



# **Guideline on Computer Allowance for IIUM Staff -DRAFT**

## ***IIUM ICT GUIDELINES***

**PREPARED FOR:**

International Islamic University Malaysia

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IIUM ICT GUIDELINE

**Document Change Log**

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**Responsibility and Activity Log**

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## IIUM ICT GUIDELINE

### 1. OBJECTIVE

- 1.1 The Guideline shall apply to all staff of the University as stated in the Policy on Computer and Printer Entitlement.
- 1.2 The Guideline aims to ensure that the reimbursement of computer allowance to staff is properly regulated to uphold transparency and good governance.
- 1.3 The Guideline shall be read together with the IIUM Financial Policy and Procedure and any other related University policies.
- 1.4 This guideline shall be implemented in accordance with IIUM's Anti-Bribery Management System (ABMS) in compliance with **ISO 37001:2025** requirements to ensure transparency, integrity, and accountability in all processes. All processes, decisions, and activities under this guideline must uphold the principles of integrity, transparency, and accountability, and shall be free from any form of bribery or corruption.
- 1.5 This guideline shall be implemented in accordance with IIUM's ICT Security Procedure in compliance with **ISO/IEC 27001:2022** requirements to ensure confidentiality, availability and integrity in all processes. All processes, decisions, and activities under this policy/guideline must uphold the principles of confidentiality, availability and integrity as to protect the information data and assets.

### 2. TERMS AND DEFINITIONS

| Term                         | Definition                                                                                                                                                                                                                                                                                      |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>IIUM</b>                  | The International Islamic University Malaysia, otherwise known as "the University"                                                                                                                                                                                                              |
| <b>ICT</b>                   | Information and Communication Technology                                                                                                                                                                                                                                                        |
| <b>ITD</b>                   | Information Technology Division                                                                                                                                                                                                                                                                 |
| <b>Equipment</b>             | The equipment refers to either a desktop computer, notebook or tablet.                                                                                                                                                                                                                          |
| <b>Software</b>              | The scope of the software within this Guideline covers on software that is used for administrative purposes including antivirus software. Highly scientific software that is used to support high end equipment shall be under the purview of the centre of studies and administrative offices. |
| <b>University Management</b> | The Executive Management Committee which comprises of Rector, Deputy Rectors, Executive Directors, Legal Adviser and Campus Director                                                                                                                                                            |

### **3. ELIGIBILITY**

- 3.1 Each staff who are entitled for computer allowance are eligible for reimbursement the maximum amount as determined by Finance Division for the purchase of Equipment to perform official duties.
- 3.2 Should the purchase cost of the equipment exceed the maximum entitlement allowance, the excess will be fully borne by the staff.
- 3.3 This facility is entitled to be requested by an eligible staff every five (5) years starting from the date of the most recent reimbursement made.
- 3.4 This facility is accorded to the staff member on reimbursement basis with evidence of payment been made duly certified by the Dean or Director of the respective administrative offices or centre of studies.
- 3.5 The equipment is owned by the staff and need not be registered in the Fixed Asset Register or Inventory of the University.
- 3.6 By virtue of the conferment of the computer allowance to eligible staff, the University is relieved from an obligation to provide equipment to the staff members unless otherwise decided by the University Management.
- 3.7 In view that the purchase of Equipment is reimbursed by the University, the staff is not entitled to claim for tax deduction under the Income Tax Act 1967.

### **4. RESPONSIBILITY OF STAFF**

- 4.1 Each staff is advised to purchase equipment with the recommended technical specification as provided in the Appendix 1.
- 4.2 It is the responsibility of the staff to ensure that the equipment purchased is compatible with the University ICT infrastructure.
- 4.3 The staff may request software provided by the University. Therefore, ITD shall facilitate in the installation of the software into the equipment. The list of software provided by ITD is as provided in Appendix 2.
- 4.4 In view of the equipment is owned by the staff, it is the responsibility of the staff to bear the hardware, parts and labor cost or replacement cost should the equipment is damaged or lost.
- 4.5 It is the responsibility of the staff to ensure that with the conferment of the computer allowance entitlement, the performance of the staff official duties is sustainable at any point of time.
- 4.6 The staff shall ensure that official University information that resides in the equipment shall be protected from unauthorized disclosure or intelligible interruption and its integrity uphold by safeguarding the accuracy and completeness of information. The University has the rights to monitor, access, review all business information on the equipment and can wipe the device in case it is stolen or lost.

