

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

CYBERJAYA UNIVERSITY
COLLEGE of MEDICAL SCIENCES

Furthering the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

SERVICE CIRCULAR NUMBER 12
2011

**STAFF BENEFIT: FURTHERING STUDY POLICY FOR
ADMINISTRATIVE STAFF**

Registrar Office April, 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

CUCMS/HR/12-2 / (12) , 2011

15 April, 2011

SERVICE CIRCULAR NO.12/ 2011

STAFF BENEFIT: FURTHERING STUDY FOR ADMINISTRATIVE STAFF

1.0 OBJECTIVE

- 1.1 This circular seeks to inform all administrative staff of the Cyberya University College of Medical Sciences (CUCMS) a new benefit established by the University.

2.0 BACKGROUND

- 2.1 University is an educational institution. We instill knowledge into students and we also wish the same for other staff as well. Seeking for knowledge is a never ending process no matter where a human being is.
- 2.2 In lieu to this spirit of inspiring knowledge to every level of staff, the university believes in encouraging the staff to continue their education to the highest level.
- 2.3 Currently there is about five to ten percent of administrative staff furthering their studies on their own expenses. Due to this the University feels that some kind of assistance to them should ease their financial burden.

3.0 DECISIONS

- 3.1 The University therefore agreed to establish a form of assistance for administrative staff who intent to further their studies. The details of assistance are as follows :

No.	Level of study	Books Allowance / Fees / Contract with University	
1.	Diploma (4 Years) (2 semester / year)	a) Book Allowance b) Tuition Fees c) Contract with University	RM200.00 / year RM800.00 or half of the tuition fees for every semester which ever is lower. 2 Years after finishing their studies.
2.	Bachelor Degree (4 Years) (3 semester / year)	a) Book Allowance b) Tuition Fees c) Contract with University	RM400.00 / year RM1,000.00 or half of the tuition fees for every semester which ever is lower. 4 Years after finishing their studies.

No.	Qualifications	Books Allowance / Fees / Contract with University	
3.	Master (2 Years) (2 semester / year)	a) Book Allowance b) Tuition Fees c) Contract with University d) Study leave	RM600.00 / year RM1,500.00 or half of the tuition fees for every semester which ever is lower. 3 Years after finishing their studies. Maximum of one (1) month throughout the study.
4.	PhD (2 Years)	a) Book Allowance b) Tuition Fees c) Contract with University d) Study leave	RM600.00 / year RM1,500.00 or half of the tuition fees for every semester which ever is lower. 3 Years after finishing their studies. Maximum of one (1) month throughout the study

4.0 ELIGIBILITY

- 4.1 A full-time administrative staff member who has been working with CUCMS for more than 3 years;
- 4.2 The course taken or applied for should be relevant to their current job scope;
- 4.3 The candidate must receive a good report from his/her appraisee in Performance Appraisal for two consecutive years; and
- 4.4 He / She must pass an interview session with the Non Academic Examination Committee.
- 4.5 This benefit will be effective from **1 April 2011**

Thank you.

"NURTURING THE PASSION TO CARE"

Yours faithfully,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar