

OFF CAMPUS TRAINING APPLICATION GUIDELINES

Centre for Applied Learning and Multimedia
Universiti Malaysia Sarawak



OFF-CAMPUS TRAINING GUIDELINES

1. Purpose

These guidelines aim to explain the scope and matters related to the off-campus training funding (online and face to face).

2. Definitions

- i. “Types of training funded” include seminars, workshops and courses related to **teaching and learning ONLY**. Attending a conference **is not covered** by this funding.
- ii. “Head of *PTj*” refers to the person who holds the highest position at a Faculty, Institute, Department or Centre (F/I/D/C) in UNIMAS.
- iii. “Off-Campus Training” also includes training via self-directed learning using an online platform or training at given place.
- iv. “Applicant” refers to an academic staff who applies to participate in an off-campus training.
- v. “Staff” refers to employees of UNIMAS.
- vi. “Academic Staff” refers to lecturers of UNIMAS.
- vii. “Universiti” refers to Universiti Malaysia Sarawak (UNIMAS).
- viii. “UNIMAS” refers to Universiti Malaysia Sarawak, a statutory body and higher education institution which has been established under *Akta Tubuh (Akta Ibu)*; known as *Akta Universiti dan Kolej Universiti 1971*.

3. Eligibility

- i. All **PERMANENT** and **IN-SERVICE** academic staff are eligible to apply.
- ii. Each academic staff is entitled to apply only “**ONCE**” in a year.
- iii. **Not more than ONE** staff is eligible to attend the same training.
- iv. **Training MUST related to teaching and learning for undergraduates’ and postgraduates’ students only.**
- v. Training **MUST** be organized in **off-campus within Malaysia** only or **ONLINE training** (whichever related).
- vi. Train the Trainers (TTT) and Training of Trainers (TOT) or any unrelated training to teaching and learning is **NOT PERMISSIBLE**.
- vii. Application to attend any training organised by Akademi Kepimpinan Pengajian Tinggi (AKEPT) is **NOT PERMISSIBLE**, unless with an instruction from the university (Top Management) or UNIMAS Training Committee and the application must be checked by UNIMAS Leadership Centre for approval.

4. Funding

- i. The funding is provided under Training Vot 29113, which is coordinated by Centre of Applied Learning and Multimedia (CALM).
- ii. Maximum allowable funding is **RM5,000.00** per application (**subject to CALM decision*).
- iii. Types of allowable funding:
 - a. Training fee
 - b. Transportation (Flight/Taxi etc)
 - c. Accommodation
 - d. Food Allowance (*if applicable*)

** Funding is based on the rate and eligibility as indicated in WP1.10/2013 (Elaun,*

5. Application Procedure

The following documents are to be attached to an application:

- i. The application form for Off-Campus Training (ACAD/T&D/C01/01)
 - the form is available at CALM website
<https://www.calm.unimas.my/download>
- ii. The training flyer/brochure/website must consist of details such as synopsis, date, fee, and method of payment.
- iii. The application needs to be supported and approved by the respective Head of PTj prior to its submission to the Academic Training Unit, CALM.
- iv. The application must be submitted to the Academic Training Unit, CALM at least **three (3) weeks** prior to the training commencement date.
- v. CALM decision is **FINAL**.

The Academic Training Unit (ATU), CALM has the right to reject any late or incomplete application.

6. Approval Procedure

- i. The applicant of an application approved by Deputy Vice Chancellor (Academic and International)/Director of CALM will be informed via email by the Academic Training Unit, CALM and this is followed by an approval memo to the applicant. The approval memo will also be copied to the respective Head of *PTj*.
- ii. The memo for the training fee payment application will be submitted to the Bursary Office through the Academic Training Unit, CALM and will be copied to the applicant.
- iii. The applicant of a disapproved application will also be informed via email or memo by the Academic Training Unit, CALM.

7. Post Training Affairs

- i. A knowledge sharing session **MUST** be conducted within **four (4) to six (6) weeks** after the training completion.
- ii. Financial claim can only be made after completing the knowledge sharing session.
- iii. The knowledge sharing session can be conducted at the University / Faculty / Department / Programme level based on the training nature with **more than 10 audiences** .
- iv. Upon completion of the training, the applicant should submit the following documents to CALM for endorsement:
 - a. Knowledge sharing session attendance list with slides/pictures
 - b. Training completion certificate and payment receipt
 - c. Training Report : <https://www.calm.unimas.my/download>
 - d. A copy of training materials
 - e. Fill in MyCPD for CPD points collection via:
<https://mycpd.ia.unimas.my/>
(please attached all necessary documents for supporting the