**5. IMPLEMENTATION AND NON-COMPLIANCE**

5.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.

5.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

**6. ENFORCEMENT**

This guideline is applicable to all staff of the University and any infringement of the guideline may subject to disciplinary actions.

**7. MAINTENANCE OF GUIDELINE**

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

**8. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

This guideline shall be read together with the following or any documents which recently approved:

- 8.1 IIUM ICT Policy
- 8.2 ICT regulations
- 8.3 IIUM Information Management Policy
- 8.4 IIUM ICT Security Procedure
- 8.5 IT Infrastructure Library(ITIL)
- 8.6 Control of Business IT(COBIT)
- 8.7 IIUM Financial Policy and Procedure
- 8.8 IIUM Purchasing Policy and Procedure
- 8.9 Policy on Computer and Printer Entitlement
- 8.10 Related IIUM ICT Policies

## APPENDIX 1

### SUGGESTED MIN TECH SPEC

#### A) Recommended Technical Specification for Personal Computer

| RECOMMENDED TECHNICAL SPECIFICATIONS |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Processor Type</b>                | Intel CORE i5 processor or higher                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Memory</b>                        | 8-GB or higher                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Hard Drive</b>                    | 500 GB Hard drive or higher                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Video Card</b>                    | Integrated video card or higher                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Monitor</b>                       | 19' Wide Screen Flat Panel Monitor or higher                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sound Card</b>                    | Integrated Sound Card or higher                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>DVD Writer</b>                    | 16x DVD+/- RW w Dual layer (If required)                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Keyboard &amp; Mouse</b>          | USB Keyboard<br>USB Optical Mouse<br>(2 buttons with scroller)                                                                                                                                                                                                                                                                                                                                                              |
| <b>Networking</b>                    | (10/100/1000) Gigabit Ethernet network card                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>I/O Ports</b>                     | USB 2.0 port/USB 3.0 port<br>Audio port<br>Monitor port                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Operating System</b>              | Recommended:<br>Microsoft Windows 10Home Edition/Latest Operating System<br><br><u>Note:</u><br>1) If needed, you can upgrade to Microsoft Windows 10 Pro or latest operating system supported by the University through the Microsoft Campus License (MUSE)<br><br>2) You are free to install other operating system but it will not be covered by the University software licensing. Please purchase the genuine license. |
| <b>Warranty &amp; Support</b>        | Minimum one (1) year warranty and support                                                                                                                                                                                                                                                                                                                                                                                   |

#### B) Recommended Technical Specification for Laptop

## IIUM ICT GUIDELINE

| <b>RECOMMENDED TECHNICAL SPECIFICATIONS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Processor Type</b>                       | Intel CORE i5 or higher                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Memory</b>                               | 8 GB or higher                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Hard Drive</b>                           | 500 GB Hard drive or higher                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Video Card</b>                           | Integrated video card or higher                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Sound Card</b>                           | Integrated Sound Card or higher                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DVD Writer</b>                           | 16x DVD+/- RW w Dual layer (If required)                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Networking</b>                           | (10/100/1000) Gigabit Ethernet network card<br>802.11b/g/n Wireless Card or higher                                                                                                                                                                                                                                                                                                                                     |
| <b>I/O Ports</b>                            | USB 2.0 port/USB 3.0 port<br>Audio port<br>Monitor port                                                                                                                                                                                                                                                                                                                                                                |
| <b>Operating System</b>                     | Recommended :<br>Microsoft Windows 10 Home Edition/Latest Operating System<br><br>Note:<br>1) If needed, you can upgrade to Microsoft Windows 10 Pro or latest operating system supported by the University through the Microsoft Campus License (MUSE)<br><br>2) You are free to install other operating system but it will not be covered by the University software licensing. Please purchase the genuine license. |
| <b>Warranty &amp; Support</b>               | Minimum one (1) year warranty and support                                                                                                                                                                                                                                                                                                                                                                              |



