AND RATE OF REFRESHMENT FOR
TRAINING PROGRAMMES**

May this letter find YBhg. Dato'/Prof./Dr./Sir/Madam in the best of health by the grace of Allah (S.W.T.).

This letter is issued to notify all staff on the rectification to the Staff Service Circular No. 25/2023 dated 15th November 2023 pertaining to the Rate of honorarium for Part-time Lecturers/Speakers/Facilitators/Trainers. The rectification is as follows:-

- Inclusion of years of service under Service Group Classification as per *Appendix A*;
- The new Refreshment Rate for Training Programmes as per *Appendix B*.

Following this rectification, the Staff Service Circular No. 25/2023 dated 20th March 2024 will replace the circular dated 15th November 2023.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"

ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia





IIUM/202/4/1

25th March 2024

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

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

Assalamualaikum wa rahmatullahi wa barakatuh

STAFF SERVICE CIRCULAR NO. 25/2023

RATE OF HONORARIUM FOR PART-TIME LECTURERS / SPEAKERS /
FACILITATORS / TRAINERS AND RATE OF REFRESHMENT
FOR TRAINING PROGRAMMES

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the rate of honorarium for part-time lecturers / speakers / facilitators / trainers and rate of refreshment for training programmes.

2. BACKGROUND

2.1 The University, at present, is adopting the Government Treasury Circular No. 2 of Year 2005 as approved by the Staff Service Board (SSB) Meeting No. 2/2006 held on 26th June 2006 in paying the honorarium to the University officials invited to be part-time lecturers/speakers/facilitators to conduct course/workshop/official events.

The details are stipulated in the MSD Service Circular No. 8/2006 as follows:-

Amount of Honorarium			
Service Group	Part-time Lecturers / Speakers	Part-time Facilitators	Maximum per month
Professional & Management Group (Special Grade)	RM300.00 per hour	RM100.00 per hour	Not more than half of monthly basic salary of the officer
Professional & Management Group (Grade 53 & 54)	RM200.00 per hour	RM100.00 per hour	
Professional & Management Group (Grade 45 - 52)	RM150.00 per hour	RM90.00 per hour	
Professional & Management Group (Grade 41 - 44)	RM120.00 per hour	RM80.00 per hour	
Support Group	RM80.00 per hour	RM60.00 per hour	



- 2.2 In support of the initiative of leveraging internal experts of IIUM and promotes organisational knowledge, the Administrative Development Unit, 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.
- 2.3 Based on the current financial provision for the learning and development of IIUM administrative and technical staff, the Administrative Development Unit, MSD Programme finds that the existing rate for appointed lecturers/speakers/facilitators i.e. payment per hour may not be the optimum rate to cover training plan throughout the year.
- 2.4 There were also observed that no specific provision or guidelines on the rate of refreshment for training programmes in IIUM. As of current practise, the Administrative Development Unit, MSD, has provided refreshment according to rate approved in the programme proposal.
- 2.5 The finding of studies on the rates of refreshment for training programmes conducted by other public universities has been deliberated and recommended by the Human Resource Development Sub Committee No. 1/2023 held on 10th April 2023 to be tabled to the Staff Service Committee for endorsement.
- 2.6 Accordingly, the Finance Division Circular No. 2 year 2019 on “New Guidelines on Standard Rate for Refreshment (Meeting/Workshop/Other Functions)” dated 18th November 2019 were used as the rates of refreshment for training programmes as follow:

No.	Type of Function	Rate (RM)	Remarks
1.	Meetings / Briefing / Discussion (Internal) <i>*For duration of 2 Hours and above</i>	5.00	Breakfast/Lunch /Tea Break (either one)
2.	Meeting with External Parties	7.00 10.00 5.00	Breakfast Lunch/Dinner Tea Break
3.	Workshop	20.00	Lunch & 2 Tea Break
4.	Other Functions	Rate will be based on proposal approved by the University Authorities	
5.	Staff Retirement	RM 15.00 per head	



3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 2/2023 and No. 4/2023 held on 13th June 2023 and 26th September 2023 respectively approved the revised honorarium rate for part-time lecturers / speakers / facilitators / trainers and refreshment rate for training programmes. The rate of honorarium for part-time lecturers / speakers / facilitator / trainers as stated in the MSD Service Circular No. 8/2006 is revised as in *Appendix A*.
- 3.2 The approved revised honorarium rate has also 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.
- 3.3 The implementation of the above is subjected to the fact that delivering training is not a part of the staff's substantive duties and the modules are not part of their current job functions.
- 3.4 The SSC has also approved the new refreshment rate for training programme as in *Appendix B*.
- 3.5 The effective date of the of implementation of the above said decisions is **26th September 2023**, i.e. the date of SSC Meeting No. 4/2023 which endorses the decision.
- 3.6 With the issuance of this circular, the MSD Service Circular No. 8/2006 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam*.

"LEADING THE WAY"


ZURaida HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia



- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Responsible Research and Innovation)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director (Finance Division)
- : Executive Director (Development and Planning)
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

ZH/WNN/AMA/nas2250



RATE OF HONORARIUM FOR PART-TIME LECTURERS/SPEAKERS/FACILITATORS/TRAINERS

1. Rate of honorarium

No	Amount of Honorarium		
	Service Group	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 53 - 56) – RM200.00 per hour iii) Professional & Management Group (Grade 45 - 52) – RM150.00 per hour iv) Professional & Management Group (Grade 41 - 44) – 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 53 - 56)	Training < 3 hours : RM200.00 per hour Training > 3 hours : RM700.00 per day	
5	Professional & Management Group (Grade 45 - 52)	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 41 - 44)	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:
- the appointment as lecturers/speakers/facilitators/trainer must be approved by the respective Head of Department.
 - the duty as speakers/facilitators/trainer is not part of their substantive duty.
 - 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.
 - 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.
 - the honorarium could be given for the completed half-an hour duration if the course is more than one hour;
 - the part-time lecturer/speaker/facilitator/trainer who is given a gift by the organiser is not eligible for the honorarium; and
 - 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. 4/2023
26.09.2023



APPENDIX B

REFRESHMENT RATE FOR TRAINING PROGRAMMES

No.	Type of Function	Rate (RM)	Remarks
1.	Training Programme (Half-Day)	5.00	Breakfast/Tea Break (either one)
	Training Programme (Full-Day)	5.00 10.00	Breakfast Lunch
	Training Programme (Overnight)	5.00 10.00 5.00 10.00	Breakfast Lunch Tea Break Dinner
	Programme organised by External Training Provider		As approved by the University Authority

Secretariat
Staff Service Committee No. 4/2023
26.09.2023



WINNER
2020 SUSTAINABILITY
INSTITUTION OF THE YEAR



REGIONAL CENTRE OF EXCELLENCE
ON EDUCATION FOR
SUSTAINABLE DEVELOPMENT
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