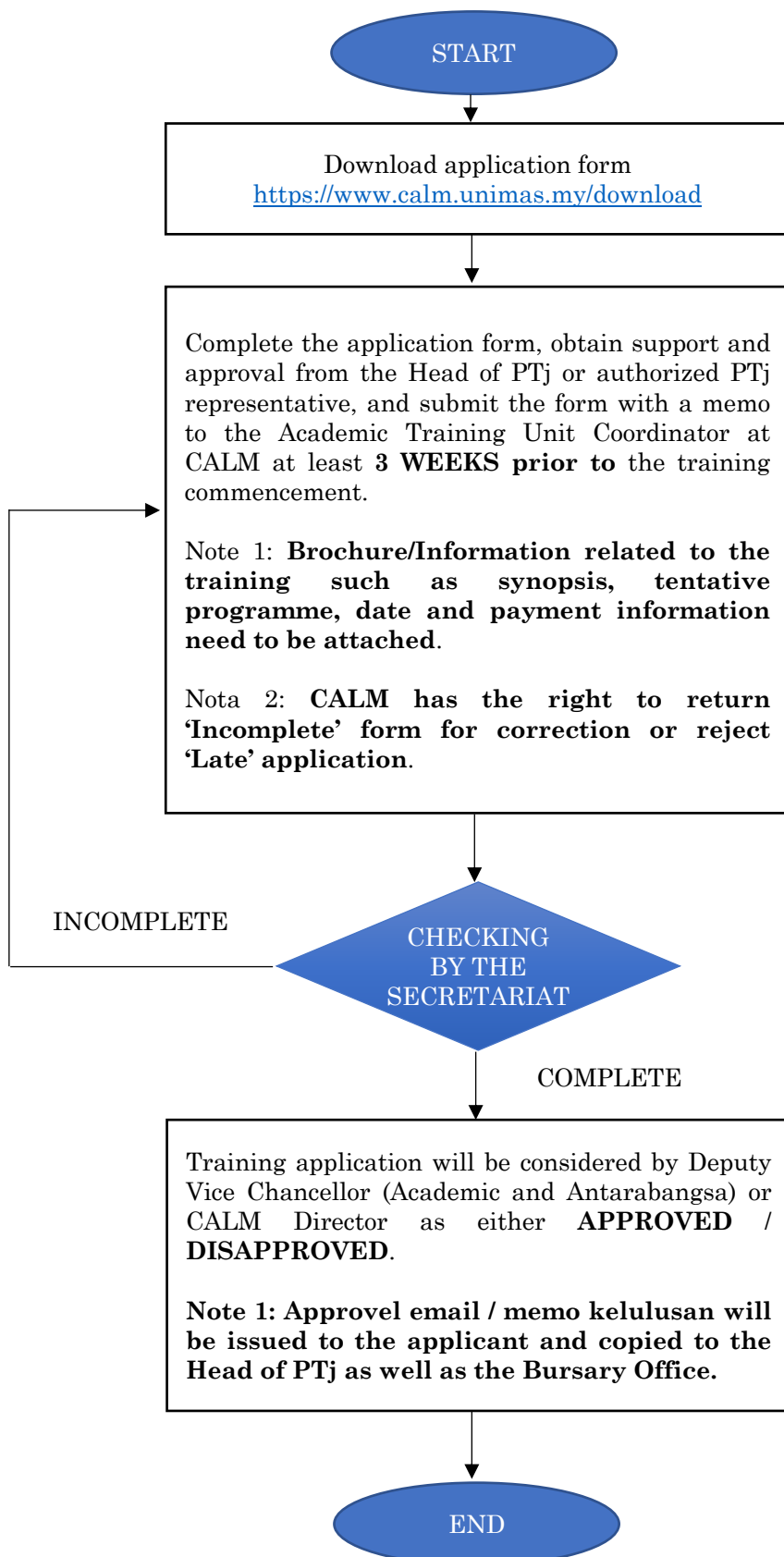
application)

- f. **Failed to submit the report and conducted knowledge sharing within given period, the applicant will be black-listed from applying off-campus training.**