## IUM ICT GUIDELINE

### C) Recommended Technical Specification for Netbook

| MINIMUM TECHNICAL SPECIFICATIONS |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Processor Type</b>            | Intel or AMD processor                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Memory</b>                    | 8-GB or higher                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Hard Drive</b>                | 500 GB Hard drive or higher                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Video Card</b>                | Integrated video card or higher                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Sound Card</b>                | Integrated Sound Card or higher                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Networking</b>                | (10/100/1000) Gigabit Ethernet network card<br>802.11b/g/n Wireless Card or higher                                                                                                                                                                                                                                                                                                                                     |
| <b>I/O Ports</b>                 | USB 2.0 port/USB 3.0 port<br>Audio port<br>Monitor port                                                                                                                                                                                                                                                                                                                                                                |
| <b>Operating System</b>          | Recommended :<br>Microsoft Windows 10 Home Edition/Latest Operating System<br><br>Note:<br>1) If needed, you can upgrade to Microsoft Windows 10 Pro or latest operating system supported by the University through the Microsoft Campus License (MUSE)<br><br>2) You are free to install other operating system but it will not be covered by the University software licensing. Please purchase the genuine license. |
| <b>Warranty &amp; Support</b>    | Minimum one (1) year warranty and support                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Special Note</b>              | <b>This type of equipment is not suitable for high end applications</b>                                                                                                                                                                                                                                                                                                                                                |

### D) Minimum Technical Specification for Tablet PC

| MINIMUM TECHNICAL SPECIFICATIONS |                                           |
|----------------------------------|-------------------------------------------|
| <b>Operating System</b>          | Windows, iOS, Android 9 and above         |
| <b>Networking</b>                | 802.11b/g/n or higher wireless capability |
| <b>Warranty &amp; Support</b>    | Minimum one (1) year warranty and support |

**APPENDIX 2**

**List of Software Provided by IIUM  
(For Personal Computer/Notebook/Netbook)**

| <b>No.</b> | <b>Software</b>                                                                           | <b>Remarks</b>     |
|------------|-------------------------------------------------------------------------------------------|--------------------|
| 1          | Microsoft Windows                                                                         | Upgrade using MUSE |
| 2          | Antivirus                                                                                 | Windows only       |
| 3          | Browser<br>– Chrome, Firefox<br>- Plugins – Flash player, Java (jinit)                    | Windows only       |
| 4          | Adobe PDF reader                                                                          | Windows only       |
| 5          | Other Microsoft software covered by the University – e.g:<br>Office, Visio, Visual Studio | Windows, Mac       |

**APPENDIX 3**

**List of Services Provided by ITD or Technical Staff at K/C/D/I  
(For Personal Computer/Notebook/Netbook)**

| <b>No.</b> | <b>Software</b>                                     | <b>Remarks</b>                                                                                                                            |
|------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Wireless configuration                              |                                                                                                                                           |
| 2          | Problem Troubleshooting<br>(Microsoft Windows, Mac) | If there is hardware problem, the user is responsible for contacting the vendor for warranty claim.                                       |
| 3          | Reformatting & Update (Windows only)                | User must provide the driver/installer.<br>The technical staff is not responsible to provide the driver/installer if it is not available. |
| 4          | Software installation                               | Refer to Appendix 2                                                                                                                       |
| 5          | Join IIUM staff domain                              |                                                                                                                                           |
| 6          | Email configuration                                 |                                                                                                                                           |