



MALAYSIA

Warta Kerajaan  
SERI PADUKA BAGINDA  
DITERBITKAN DENGAN KUASÄ

HIS MAJESTY'S GOVERNMENT GAZETTE  
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UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI PERTANIAN MALAYSIA  
STATUT UNIVERSITI PERTANIAN MALAYSIA  
(CUTI SABATIKAL) 1990

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SUSUNAN PERENGGAN

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BAHAGIAN I

PERMULAAN

Perenggan

1. Nama dan mula berkuatkuasa.
2. Tafsiran.

BAHAGIAN II

PEMBERIAN CUTI SABATIKAL

3. Tempoh perkhidmatan yang layak bagi cuti sabatikal dan lama serta maksud cuti sabatikal.
4. Lain-lain prasyarat bagi memberi cuti sabatikal.

Perenggan

5. Tempoh perkhidmatan sebelum cuti belajar, dsb., dikecualikan pada menghitung perkhidmatan yang melayakkan cuti sabatikal.
6. Permohonan bagi mendapatkan cuti sabatikal.
7. Kelulusan cuti sabatikal.
8. Tangguhan cuti sabatikal atas sebab-sebab peribadi.
9. Tangguhan paksa cuti sabatikal.
10. Luputnya cuti sabatikal dan habis kelayakan mendapatkan cuti sabatikal.

BAHAGIAN III

KEMUDAHAN DAN FAEDAH

11. Gaji semasa cuti sabatikal.
12. Perbelanjaan perjalanan, elauan dan bayaran ganti bagi premium insurans kesihatan dsb.
13. Bayaran fee.
14. Bantuan luar berkenaan dengan program cuti sabatikal.

BAHAGIAN IV

SYARAT-SYARAT LAIN

15. Laporan berkenaan dengan program cuti sabatikal.
16. Had-had dan syarat-syarat perjanjian.
17. Cuti rehat terkumpul disifatkan luput.
18. Elauan memangku dsb., tidak kena dibayar semasa cuti sabatikal.
19. Menjalankan pekerjaan atau aktiviti lain untuk mendapatkan keuntungan.
20. Kawalan dan penyeliaan tatatertib.
21. Penamatan cuti sabatikal.

BAHAGIAN V

PELBAGAI

22. Pemberian cuti sabatikal mengikut budibicara Naib Canselor.
23. Arahan Majlis.

**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971**

**PERLEMBAGAAN UNIVERSITI PERTANIAN MALAYSIA  
STATUT UNIVERSITI PERTANIAN MALAYSIA (CUTI SABATIKAL) 1990**

PADA menjalankan kuasa-kuasa yang diberi oleh seksyen 26 Perlembagaan Universiti Pertanian Malaysia, Canselor Universiti Pertanian Malaysia membuat statut yang berikut:

P.U. (A)  
409/76.

**BAHAGIAN I**

**PERMULAAN**

1. (1) Statut ini bolehlah dinamakan **Statut Universiti Pertanian Malaysia (Cuti Sabatikal) 1990** dan hendaklah disifatkan mula berkuatkuasa pada 1hb Januari 1990.

Nama dan mula  
berkuatkuasa.

2. Dalam Statut ini, melainkan jika konteksnya menghendaki makna **Tafsiran.** yang lain—

“cuti sabatikal” ertinya cuti yang diberi di bawah perenggan 3;

“guru” ertinya seseorang yang dilantik menjadi guru oleh Majlis mengikut Perlembagaan Universiti dan yang memegang jawatan hakiki sebagai Profesor, Reader, Profesor Madya, Pensyarah atau Penolong Pensyarah;

“Majlis” ertinya Majlis Universiti Pertanian Malaysia;

“Naib Canselor” ertinya Naib Canselor Universiti Pertanian Malaysia;

“perkhidmatan tiga tahun” ertinya perkhidmatan berterusan selama tiga puluh enam bulan, dan “perkhidmatan lima tahun” ertinya perkhidmatan berterusan selama enam puluh bulan, dengan Universiti mengikut perenggan 4 (c) (i), 4 (c) (ii) atau 4 (c) (iii), sebagaimana yang terpakai, dan termasuk apa-apa tempoh pinjaman, tetapi tidak termasuk apa-apa tempoh—

- (a) cuti tanpa gaji;
- (b) cuti separuh gaji;
- (c) cuti belajar;
- (d) cuti bagi menghadiri suatu program di bawah sesuatu skim latihan bagi kakitangan akademik;
- (e) perkhidmatan yang dikehendaki dikecualikan di bawah perenggan 5;
- (f) tangguhan cuti sabatikal yang diluluskan di bawah perenggan 8 (1).
- (g) tahanan kerja atau penggantungan di bawah mana-mana kaedah tatatertib Universiti; atau
- (h) tahanan di bawah mana-mana undang-undang berhubungan dengan keselamatan Malaysia atau mana-mana bahagian-nya, pencegahan jenayah atau tahanan pencegahan;

“tarikh genap masa” ertinya tarikh selepas sahaja tarikh genapnya tempoh yang dinyatakan dalam perenggan 4 (c) (i), 4 (c) (ii) atau 4 (c) (iii), sebagaimana yang terpakai, dan panjangnya tempoh itu bergantung pada sama ada permohonan untuk mendapatkan cuti sabatikal itu dibuat di bawah perenggan 3 (a) atau 3 (b);

“tahun akademik” ertinya tempoh mulai dari satu haribulan Jun dalam mana-mana tahun hingga tiga puluh satu haribulan Mei tahun yang berikutnya;

“Universiti” ertinya Universiti Pertanian Malaysia.

## BAHAGIAN II

### PEMBERIAN CUTI SABATIKAL

Tempoh  
Perkhidmatan  
yang layak  
bagi cuti  
sabatikal dan  
lama serta  
maksud cuti  
sabatikal.