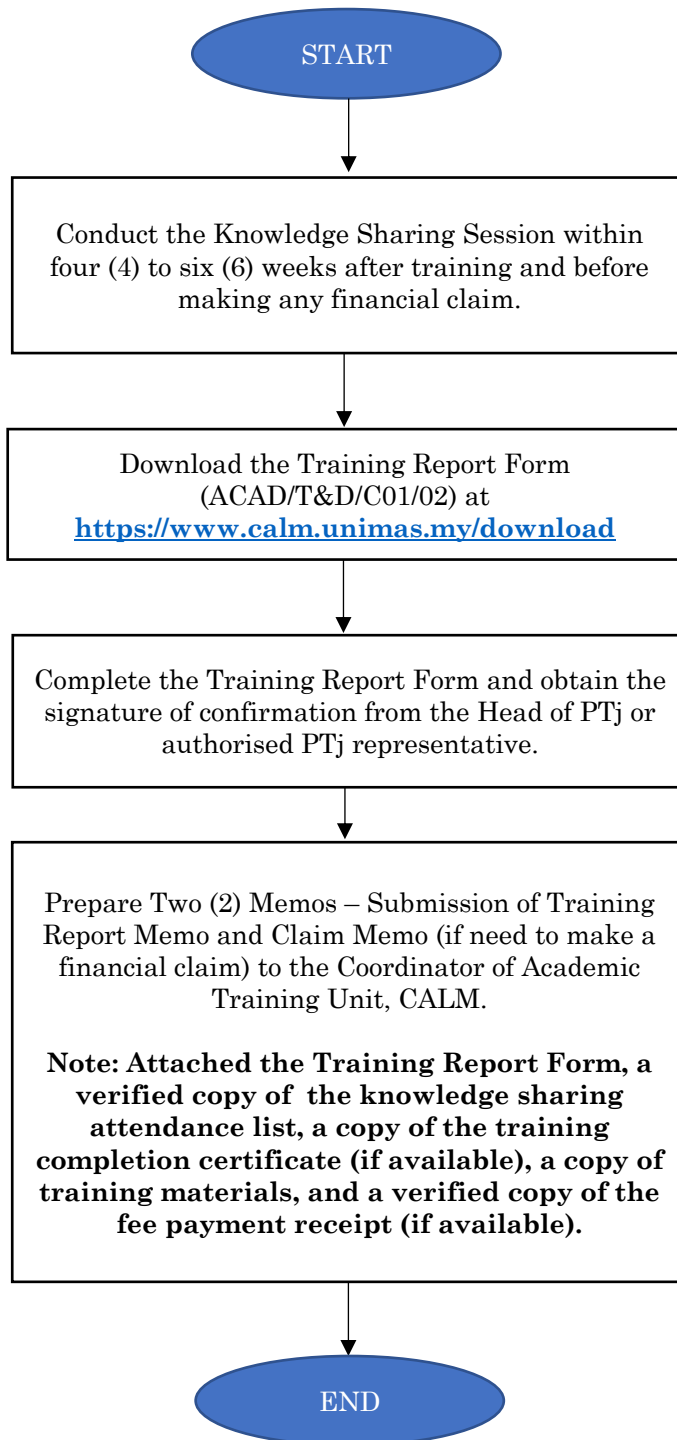
8. Revision and Amendment

These guidelines are subject to change from time to time in alignment with the government legislations and policies; and/or if the university needs to make any revision to ensure its effectiveness.

**OFF-CAMPUS TRAINING APPLICATION
WORK PROCESS & FLOWCHART
(BEFORE TRAINING)**



**OFF-CAMPUS TRAINING APPLICATION
WORK PROCESS & FLOWCHART
(AFTER TRAINING)**



Attachment

KADAR ELAUN MAKAN, BAYARAN SEWA HOTEL DAN ELAUN LOJING SEMASA BERKURSUS DI DALAM NEGERI

GREED	ELAUN MAKAN (RM)	SEWA HOTEL (RM)	ELAUN LOJINH (RM)
SEMENANJUNG MALAYSIA			
Utama / Khas A dan ke atas atau Yang Setaraf	90.00	Sebenar (Standard Suite)	100.00
Utama / Khas B dan C atau Yang Setaraf	90.00	Sebenar (Bilik Superior)	100.00
53 dan 54 atau Yang Setaraf	70.00	Sebenar (Bilik Biasa)	100.00
45 hingga 52 atau Yang Setaraf	60.00	240.00	60.00
41 hingga 44 atau Yang Setaraf	45.00	220.00	60.00
27 hingga 40 atau Yang Setaraf	40.00	200.00	50.00
17 hingga 26 atau Yang Setaraf	40.00	180.00	50.00
1 hingga 16 atau Yang Setaraf	35.00	160.00	50.00
SABAH, LABUAN DAN SARAWAK			
Utama / Khas A dan ke atas atau Yang Setaraf	120.00	Sebenar (Standard Suite)	110.00
Utama / Khas B dan C atau Yang Setaraf	120.00	Sebenar (Bilik Superior)	110.00
53 dan 54 atau Yang Setaraf	90.00	Sebenar (Bilik Biasa)	110.00
45 hingga 52 atau Yang Setaraf	80.00	270.00	70.00
41 hingga 44 atau Yang Setaraf	65.00	250.00	70.00
27 hingga 40 atau Yang Setaraf	55.00	230.00	60.00
17 hingga 26 atau Yang Setaraf	55.00	210.00	60.00
1 hingga 16 atau Yang Setaraf	50.00	190.00	60.00

* Rujuk Pekeliling Bendahari Bil.2/2022 dan Bil 3/2022