

AIMST UNIVERSITY

Declaration of Commitment Form for Staff Pursuing Part-Time Postgraduate Studies

SECTION A: STAFF INFORMATION

Full Name: _____

Staff ID: _____

Designation: _____

Faculty/Department: _____

Contact Number: _____

Email Address: _____

SECTION B: POSTGRADUATE PROGRAMME DETAILS

Program Title (PhD/Master/DBA/etc.):

Field of Study: _____

Mode of Study: ☐ Part-Time ☐ Online ☐ Distance Learning ☐ Others

Institution Name: _____

Program Duration: From _____ to _____

Additional Required Information and Documents:

Item	Details to be Filled / Attached
Date of PG Programme Registration	_____
Copy of PG Offer Letter	<input type="checkbox"/> Attached
Document Confirming Registration Status	<input type="checkbox"/> ID Card <input type="checkbox"/> Registration Slip <input type="checkbox"/> Others: _____

SECTION C: COMMITMENT DECLARATION

I hereby declare that:

1. I am currently enrolled in the postgraduate program stated above and acknowledge the importance of fulfilling my official responsibilities at AIMST University.
2. I will not engage in any academic activities related to my postgraduate studies (e.g., lectures, thesis writing, supervisory meetings, or fieldwork) during official working hours (8:00 a.m. to 5:00 p.m., Monday to Friday), unless prior written approval is granted by the HOD/Dean and endorsed by the Vice Chancellor.
3. I will ensure that my postgraduate commitments will not interfere with my assigned duties, teaching load, administrative responsibilities, or student supervision.
4. I understand that failure to comply with this undertaking may result in disciplinary action, including a formal warning or withdrawal of university support for further studies.
5. I hereby consent to the University collecting, using, disclosing, and storing my personal data strictly for the above-mentioned purposes, in accordance with the Personal Data Protection Act 2010 (PDPA) of Malaysia.

Signature of Staff: _____ Date: _____

Reviewed and Verified by HOD/Dean:

Name: _____

Signature: _____ Date: _____

Submission Instructions

Submit the completed and endorsed form to the Manager, HR Department, with a copy to Dr. Lee Su Yin, Director, Centre for Postgraduate Studies, for monitoring and compliance.

Deadline: 30th June 2025