

Reference No. : CUCMS/HR/12-2 / (13)



Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

**SERVICE CIRCULAR NUMBER 13
2011**

**STAFF BENEFIT: ASSISTANTSHIP FOR ACADEMIC STAFF TO
FURTHER STUDIES AT CUCMS**

Registrar Office May, 2011

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

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STAFF BENEFIT: ASSISTANTSHIP FOR ACADEMIC STAFF TO FURTHER STUDY IN CUCMS

1.0 OBJECTIVE

- 1.1 This circular seeks to inform the of Cyberjaya University College of Medical Sciences academic staff a new benefit established by the University for the CUCMS academic staff.

2.0 BACKGROUND

- 2.1 The University always encourages the academic staff to further their studies to the highest possible qualifications. This is due to the nature of the promotion for academic staff.
- 2.2 Since 2005, CUCMS has offered three types of academic programmes. The programmes are Diploma, Under Graduate and Post Graduate.
- 2.3 The Post Graduate programmes currently offered at CUCMS are :
 - a) Doctor of Philosophy in Medical Science (PhD)(by Research);
 - b) Master of Medical Science (MSc)(by Research); and
 - c) Master in Clinical Pharmacy (MClinPharm) by Course Work
- 2.4 Therefore, with all these three courses offered by CUCMS to its academic staff, they are encouraged to further their studies here.

3.0 DECISION

- 3.1 In supporting CUCMS academic staff to pursue their studies at CUCMS, the University has decided that the tuition fees will be **waived up to 50%** pending on the decision of the Senate.

- 3.2 The staff's salary will be paid in full and they will have to carry their workload as requested by the University. However, respective Faculties / Centres may decide to allot a minimal workload during the period of the studies. This decision, however, needs to be informed in writing to the University.
- 3.3 A bonding contract will be given to the staff once the offer letter is awarded and all agreements are agreed.
- 3.4 The distribution of the period of bonding is as in the table below:

| No. | Programme | Total Course Fees (RM) | Course Fees Waived (RM) | Bonding Period |
|-----|---|------------------------|-------------------------|----------------|
| a) | Doctor of Philosophy in Medical Science (PhD) (By Research) | 25,000.00 | 12,500.00 | 4 – 6 Years |
| b) | Master of Medical Science (MSC) (By Research) | 15,000.00 | 7,500.00 | 2 – 3 Years |
| c) | Master in Clinical Pharmacy (MSc) (Coursework) | 10,000.00 | 5,000.00 | 1 – 2 Years |

4.0 ELIGIBILITY

- 4.1 This benefit applies on the academic staff who :
- 4.1.1 is Malaysian and serves as a full time academic at CUCMS;
- 4.1.2 has served at the University for at least 2 years on the date of the application;
- 4.1.3 applies through the '**Assistantship Form**' and includes the letter of offer by the University and submits the form and the letter to the Human Resource Department.

This circular is effective from **January 2011**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours faithfully,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar

ASSISTANTSHIP TO FURTHER STUDIES AT CUCMS

(Photo)

PERSONAL PARTICULARS

Name: _____

Current Address: _____

Date joined: _____

Academic Designation (cross out non-applicable designation) :

Asst. Lecturer/Lecturer/Snr.Lecturer/Assoc. Professor/Professor _____

Telephone No: _____ Faculty/Centre: _____

ACADEMIC QUALIFICATION (already obtained/anticipated)

| Names of College/University/ Other Institutions | Dates attended | | Qualification |
|--|----------------|----|---------------|
| | From | To | |
| | | | |

PROFESSIONAL AWARD/ QUALIFICATION (if any)

| Names of awarding institution/ body | Subject(s)/ Area(s) of qualification | Qualification/Award obtained (give dates & state whether obtained through examinations/honorary) |
|--|---|---|
| | | |

EMPLOYMENT & WORKING EXPERIENCE

| Name & address of employer | Dates of employment | Position held | Job description |
|----------------------------|------------------------|---------------|-----------------|
| | | | |

DECLARATION BY THE APPLICANT

Invitation for interview is dependent upon a complete application. In signing this application, I certify that all the foregoing information is a complete and accurate statement of the facts. I authorise you to investigate & verify all of the information that I have provided in this application.

I understand that false information given will result in immediate dismissal of this application. I agree to notify you promptly of any changes in my status.

Name:

Date: