

**QUESTIONS AND ANSWERS  
STUDY LEAVE UNIT  
HUMAN RESOURCE DIVISION (HRD)**

**1) SPECIAL TRAINING SCHEME FOR ACADEMIC AND MANAGEMENT STAFFS (SLKKAP)**

**Q: What is Special Training Scheme for Academic and Management Staffs (SLKKAP)?**

A: Special Training Scheme for Academic and Management Staffs (SLKKAP) is a scheme provided by UPSI for non-academic staffs who would like to further part-time studies in any Public Institutions of Higher Education or other certified tertiary education institutions.

**Q: Who is eligible to apply for this scheme?**

A: Non-academic staffs

**Q: What are the conditions of the application?**

No.	Academic Non Academic
i)	The study must be done in part time/long distance learning in any Public Institutions of Higher Education or other certified tertiary education institutions.
ii)	Field of the study must be suitable with the current job scope.
iii)	Has received offer letter.
iv)	Age limit is 48 years old.
v)	Has been in service for at least three (3) years and confirmed in service with at least 85% marks for performance.

**Q: What are the levels of studies funded under this scheme?**

i) Bachelor Degree

ii) Doctor of Philosophy

(subject to the decision of the Scholarship Committee meeting & Study Leave Unit of the University)

**Q: How to apply for this scheme?**

A: Staff must fill up an application form for SLKKAP which can be downloaded at <http://bsm.upsi.edu.my>

**Q: What are the documents that must be attached to the SLKKAP application form?**

- Offer Letter
- Proposal
- Copy of Diploma/Bachelor Degree and/or Masters Degree with all the equivalent qualification, complete with transcripts.

**Q: Does an applicant need to attend an interview session?**

A: Yes

**Q: Who are the panels for the interview?**

- |      |   |               |
|------|---|---------------|
| i)   | Deputy Vice Chancellor (Academic & International) | - Chairperson |
| ii)  | Registrar   | - Member      |
| iii) | Head of Department/ Dean                          | - Member      |
| iv)  | Senior Deputy Registrar (Human Resource)          | - Secretary   |
| v)   | Assistant Registrar (Study Leave Unit)            | - Secretariat |

**Q: What are the facilities that will be received by a staff throughout the study?**

- i) Tuition Fees
- ii) Lab Fees
- iii) Computer Fees
- iv) Library Fees
- v) Thesis Allowance

**Q: When does an officer need to submit a report of the study while studying?**

A: Every 6 months throughout the duration of study or two weeks after final examination result is released.

**Q: What is the implication if the Progress Report of Graduate Studies is not submitted within the allocated period of time?**

A: Payment for the tuition fees will be postponed until the Progress Report of Graduate Studies is received by the Study Leave Unit, Human Resource Division (HRD).

**Q: Is an officer eligible to apply for extension of studies and how to apply for it?**

A: Officer is eligible to apply to the Scholarship Committee and Study Leave Unit through Head of Department together with the following documents:

- i) Application Letter for the Extension stating the reasons of the extension.
- ii) Letter of Support from Supervisor (if related)
- iii) Timetable throughout the period of extension

**Q: How long does the bonding contract is imposed between an officer and the University?**

Amount of Financing	Year of Service	Amount of Compensation
Up to RM 9,999.00	2 years	- the actual amount -
RM 10,000 to RM 14,999.00	3 years	- the actual amount -
RM 15, 000 and more	4 years	- the actual amount -

**2) SABBATICAL**

**Q: What are the objectives of Sabbatical Leave?**

- i) To attend a field of study or research in an officer's expert field.
- ii) To obtain experience and knowledge about latest development and advancement in a field of expertise.

**Q: Who is eligible to apply?**

A: Academic staff (permanent) in Grade DS52 and above.

**Q: What are the conditions of the applications?**

- i) Has been confirmed in service
- ii) Period of service and eligible age are as follows:

Period of Service and Qualification	Starting Age	Ending Age	Bond and Compensation
In service for 3 years (5 months)	53 years old	Not more than 55 years old	1 year bond RM 20,000.00
In service for 5 years (9 months)	52 years old	Not more than 53 years old	2 year bond RM 35,000.00

**Q: How to apply for Sabbatical Leave?**

A: You need to fill up Sabbatical Application Form which can be downloaded at <http://bsm.upsi.edu.my>

**Q: How long will it take to process the application?**

A: It depends on the UPSI Committee Meeting of Study Leave that will approve the application.

**Q: Where is the place of study that can be applied?**

A: In Malaysia or abroad.

**Q: What are the facilities that will be obtained by an officer throughout the period of Sabbatical?**

- i) Salary + Allowance
- ii) Living Cost Allowance
- iii) Flight Ticket (if related)
- iv) Tuition Fees (if related)

\*attach here is the list of allowances according to the country

Q: Can an officer bring his/her family together?

A: Cannot

Q: When does an officer need to submit the Sabbatical Report?

A: Every three (3) months and the final report to be submitted 30 days after the end date of sabbatical.

Q: Can an officer apply for extension for his/her sabbatical?

A: An officer can apply for extension by filling up Sabbatical extension form. The extension application must be made through the Dean.

Q: How long the extension can be applied for?

A: 24 months for reasons that are related to service needs and 12 months for personal reasons

Q: When does an officer need to report for duty after finishing the Sabbatical?

A: One day after the end of study period (if the date is a Public Holiday, the officer must report for duty one the following working day).

Q: Is an officer eligible for leave after reporting for duty?

A: Eligible if the officer went for Sabbatical fully in abroad.

### **PUBLIC INSTITUTIONS OF HIGHER EDUCATION ACADEMIC TRAINING SCHEME (SLAI)/SPLIT (UPSI – NOVA)**

Q: What is Public Institutions Of Higher Education Academic Training Scheme (SLAI)/SPLIT (UPSI – NOVA)

A: Public Institutions Of Higher Education Academic Training Scheme (SLAI)/SPLIT (UPSI – NOVA) is a twinning programme between UPSI and NOVA Southeastern University for academic staffs to pursue study at Ph. D level.

Q: Who is eligible to apply for this scheme?

A: Academic staffs who is not yet 45 years old when starting the study.

Q: What are the conditions of the application?

- i) Minimum score of IELTS : 6.0 or TOEFL : 680
- ii) Confirmed in the service

Q: How to apply for this scheme?

A: Officer must fill up NOVA application form which can be downloaded at <http://www.SchoolofEd.nova.edu>

Q: Who sponsored for this programme?

A: Ministry of Higher Education Malaysia.

Q: What are the facilities that will be received?

- i) Salary + Allowance
- ii) COLA (based on the place of study)
- iii) Living Cost Allowance (once throughout the period of study)
- iv) Posting Allowance (once throughout the period of study)
- v) Book Allowance (once a year)
- vi) Appliance Allowance (once a year)
- vii) Thesis Allowance (once throughout the period of study)
- viii) Practical Allowance (if related)

Q: How long is the process of application until the result from Ministry of Higher Education Malaysia is received?



