

 <b>XIAMEN UNIVERSITY MALAYSIA</b> <b>廈門大學 馬來西亞分校</b>	<b>Revision</b>	<b>2</b>	
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<b>SOP Title</b>	<b>XMUM.ORI-100/2/2-V2 Professional Membership Fee Support Guidelines</b>		

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## **PROFESSIONAL MEMBERSHIP FEE SUPPORT GUIDELINES**

### **1.0 OBJECTIVE**

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Xiamen University Malaysia (XMUM) encourages and supports its staff to regularly update their professional knowledge and skills, to further enhance their professional competence and standing, and to grow their professional network with other specialists through memberships of appropriate national or international professional bodies (associations, organizations, or societies). As members of their respective professional bodies, they will enhance the teaching and research reputation of XMUM. XMUM staff may apply for financial aid to fully or partially support their annual professional membership fees.

### **2.0 ELIGIBILITY**

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- 2.1 The professional body must be recognized/recommended by the School/Department as a significant professional organization that contributes to the excellence and enhancement of the academic staff's professional standing.
- 2.2 The membership shall bring prestige to XMUM at national or international level.
- 2.3 The Dean/Head of Department/Programme Coordinator of the applicant is to certify that such professional body membership is required for the applicant to contribute to the department's mission.
- 2.4 Full-time academic staff are eligible to apply for this financial aid for support of their annual membership fees of local or international professional body or bodies.
- 2.5 The support of professional membership fees is subject to the availability of fund and financial aid ceiling set by XMUM.
- 2.6 All full-time academic staff have the same financial aid ceiling set by XMUM.

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### 3.0 FINANCIAL AID FOR REIMBURSEMENT

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- 3.1 XMUM will fully reimburse full-time academic staff their annual professional membership fees if the professional membership is required for professional accreditation.
- 3.2 If a professional membership is not required for professional accreditation, XMUM will reimburse the annual professional membership fees to a maximum of **RM600.00** per calendar year per staff. The limit is for the year of membership and not the year of claim. For example, if a staff signs up for two (2) memberships which are RM600.00 each in the same year, the staff can only claim for one (1) membership fee. The other membership fee cannot be claimed even in the following year.
- 3.3 The academic staff may reimburse their annual professional membership fees from their research project grant or from the university. If the membership fee exceeds the maximum of RM600.00 provided by the university, the remaining amount must be borne by either the staff or their research grant.
- 3.4 The staff may apply for reimbursement of membership fees of more than one (1) relevant professional bodies in a calendar year.
- 3.5 This financial aid is allowed for **registration and annual membership fees only**. Items such as assessment fee, library membership fee, annual or monthly bulletin subscription and other payments can be claimed from the staff's research project grant, subject to the grant's guidelines.
- 3.6 A duly completed staff claim form signed by the Dean/Head of Department/Program Coordinator shall be submitted to the Research Management Centre (RMC) with the following supporting documents:
  - 3.6.1 Original official receipt as evidence of payment
  - 3.6.2 Credit card statement showing the payment in Ringgit Malaysia (if the payment shown on the receipt is in foreign currency)
  - 3.6.3 A copy of the professional membership certificate/membership card

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Note: It should be clearly indicated on the claim form whether the membership is **international or national**. International membership means the membership is open to all (within or outside of Malaysia), even if the organization itself is based in Malaysia.

#### 4.0 PROCEDURE

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- 4.1 The academic staff shall download the “Staff Claim Form” from the university research website (<http://www.xmu.edu.my/18054/list.htm>).
- 4.2 The academic staff shall fill in the form and submit with supporting documents to the Dean/Head of Department/Programme Coordinator of the School/Department for endorsement.
- 4.3 The academic staff shall submit the form with supporting documents to the RMC for review and approval.
- 4.4 The RMC shall inform the applicant if the claim is approved. The academic staff shall submit the approved form with supporting documents to the Finance Office.
- 4.5 The process ends if the claim is not approved.

#### 5.0 DOCUMENT CHECKLIST

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No.	Document	(√ / X)
1.	Staff claim form (Dean/Head of Department/Programme Coordinator’s signature is required if seeking support from the university)  Note: Please indicate whether it is <b>international/national</b> membership. International membership means the membership is open to all (within or outside of Malaysia), even if the organization itself is based in Malaysia.	
2.	Original official receipt as evidence of payment	
3.	Credit card statement showing the payment in Ringgit Malaysia (if the payment shown on the receipt is in foreign currency)	
4.	A copy of the professional membership certificate/membership card	

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5.	Latest grant expense report/award letter (if the expense report is not available)	
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