



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 00

TRAINING FOR ACADEMIC STAFF (LOCAL
SEMINAR/ CONFERENCE/SHORT COURSES)


EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/SP/02

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TRAINING FOR ACADEMIC STAFF (LOCAL SEMINAR/ CONFERENCE/ SHORT COURSES)

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Position : 1. Coordinator Continuous Professional Development Unit CFS IIUM 2. Assistant Director Administration & Human Resource Unit CFSIIUM	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE


This procedure is prepared to ensure that all processes for local seminar/ conference/ short courses attended by CFSIIUM academic staff fulfill the IIUM procedure.

2. SCOPE

The procedure is used by the Centre for Foundation Studies as a guideline for the academic staff who want to attend local seminar/ conference/ short courses.

3. DEFINITION/ABBREVIATION

- 3.1 D Dean/ Director
- 3.2 CPDU Continuous Professional Development Unit
- 3.3 HOD Head of Department
- 3.4 SACC Senior Accountant
- 3.5 AD Assistant Director
- 3.6 AA Administrative Assistant
- 3.7 FD Finance Department
- 3.8 AHRU Administration & Human Resources Unit
- 3.9 SEC Secretary
- 3.10 CTD Continuous Talent Development

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<p>4. REFERENCES</p> <p>4.1 IIUM financial procedure.</p> <p>4.2 Government Circulars No. 3/2013 (Putrajaya)</p>

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
HOD	5.1	Receive the application forms [with a copy of the seminar/conference/short course/ brochure(s) and/or invitation letter(s)] from academic staff.
	5.2	Forward the application(s) to CPDU.
Coordinator	5.3	Recommendation from CPDU.
	5.4	Forward the recommended form to FD.
SACC	5.5	Recommendation from SACC and confirmation of budget.
	5.6	Forward forms to Dean's office for approval
Dean	5.7	Approval from Dean/ Director
	5.8	Secretary forward forms to AHRU.



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AA (AHRU)	5.9	Receive approved application forms from the Dean's/ Director's Office.
	5.10	Notification on approval of training and evaluation form to applicant and carbon copy to CPDU, HOD and finance.
	5.11	Record and file the approved application form.
	5.13	Notify staff on CTD points.
AD (AHRU)	5.14	Staff submit the copy of certificate of attendance and original evaluation form for CTD points.
	5.15	Recommendation from AD (AHRU) on CTD points.
	5.14	End Process

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application forms from academic staff for attending seminar/ conference/ short course.	2 years	Filing Room: (IIUM/501/HRDD/ 19/3/1)	AA
2.	Training Assessment & Report (Academic)	2 years	Filing Room: (IIUM/501/HRDD/ 17/18/1)	AAO



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7. FLOW CHART