3. Tertakluk kepada peruntukan-peruntukan lain dalam Statut ini, seseorang guru boleh diberi cuti sabatikal—

- (a) tidak lebih daripada lima bulan lamanya, jika dia telah genap perkhidmatan tiga tahun; atau
- (b) tidak lebih daripada sembilan bulan lamanya, jika dia telah genap perkhidmatan lima tahun,

bagi maksud mengikuti program tertentu yang diluluskan mengenai—

- (aa) pengajian atau penyelidikan dalam bidang pelajaran yang tertentu; atau
- (bb) lawatan untuk mendapatkan pengalaman dan memperolehi pengetahuan mengenai perkembangan dan kemajuan terbaru dalam sesuatu lapangan pelajaran yang tertentu; atau
- (cc) penulisan buku ilmiah; atau
- (dd) kombinasi kehendak-kehendak dalam subperenggan (aa), (bb) dan (cc) yang tersebut di atas,

yang akan mendatangkan faedah kepada negara, universiti dan guru.

Lain-lain  
prasyarat  
bagi memberi  
cuti  
sabatikal.

4. Seseorang guru boleh diberi cuti sabatikal jika—

- (a) dia telah disahkan dalam jawatannya;
- (b) dia tidak akan melebihi umur—
  - (i) lima puluh tiga tahun pada tarikh dia akan menghabiskan cuti sabatikalnya, sekiranya cuti itu diambil setelah genap perkhidmatan lima tahun; atau
  - (ii) lima puluh empat tahun pada tarikh dia akan menghabiskan cuti sabatikalnya, sekiranya cuti itu diambil setelah genap perkhidmatan tiga tahun; dan
- (c) dia telah genap perkhidmatan tiga tahun atau perkhidmatan lima tahun, mengikut mana yang berkenaan—
  - (i) dalam hal seseorang guru yang tidak pernah pada bila-bila masa sebelumnya mengambil apa-apa cuti

sabatikal, selepas sahaja tarikh perlantikan pertamanya dalam perkhidmatan sebagai seorang guru; atau

- (ii) dalam hal seseorang guru yang pernah pada bila-bila masa sebelumnya mengambil apa-apa cuti sabatikal, selepas sahaja tarikh tamat cuti sabatikalnya yang terakhir sebelumnya; atau
- (iii) dalam hal seseorang guru yang mana permulaan cuti sabatikalnya yang terakhir sebelumnya telah ditangguhkan dengan paksa di bawah perenggan 9 (1) atau (2), selepas sahaja tarikh cuti sabatikalnya yang terakhir sebelumnya itu sepatutnya tamat jika tidak ditangguhkan dengan paksa dan telah diambil pada tarikh genap masanya.

5. Jika seseorang guru meneruskan cuti untuk belajar atau apa-apa cuti bagi menghadiri suatu program di bawah mana-mana skim latihan bagi kakitangan akademik, apa-apa tempoh perkhidmatan—

- (a) dalam masa yang dia sedang melayakkan diri bagi mendapatkan cuti sabatikal; atau
- (b) berkenaan dengannya dia telah layak mendapat cuti sabatikal,

sebelum sahaja dia meneruskan cuti belajar atau cuti bagi menghadiri suatu program di bawah mana-mana skim latihan untuk kakitangan akademik itu, mengikut mana-mana yang berkenaan, hendaklah dikecualikan pada menghitungkan tempoh perkhidmatan yang tersebut dalam perenggan 3 (a) atau 3 (b), sebagaimana yang terpakai.

Tempoh  
perkhidmatan  
sebelum cuti  
belajar, dsb.  
dikecualikan  
pada meng-  
hitung  
perkhidmatan  
yang melayak-  
kan cuti.

6. Permohonan bagi mendapatkan cuti sabatikal—

- (a) hendaklah dibuat dalam borang yang ditetapkan oleh Naib Canselor;
- (b) hendaklah menerangkan program cuti sabatikal yang dicadangkan itu dan menyatakan tempat atau tempat-tempat di mana program itu akan diikuti; dan
- (c) hendaklah dimajukan kepada Pendaftar melalui Ketua Jabatan dan Dekan Fakulti pemohon tidak kurang daripada tiga bulan sebelum tarikh genap masa.

Permohonan  
bagi mendapat-  
kan cuti  
sabatikal.

7. (1) Permohonan bagi mendapatkan cuti sabatikal hendaklah dikemukakan kepada Naib Canselor yang boleh, selepas berunding dengan Dekan Fakulti atau Ketua Jabatan pemohon, meluluskan, mengubahsuai atau menolak permohonan itu.

Kelulusan  
cuti  
sabatikal.

(2) Jika cuti sabatikal hendak diambil sebaik sahaja genap perkhidmatan tiga tahun, Naib Canselor hendaklah meluluskan hanya program yang akan dijalankan sepenuhnya di dalam Malaysia dengan syarat bahawa Naib Canselor boleh dalam keadaan khas dan jika difikirkannya patut berbuat demikian, meluluskan satu program yang

akan dijalani di luar Malaysia sepenuhnya atau sebahagiannya, tetapi dalam keadaan sedemikian—

- (a) guru itu tidak berhak dibayar dan tidak boleh dibayar apa-apa perbelanjaan perjalanan; dan
- (b) guru itu hendaklah dibayar elaun sara hidup tempatan dan elaun-elaun lain berdasarkan kadar yang telah diluluskan bagi seseorang guru yang bercuti sabatikal secara tempatan.

(3) Jika cuti sabatikal akan diambil sebaik sahaja genap perkhidmatan lima tahun, maka—

- (a) jika kemudahan-kemudahan bagi program cuti sabatikal boleh didapati di dalam Malaysia dan juga di luar Malaysia, Naib Canselor hendaklah menentukan sama ada program itu akan dijalani sepenuhnya atau sebahagiannya di luar Malaysia; dan
- (b) jika program cuti sabatikal dicadangkan akan dijalani pada lebih daripada satu tempat, Naib Canselor tidak akan pada kelazimannya meluluskan program itu melainkan jika kesemua tempat itu terletak dalam satu benua.

