

GENERAL GUIDELINES FOR APPLICATION AND EXTENSION OF TEACHING PERMIT

“A person shall obtain a permit to teach issued by the Registrar General before s/he may be allowed to teach in any private higher educational institution”. This is in compliance with Section 51, Private Higher Educational Institutions Act 1996 (Act 555) Regulations.

A permit to teach may be issued by Ministry of Higher Education (MOHE) for a maximum period of 5 years for Malaysians. For non-Malaysians, permit to teach may be issued for a period not exceeding the period of the validity of a work permit issued by the Department of Immigration. The duration of a permit to teach may be extended upon an application for extension being made.

This guideline is applicable to all academic staff for both Malaysians and non-Malaysians with a valid employment pass under Monash University Sunway Campus Malaysia (MUSC).

DOCUMENTS REQUIRED FOR AN APPLICATION OF A TEACHING PERMIT

- i) 2 copies of duly completed Form ‘A’- Application for A Permit To Teach by MOHE;
- ii) 3 copies of passport size colour photographs;
- iii) Educational Certificates (including academic transcripts & SPM certificate for Malaysians);
- iv) Copy of Identity Card (for Malaysians);
- v) Copy of Passport (for non-Malaysians with a MUSC employment pass).
This must include:
 - Front page with the personal particulars
 - The page endorsed with valid employment pass
- vi) 2 Referral Letters (the referee must be a professional who knows the staff member for at least 5 years); and
- vii) A Medical Certificate issued by a registered medical practitioner within the past four years certifying the applicant is free from any physical or mental disability or disease which may affect the applicant in performing his/her duties as a teacher or to state any disability or disease and to what extent it will affect the applicant in the performance of his/her duties.

DOCUMENTS REQUIRED FOR EXTENSION OF A TEACHING PERMIT

- i) Original teaching permit;
- ii) Form B; and
- iii) Employment Pass (Expatriate)