

Universiti Tunku Abdul Rahman			
Guideline Title : Guidelines on Conducting Training Programmes for External Parties Sourced by UTAR			
Guideline Number : GD-DCC-002	Rev No: 1	Effective Date: 14/06/2016	Page No: 1 of 1

1.0 Preamble

This document will serve as a guide for the running of training programmes sourced by UTAR.

2.0 Objectives

- i) To motivate staff to be involved in conducting external training programmes.
- ii) To ensure staffs are rewarded for their involvement in such training and development programmes.

3.0 Procedure

- 3.1 To motivate staff to be involved in conducting external training programmes as well as to ensure they receive payment commensurate with their contributions, the organiser of the programme should follow the following procedure:
 - a. Estimate the potential revenue of the programme.
 - b. Estimate the cost to conduct the programme which may include training materials, course files, travelling, printing costs, venue rental, refreshment, administrative cost and the trainer fee.
 - c. Identify suitable staff to conduct the training, discuss and agree on the trainer fee through the issuance of appointment letter and signed acceptance form.
 - d. The trainer fee can be up to RM400.00 per hour depending on the topic of the training and client profile.
 - e. For trainer fee of above RM400.00 per hour, prior approval needs to be obtained from the Vice President (R&D and Commercialisation).
- 3.2 The distribution of surplus (after deducting cost from revenue, if any) to faculty/institute/research centre shall be approved by the university, and the decision shall be final.
- 3.3 This guideline is not applicable to a training programme if it is part of a research related event which is governed under the "Guideline on the Involvement of UTAR in the Organising of Conferences, Seminars, Workshops and Symposiums Related to R&D" (GD-IPSR-R&D-007).
- 3.4 Please note that the payment to the staff will be subjected to the approved distribution of annual net income from consultancy work as stipulated in the Consultancy Policy.