Tangguhan  
cuti sabatikal atas  
sebab-sebab  
peribadi.

8. (1) Seseorang guru hendaklah mengambil cuti sabatikalnya pada tarikh genap masa:

Dengan syarat bahawa seseorang guru boleh memohon atas sebab-sebab peribadi untuk menangguhkan cuti sabatikalnya ke suatu tarikh tidak lewat daripada dua belas bulan selepas tarikh genap masa.

(2) Permohonan di bawah proviso kepada subperenggan (1) hendaklah dibuat kepada Naib Canselor melalui Ketua Jabatan dan Dekan Fakulti pemohon tidak kurang daripada tiga bulan sebelum tarikh genap masa.

(3) Tiada cuti sabatikal tambahan boleh diberi berkenaan dengan apa-apa tempoh tangguhan yang diluluskan di bawah subperenggan (1), dan tempoh tangguhan itu hendaklah dikecualikan pada menghitungkan tempoh perkhidmatan yang tersebut dalam perenggan 3 (a) atau (b), sebagaimana yang terpakai, bagi maksud cuti sabatikal yang kemudiannya bagi guru itu.

Tangguhan  
paksa cuti  
sabatikal

9. (1) Naib Canselor boleh, dari semasa ke semasa, atas sebab-sebab desakan ~~perkhidmatan~~, menghendaki seseorang guru supaya menangguhkan mengambil cuti sabatikal, dan, khususnya, Naib Canselor itu hendaklah menghendaki cuti sabatikal itu ditangguhkan untuk memastikan bahawa seseorang guru mengajar selama sekurang-kurangnya satu semester penuh dalam mana-mana tahun akademik:

Dengan syarat bahawa tangguhan itu ~~tidaklah boleh bagi jumlah tempoh lebih daripada dua puluh empat bulan selepas tarikh genap masa atau tarikh yang cuti sabatikal itu mungkin telah ditangguhkan~~ di bawah perenggan 8 (1).

(2) Naib Canselor boleh, dengan persetujuan guru yang berkenaan, melanjutkan tempoh tangguhan yang tersebut dalam subperenggan

(1), dengan syarat bahawa jumlah tempoh tangguhan di bawah subperenggan itu dan subperenggan ini tidaklah melebihi tiga puluh enam bulan.

10. (1) Jika seseorang guru tidak mengambil cuti sabatikalnya pada tarikh genap masa atau pada tarikh cuti sabatikal itu ditangguhan di bawah perenggan 8 atau 9, maka cuti sabatikal itu hendaklah disifatkan luput.

(2) Pemberian cuti sabatikal kepada seseorang guru hendaklah menghabiskan kelayakannya untuk mendapat cuti sabatikal yang tertentu itu, walaupun tempoh cuti sabatikal yang diberi kepadanya adalah kurang daripada tempoh maksimum cuti sabatikal yang sepatutnya diberi kepadanya, tidak kira sama ada pemberikan cuti sabatikal bagi tempoh yang kurang itu telah dibuat berikutan dengan permohonannya sendiri atau atas kehendak Naib Canselor.

Luputnya cuti  
sabatikal  
dan habis  
kelayakan  
mendapatkan  
cuti  
sabatikal.

### BAHAGIAN III

#### KEMUDAHAN DAN FAEDAH

11. Seseorang guru yang telah diberi cuti sabatikal hendaklah dibayar gaji penuh bagi jawatan hakikinya sepanjang tempoh cuti tersebut.

Gaji semasa  
cuti sabatikal.

12. Seseorang guru yang telah diberi cuti sabatikal di bawah perenggan 3 (b) berkenaan dengan suatu program yang akan dijalani di luar Malaysia—

Perbelanjaan  
perjalanan,  
elaun dan  
bayaran ganti  
premium  
insurans  
kesihatan, dsb.

(a) hendaklah menerima perbelanjaan perjalanan dan elaun-elaun berkenaan dengan cuti tersebut mengikut apa-apa kadar yang ditetapkan oleh Majlis dari semasa ke semasa dengan syarat guru itu tinggal di luar Malaysia bagi tempoh yang tidak kurang daripada 4 bulan; dan

(b) hendaklah menerima bayaran ganti bagi premium insurans kesihatannya atau fee bagi Skim Kesihatan Kebangsaan atau Skim Kesihatan Pelajar-pelajar yang disertainya dengan kelulusan Naib Canselor selama tempoh cuti yang dihabiskan di luar Malaysia, tertakluk kepada apa-apa batasan yang ditetapkan oleh Majlis.

13. Kecuali sebagaimana diperuntukkan dalam proviso kepada perenggan 7 (2), Universiti hendaklah membayar fee bagi program cuti sabatikal yang diluluskan dan bagi percubaan kali pertama dalam apa-apa peperiksaan di bawah program tersebut.

Bayaran fee.

14. (1) Permohonan untuk mendapatkan bantuan kewangan atau apa-apa bentuk bantuan lain yang berharga daripada mana-mana punca selain daripada Universiti berkenaan dengan program cuti sabatikal, hendaklah dibuat oleh seseorang guru hanya dengan kelulusan Naib Canselor.

Bantuan luar  
berkenaan  
dengan  
program cuti  
sabatikal.

(2) Jika seseorang guru menerima apa-apa bantuan kewangan atau apa-apa bentuk bantuan lain yang berharga daripada mana-mana

punca selain daripada Universiti berkenaan dengan program cuti sabatikal, melainkan atas permohonan yang dibuat olehnya di bawah subperenggan (1), guru itu hendaklah melaporkan kepada Naib Canselor tentang bantuan yang diterima olehnya itu.

(3) Jika seseorang guru menerima apa-apa bantuan kewangan atau apa-apa bentuk bantuan lain yang berharga berkenaan dengan program cuti sabatikal daripada mana-mana punca selain daripada Universiti, fee, perbelanjaan dan elaun yang biasanya kena dibayar kepada seseorang guru di bawah Statut ini boleh dikurangkan hingga setakat dan mengikut apa-apa cara yang diputuskan oleh Naib Canselor.

#### BAHAGIAN IV

##### SYARAT-SYARAT LAIN

Laporan berkenaan dengan program cuti sabatikal.

15. (1) Seseorang guru yang menjalani program cuti sabatikal di luar Malaysia hendaklah mendapatkan laporan bertulis daripada penyelianya atau Ketua Jabatannya di universiti, institusi atau lain-lain organisasi di mana program itu dijalani, dan mengemukakan laporan tersebut kepada Naib Canselor:

Dengan syarat bahawa dalam sesuatu hal yang patut, Naib Canselor boleh mengecualikan seseorang guru daripada kehendak di atas.

(2) Seseorang guru yang menjalani program ~~cuti sabatikal~~ di dalam Malaysia hendaklah melaporkan kemajuan kerja yang telah dibuatnya kepada Ketua Jabatannya ~~sekarang-karangnya sekali dalam tiap-tiap tiga bulan~~ dan mengikut apa-apa cara yang dikehendaki oleh Ketua Jabatannya.

(3) Seseorang guru yang telah bercuti sabatikal sama ada di dalam Malaysia atau di luar Malaysia, hendaklah mengemukakan, dalam apa-apa bentuk sebagaimana ditetapkan oleh Naib Canselor, suatu laporan mengenai kerja yang telah dijalankan olehnya di bawah program cuti sabatikal itu kepada Pendaftar melalui Ketua Jabatannya dan Dekan Fakultinya dalam masa ~~tiga puluh hari selepas sekembalinya~~.

(4) Seseorang guru yang gagal mengemukakan laporan dalam masa yang ditetapkan dalam subperenggan (3) atau dalam apa-apa masa lanjutan yang diberi oleh Naib Canselor mengikut budibicaranya apabila permohonan dibuat oleh guru itu, tidak boleh diberi pertimbangan untuk mendapat apa-apa cuti sabatikal di masa depan.

Had-had dan syarat-syarat perjanjian.

16. (1) Pemberian cuti sabatikal kepada seseorang guru hendaklah tertakluk kepada syarat bahawa guru itu hendaklah menyempurnakan suatu perjanjian dengan dua orang penjamin yang boleh diterima oleh Naib Canselor, mengakujanji akan berkhidmat di Universiti selama tempoh—

(a) dua belas bulan dari tarikh dia melaporkan diri untuk bertugas sekembalinya daripada cuti sabatikal jika cuti itu diambil sebaik sahaja genap perkhidmatan tiga tahun; atau

- (b) dua puluh empat bulan dari tarikh dia melaporkan diri untuk bertugas sekembalinya daripada cuti sabatikal, jika cuti itu diambil sebaik sahaja genap perkhidmatan lima tahun.
- (2) Perjanjian yang disebut dalam subperenggan (1) hendaklah dalam apa-apa bentuk, bagi apa-apa amanah dan mengandungi apa-apa syarat lain, sebagaimana ditentukan dari semasa ke semasa oleh Majlis.
17. Apa-apa cuti rehat yang mungkin telah dikumpulkan oleh seseorang guru sebelum dia memulakan cuti sabatikal hendaklah disifatkan telah luput mulai dari tarikh dia memulakan cuti sabatikal itu:
- Dengan syarat bahawa seseorang guru yang diberi cuti sabatikal di bawah perenggan 3 (b), dan mengikuti program cuti sabatikal yang diluluskan sepenuhnya di luar Malaysia dan Singapura, boleh dibenarkan mengambil cuti maksimum sebanyak empat belas hari daripada cuti rehat yang terkumpul itu sebaik sahaja tamat cuti sabatikalnya.
18. Seseorang guru yang telah diluluskan bayaran apa-apa elaun memangku, elaun tanggungan kerja atau apa-apa elaun berkenaan dengan tugas-tugas khas pentadbiran, tidak boleh dibayar elaun itu sepanjang tempoh cuti sabatikalnya.
19. Seseorang guru yang sedang bercuti sabatikal berada dalam perkhidmatan Universiti semasa cuti itu, dan tidak dibenarkan menjalankan apa-apa pekerjaan atau melibatkan diri dalam apa-apa aktiviti untuk mendapat apa-apa keuntungan daripada mana-mana punca selain daripada Universiti tanpa terlebih dahulu mendapat kelulusan bertulis daripada Naib Canselor.
20. Semasa cuti sabatikalnya, seseorang guru masih berada di bawah kawalan dan penyeliaan tatatertib pihak berkuasa yang berkenaan di Universiti, dan dia hendaklah menunjukkan kelakuan yang bersesuaian dengan tanggungjawabnya kepada Universiti dan Kerajaan Malaysia, dan hendaklah tertakluk kepada semua peruntukan dan prosedur tatatertib yang terpakai bagi kakitangan Universiti.
21. Universiti hendakah berhak menamatkan cuti sabatikal seseorang guru pada bila-bila masa mengikut had-had perjanjian yang disempurnakan di bawah perenggan 16, dan setelah tamat akibat-akibat yang dinyatakan dalam perjanjian itu hendaklah berikut.

Cuti rehat terkumpul disifatkan luput.

, dsb.  
tidak kena dibayar semasa cuti sabatikal.

Menjalankan pekerjaan atau aktiviti lain untuk mendapatkan keuntungan.

Kawalan dan penyeliaan tatatertib.

Penamatan cuti sabatikal.

## BAHAGIAN V

### PELBAGAI

22. Pemberian cuti sabatikal di bawah Statut ini hendaklah mengikut budibicara Naib Canselor yang mana, apabila menimbangkan sesuatu permohonan atau golongan permohonan tertentu untuk cuti sabatikal, atau apabila menimbangkan secara am semasa apa-apa tempoh tertentu permohonan-permohonan untuk cuti

Pemberian cuti sabatikal mengikut budibicara Naib Canselor.

sabatikal, hendaklah mengambil perhatian tentang desakan perkhidmatan, implikasi kewangan yang terlibat dan kepentingan Universiti pada keseluruhannya atau dalam sesuatu hal tertentu.

- Arahan Majlis.
23. Pada melaksanakan fungsi-fungsinya, menunaikan tugas-tugasnya dan menjalankan kuasa-kuasanya di bawah Statut ini, Naib Canselor hendaklah bertindak mengikut apa-apa arahan berupa am atau khusus, iaitu arahan-arahan yang tidak berlawanan dengan Statut ini, sebagaimana diberi oleh Majlis dari semasa ke semasa.

Diperbuat pada 3hb Mei 1990.

TENGKU SALAHUDDIN ABDUL AZIZ SHAH AL-HAJ IBNI  
AL-MARHUM SULTAN HISAMUDDIN ALAM SHAH AL-HAJ,  
*Canselor,*  
*Universiti Pertanian Malaysia*

**UNIVERSITIES AND UNIVERSITY COLLEGES  
ACT 1971**

**CONSTITUTION OF THE UNIVERSITI PERTANIAN MALAYSIA  
UNIVERSITI PERTANIAN MALAYSIA (SABBATICAL LEAVE)  
STATUTE 1990**

**ARRANGEMENT OF PARAGRAPHS**

**PART I**

**PRELIMINARY**

**Paragraph**

1. Citation and commencement.
2. Interpretation.

**PART II**

**GRANT OF SABBATICAL LEAVE**

3. Qualifying period of service for, duration and purpose of sabbatical leave.
4. Other prerequisites for the grant of sabbatical leave.
5. Period of service prior to study leave etc., to be excluded in computing qualifying service for sabbatical leave.
6. Application for sabbatical leave.
7. Approval of sabbatical leave.
8. Deferment of sabbatical leave for personal reasons.
9. Compulsory deferment of sabbatical leave.
10. Lapse of sabbatical leave and exhaustion of eligibility for sabbatical leave.

**PART III**

**FACILITIES AND BENEFITS**

11. Salary during sabbatical leave.
12. Travelling expenses, allowances and reimbursement of health insurance premiums, etc.
13. Payment of fees.
14. External assistance in respect of a sabbatical leave programme.

**PART IV**

**OTHER CONDITIONS**

15. Report in respect of a sabbatical leave programme.
16. Terms and conditions of agreement.

Paragraph

17. Accumulated vacation leave to lapse.
18. Acting allowance, etc., not payable during sabbatical leave.
19. Engaging in employment or other activity for gain.
20. Disciplinary control and supervision.
21. Termination of sabbatical leave.

PART V

MISCELLANEOUS

22. Grant of sabbatical leave to be at the discretion of the Vice Chancellor.
23. Directions by the Council.

**UNIVERSITIES AND UNIVERSITY COLLEGES  
ACT 1971**

**CONSTITUTION OF THE UNIVERSITI PERTANIAN MALAYSIA UNIVERSITI  
PERTANIAN MALAYSIA (SABBATICAL LEAVE) STATUTE 1990**

IN exercise of the powers conferred by section 26 of the Constitution of the Universiti Pertanian Malaysia, the Chancellor of the Universiti Pertanian Malaysia makes the following statute:

*P.U. (A)  
409/76.*

**PART I**

**PRELIMINARY**

1. (1) This Statute may be cited as the **Universiti Pertanian Malaysia (Sabbatical Leave) Statute 1990** and shall be deemed to have come into force on 1st January 1990. Citation and commencement.

2. In this Statute, unless the context otherwise requires—

Interpretation.

“academic year” means the period from the first of June in any year to the thirty-first of May in the following year;

“Council” means the Council of the Universiti Pertanian Malaysia;

“due date” means the date immediately following the date of completion of the period specified in paragraph 4 (c) (i), 4 (c) (ii) or 4 (c) (iii) as may be applicable, the extent of such period depending upon whether the application for sabbatical leave is made under paragraph 3 (a) or 3 (b);

“sabbatical leave” means leave granted under paragraph 3;

“teacher” means a person appointed to be a teacher by the Council in accordance with the Constitution of the University and who holds the substantive appointment of a Professor, Reader, Associate Professor, Lecturer or Assistant Lecturer;

“three years service” means continuous service of thirty-six months, and “five years service” means continuous service of sixty months, with the University in accordance with paragraph 4 (c) (i), 4 (c) (ii) or 4 (c) (iii), as may be applicable, and including any period of seconddment, but excluding any period of—

- (a) leave without pay;
- (b) half-pay leave;
- (c) study leave;
- (d) leave for attending a programme under any training scheme for academic staff;
- (e) service required to be excluded under paragraph 5;
- (f) deferment of sabbatical leave approved under paragraph 8 (1);
- (g) interdiction or suspension under any disciplinary rules of the University; or

- (h) detention under any law relating to the security of Malaysia or any part thereof, prevention of crime or preventive detention;

“University” means the Universiti Pertanian Malaysia;

“Vice-Chancellor” means the Vice-Chancellor of the Universiti Pertanian Malaysia.

Qualifying period of service for, duration and purpose of sabbatical leave.

## PART II

### GRANT OF SABBATICAL LEAVE

3. Subject to the other provisions of this Statute, a teacher may be granted sabbatical leave of—

- (a) not more than five months duration, if he has completed three years service; or
- (b) not more than nine months duration, if he has completed five years service,

for the purpose of following a specified approved programme of—

- (aa) study or research in a specified field of learning; or
- (bb) visits to acquire experience in and gain acquaintance with the latest developments and advances in a specified field of learning; or
- (cc) writing of educational books; or
- (dd) a combination of the requirements of the foregoing subparagraphs (aa), (bb) and (cc),

which would be of benefit to the nation, the University and the teacher.

Other prerequisites for the grant of sabbatical leave.

4. A teacher may be granted sabbatical leave if—

- (a) he has been confirmed in his appointment;
- (b) he will not be above the age of—
  - (i) fifty-three years on the date on which he would complete his sabbatical leave, where such leave is taken upon completion of five years service; or
  - (ii) fifty-four years on the date on which he would complete his sabbatical leave, where such leave is taken upon completion of three years service; and
- (c) he has completed three years service, or five years service, as the case may be—
  - (i) in the case of a teacher who has never at any time previously taken any sabbatical leave, immediately after the date of his first appointment into service as a teacher; or
  - (ii) in the case of a teacher who has at any time previously taken any sabbatical leave, immediately after the

date of the completion of his immediately previous sabbatical leave; or

- (iii) in the case of a teacher the commencement of whose immediately previous sabbatical leave had been compulsorily deferred under paragraph 9 (1) or (2), immediately after the date on which such immediately previous sabbatical leave would have been completed if it had not been so compulsorily deferred and had been taken on its due date.

5. Where a teacher proceeds on study leave or on any leave for attending a programme under any training scheme for academic staff, any period of service—

- (a) during which he was qualifying for sabbatical leave; or
- (b) in respect of which he had qualified for sabbatical leave, immediately prior to proceeding on such study leave or leave for attending a programme under any training scheme for academic staff, as the case may be, shall be excluded in computing a period of service referred to in paragraph 3 (a) or 3 (b), as may be applicable.

Period of service prior to study leave, etc., to be excluded in computing qualifying service for sabbatical leave.

6. An application for sabbatical leave—

- (a) shall be in such form as may be determined by the Vice-Chancellor;
- (b) shall set out the proposed sabbatical leave programme and specify the place or places where it is to be followed; and
- (c) shall be forwarded to the Registrar through the Head of Department and the Dean of Faculty of the applicant not less than three months before the due date.

Application for sabbatical leave.

7. (1) An application for sabbatical leave shall be submitted to the Vice-Chancellor who may, after consulting the Dean of Faculty or the Head of Department of the applicant, approve, modify or refuse the application.

Approval of sabbatical leave.

(2) Where the sabbatical leave is to be taken upon completion of three years service, the Vice-Chancellor shall only approve a programme which is to be undertaken wholly in Malaysia provided that the Vice-Chancellor may in special circumstances, if he deems it fit to do so, approve a programme which is to be undertaken wholly or partly outside Malaysia, but in such event—

- (a) the teacher shall not be entitled to be paid and shall not be paid any travelling expenses; and
- (b) the teacher shall be paid local living allowance and other allowances based on the rate that has been approved to teachers on local sabbatical leave.

(3) Where the sabbatical leave is to be taken upon completion of five years service, then—

- (a) where facilities for a sabbatical leave programme are available both in Malaysia and outside Malaysia, the Vice-

Chancellor shall determine whether the programme is to be undertaken, either wholly or partly, outside Malaysia; and

- (b) where a sabbatical leave programme is proposed to be undertaken at more than one place, the Vice-Chancellor shall not ordinarily approve the programme unless all such places are in one continent.

Deferment  
of sabbatical  
leave for  
personal  
reasons.

8. (1) A teacher shall take his sabbatical leave on the due date:

Provided that a teacher may apply for personal reasons for deferment of his sabbatical leave to a date not later than twelve months after the due date.

(2) An application under the proviso to subparagraph (1) shall be made to the Vice-Chancellor through the Head of Department and the Dean of Faculty of the applicant not less than three months before the due date.

(3) No additional sabbatical leave shall be granted in respect of any period of deferment approved under subparagraph (1), and such period of deferment shall be excluded in computing a period of service referred to in paragraph 3 (a) or 3 (b), as may be applicable, for the purpose of the next sabbatical leave of such teacher.

Compulsory  
deferment of  
sabbatical  
leave.

9. (1) The Vice-Chancellor may, from time to time, for reason of exigencies of service, require a teacher to defer taking sabbatical leave, and, in particular, he shall require it to be deferred in order to ensure that a teacher teaches for at least one full semester in any academic year:

Provided that such deferment shall not be for a total period of more than twenty-four months after the due date to which the sabbatical leave may have been deferred under paragraph 8 (1).

(2) The Vice-Chancellor may, with the consent of the teacher concerned, extend the period of deferment mentioned in subparagraph (1), provided that the total period of deferment under that subparagraph and this subparagraph does not exceed thirty-six months.

Lapse of  
sabbatical  
leave and  
exhaustion of  
eligibility for  
sabbatical  
leave.

10. (1) Where a teacher does not take his sabbatical leave on the due date or on the date to which it may have been deferred under paragraph 8 or 9, the same shall be deemed to have lapsed.

(2) The grant of sabbatical leave to a teacher shall exhaust his eligibility for the particular sabbatical leave, notwithstanding that the period of sabbatical leave granted to him is less than the maximum period of sabbatical leave which could have been granted to him, regardless whether the grant of the sabbatical leave for such lesser period was made in consequence of his own application or at the instance of the Vice-Chancellor.

### PART III

#### FACILITIES AND BENEFITS

11. A teacher who has been granted sabbatical leave shall be paid the full salary of his substantive appointment during the period of such leave.

Salary during  
sabbatical  
leave.

12. A teacher who has been granted sabbatical leave under paragraph 3 (b) in respect of a programme which is to be undertaken outside Malaysia—

- (a) shall receive travelling expenses and allowances in respect of such leave in accordance with such rates as may from time to time be determined by the Council on condition that the teacher resides outside Malaysia for a period of not less than 4 months; and
- (b) shall receive reimbursement of his health insurance premiums or the fees in respect of a National Health Scheme or a Students Health Scheme in which he participates with the approval of the Vice-Chancellor, for the duration of such leave spent outside Malaysia subject to such limits as may be determined by the Council.

Travelling  
expenses,  
allowances  
and reimbur-  
sement of  
health  
insurance  
premiums, etc.

13. Except as provided in the proviso to paragraph 7 (2), the University shall pay the fees for the approved sabbatical leave programme and for the first attempt at any examination under such programme.

Payment  
of fees.

14. (1) An application for financial assistance or any other form of assistance of value from any source other than the University in respect of a sabbatical leave programme shall be made by a teacher only with the approval of the Vice-Chancellor.

External  
assistance  
in respect  
of a sabbatical  
leave  
programme.

(2) Where a teacher receives any financial assistance or any other form of assistance of value from any source other than the University in respect of a sabbatical leave programme, otherwise than on an application made by him under subparagraph (1), the teacher shall report to the Vice-Chancellor the receipt of such assistance by him.

(3) Where a teacher receives any financial assistance or any other form of assistance of value in respect of a sabbatical leave programme from any source other than the University, the fees, expenses and allowances ordinarily payable to a teacher under this Statute may be reduced to such extent and in such manner as the Vice-Chancellor may decide.

### PART IV

#### OTHER CONDITIONS

15. (1) A teacher who undertakes a sabbatical leave programme outside Malaysia shall obtain a written report from his supervisor or his Head of Department at the university, institution or other

Reports in  
respect of a  
sabbatical  
leave programme.

organisation where the programme is undertaken, and submit the said report to the Vice-Chancellor:

Provided that in an appropriate case the Vice-Chancellor may exempt a teacher from the above requirement.

(2) A teacher who undertakes his sabbatical leave programme in Malaysia shall report to his Head of Department at least once in every three months and in such manner as the Head of Department may require, the progress of the work done by him.

(3) A teacher who has been on sabbatical leave, whether in Malaysia or outside Malaysia, shall submit, in such form as may be determined by the Vice-Chancellor, a report on the work carried out by him under the sabbatical leave programme to the Registrar through his Head of Department and the Dean of Faculty within thirty days after returning from his sabbatical leave.

(4) A teacher who fails to submit a report within the time specified in subparagraph (3) or within such extended time as the Vice-Chancellor may, on application by the teacher, in his discretion grant, shall not be considered for any future sabbatical leave.

Terms and conditions of agreement.

16. (1) The grant of sabbatical leave to a teacher shall be subject to the condition that the teacher shall execute an agreement with two sureties who are acceptable to the Vice-Chancellor undertaking to serve in the University for a period of—

- (a) twelve months from the date he reports for duty upon returning from his sabbatical leave, where such leave is taken upon completion of three years service; or
- (b) twenty-four months from the date he reports for duty upon returning from his sabbatical leave, where such leave is taken upon completion of five years service.

(2) The agreement referred to in subparagraph (1) shall be in such form, for such amount, and contain such other conditions, as may from time to time be determined by the Council.

Accumulated vacation leave to lapse.

17. Any vacation leave that may have been accumulated by a teacher before he commences the sabbatical leave shall be deemed to have lapsed from the date that he commences the sabbatical leave:

Provided that a teacher who has been granted sabbatical leave under paragraph 3 (b), and pursues an approved sabbatical leave programme wholly outside Malaysia and Singapore, may be permitted to take a maximum of fourteen days of such accumulated vacation leave immediately upon the completion of his sabbatical leave.

Acting allowance, etc. not payable during sabbatical leave.

18. A teacher to whom there has been approved the payment of any acting allowance, charge allowance or any allowance in respect of special administrative duties, shall not be paid any such allowance during the period of his sabbatical leave.

19. A teacher on sabbatical leave is in the service of the University during such leave, and is not permitted to undertake any employment or engage in any activity for any gain from any source other than the University without obtaining the prior written approval of the Vice-Chancellor.

Engaging in  
employment  
or other  
activity for  
gain.

20. During his sabbatical leave a teacher remains under the disciplinary control and supervision of the appropriate authorities in the University, and he shall conduct himself in due regard of his responsibilities to the University and the Government of Malaysia, and shall be subject to all the disciplinary provisions and procedures applicable to the University staff.

Disciplinary  
control and  
supervision.

21. The University shall be entitled to terminate the sabbatical leave of a teacher at any time in accordance with the terms of the agreement executed under paragraph 16, and upon such termination the consequences specified in the agreement shall ensue.

Termination  
of sabbatical  
leave.

## PART V

### MISCELLANEOUS

22. The grant of sabbatical leave under this Statute shall be at the discretion of the Vice-Chancellor who shall, in considering any particular application or class of applications for sabbatical leave, or in generally considering during any particular period applications for sabbatical leave, have due regard to the exigencies of the service, the financial implications involved and the interests of the University generally or in any particular respect.

Grant of  
sabbatical  
leave to be  
at the  
discretion  
of the Vice-  
Chancellor.

23. In performing his functions, discharging his duties and exercising his powers under this Statute, the Vice-Chancellor shall act in accordance with such directions of a general or specific nature, being directions which are not inconsistent with this Statute, as the Council may from time to time give.

Directions  
by the  
Council.

Made the 3rd May 1990.

TENGKU SALAHUDDIN ABDUL AZIZ SHAH AL-HAJ IBNI  
AL-MARHUM SULTAN HISAMUDDIN ALAM SHAH AL-HAJ,  
*Chancellor,*  
*Universiti Pertanian Malaysia*

AKTAKASTAM 1967

PERINTAH KASTAM SARANGAN MENGENAI IMPORT (PINBAAN) (No. 2) 1990

PADA menjalankan kuasa-kuasa yang diberi oleh subseksyen (1) seksyen 31 Akta Kastam 1967, Menteri membuat perintah yang berikut:

- I. Perintah ini bolehlah dinamakan **Perintah Kastam (Larangan Mengenai Import)** (No. 2) 1990 dan hendaklah mula berkuatkuasa pada 7hb Jun 1990.

2. Jadual Kedua kepada Perintah Kastam (Larangan Mengenai Import) 1988, yang disebut "Perintah ibu" dalam Perintah ini adalah dipinda dengan menggantikan butiran 14 dan butir-butir yang berhubungan dengannya yang terdapat di muka surat 2737 sahaja dengan yang berikut:

<i>(1) Item No.</i>	<i>(2) Description of Goods</i>	<i>(3) Heading/Subheading Number</i>	<i>(4) Country</i>	<i>(5) Ministry/Department Statutory Body Issuing Licence</i>
“14.	Explosives including:			
	— propellant powders-	3601.00 000	All countries.	Ministry of Trade and Industry
	— prepared explosives, other than propellant powders	3602.00 000	All countries	Ministry of Trade and Industry
	— safety fuses, detonating fuses, percussion and detonating caps, igniters; detonators	3603.00 100, 3603.00 200	All countries	Ministry of Trade and Industry
	— pyrotechnic articles	3604.10 000, 3604.90 100, 3604.90 200, 3604.90 900	All countries	Ministry of Trade and Industry”.



Dibuat pada 18hb Mei 1990.  
[Sulit KE. HE. (96) 669/12-238; Perb. 0. 6870/338; PN. (PU<sup>2</sup>) 338c Pt. III.]

DAIM BIN ZAINUDDIN,  
*Menteri Kewangan*

CUSTOMS ACT 1967

Customs (Prohibition of Imports) (Amendment) (No. 2) ORDER 1990

In exercise of the powers conferred by subsection (1) of section 31 of the Customs Act 1967, the Minister makes the following order:

1. This Order may be cited as the Customs (Prohibition of Imports) (Amendment) (No. 2) Order 1990 and shall come into force on the 7th June 1990.
2. The Second Schedule to the Customs (Prohibition of Imports) Order 1988, which in this Order is referred to as "the principal Order" is amended by substituting for item 14 and the particulars relating thereto appearing only on page 2737 the following:

(1) Item No.	(2) Description of Goods	(3) Heading/Subheading Number	(4) Country	(5) Ministry/Department Statutory Body Issuing Licence
"14. Explosives including:			All countries	Ministry of Trade and Industry
— propellant powders	3601.00 000		All countries	Ministry of Trade and Industry
— prepared explosives, other than propellant powders	3602.00 000		All countries	Ministry of Trade and Industry
— safety fuses, detonating fuses, percussion and detonating caps, igniters; detonators	3603.00 100, 3603.00 200		All countries	Ministry of Trade and Industry
— pyrotechnic articles	3604.10 000, 3604.90 100, 3604.90 200, 3604.90 900		All countries	Ministry of Trade and Industry".

3. The Third Schedule to the principal Order is amended by deleting item 7 and the particulars relating thereto.

Made the 18th May 1990.  
[Sulit KE. HE. (96) 669/12-238; Perh. O. 6870/338; PN. (PU<sup>2</sup>) 338c Pt. III.]

Amendment  
of Third  
Schedule.  
DAIM BIN ZAINUDDIN,  
Minister of Finance

## P.U. (A) 146.

## AKTA KASTAM 1967

## PERINTAH DUTI KASTAM (PINDAAN) (No. 15) 1990

*Akta 235.*Nama dan mula  
berkuatkuasa.Pindaan  
Jadual  
Pertama.  
P.U. (A)  
405/87.

PADA menjalankan kuasa-kuasa yang diberi oleh subseksyen (1) seksyen 11 Akta Kastam 1967, Menteri membuat perintah yang berikut:

1. Perintah ini bolehlah dinamakan **Perintah Duti Kastam (Pindaan) (No. 15) 1990** dan hendaklah disifatkan telah mula berkuatkuasa pada 28hb Mac 1990.
2. Jadual Pertama kepada Perintah Duti Kastam 1988 adalah dipinda dengan menggantikan perkataan-perkataan “\$500.00 per tonne” yang terdapat dalam APPENDIX “E” dengan perkataan-perkataan “\$650.00 per tonne”.

Dibuat pada 15hb Mei 1990.

[Sulit KE. HE. (96) 669/13-19; Perb. 0.8608/20/(25);  
PN. (PU<sup>2</sup>) 338A Pt. XI.]

DAIM BIN ZAINUDDIN,  
*Menteri Kewangan*

*(Akan dibentangkan dalam Dewan Rakyat di bawah subseksyen (2) seksyen 11 Akta Kastam 1967.)*

## CUSTOMS ACT 1967

## CUSTOMS DUTIES (AMENDEMENT) (No. 15) ORDER 1990

*Act 235.*Citation and  
commencement.Amendment  
of First  
Schedule.  
P.U. (A)  
405/87.

IN exercise of the powers conferred by subsection (1) of section 11 of the Customs Act 1967, the Minister makes the following order:

1. This Order may be cited as the **Customs Duties (Amendment) (No. 15) Order 1990** and shall be deemed to have come into force on the 28th March 1990.
2. The First Schedule to the Customs Duties Order 1988 is amended by substituting for the words “\$500.00 per tonne” appearing in APPENDIX “E” the words “\$650.00 per tonne”.

Made the 15th May 1990.

[Sulit KE. HE. (96) 669/13-19; Perb. 0.8608/20/(25);  
PN. (PU<sup>2</sup>) 338A Pt. XI.]

DAIM BIN ZAINUDDIN,  
*Minister of Finance*

*(To be laid before the Dewan Rakyat under subsection (2) of section 11 of the Customs Act 1967.)*