



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونِيسَيْتِيْ اِسْلَامْ اِنْتَا اِبْحْسَابُ مَلِيْسِيَا

Garden of Knowledge and Virtue

Policy on Computer and Printer Entitlement

International Islamic University
Malaysia (IIUM)

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhammad Kamal Najib, ITD	Initial Draft	23/04/2008	23/04/2008
Nuraqmar Az Amiruddin, ITD	Submission to Executive Management Committee Meeting No. 17/2013	24/07/2013	24/07/2013
Mustakim Ahmad, ITD	Submission to the ICT Committee No. 2/2015	10/08/2015	10/08/2015
Syed Mohd Hazrul, ITD	Endorsement by ICT Committee No. 2/2019	09/12/2019	16/12/2019
Siti Zarina Muhamat, ITD	Endorsement by ICT Committee No. 01/2024	19/03/2024	26/03/2024
Syed Mohd Hazrul, ITD	Endorsement by ICT Committee No. 03/2025	28/11/2025	28/11/2025

1. OBJECTIVE

This policy describes the provision of computer facility and printer entitlement for IIUM staff.

2. TERMS AND DEFINITIONS

Term	Definition
UNIVERSITY	International Islamic University Malaysia
ITD	Information Technology Division
IIUM Staff	Permanent Staff and Contract Staff of IIUM
Permanent Staff	Permanent staff appointed to fill vacant positions and retire at the compulsory retirement age. Only Malaysians are eligible to be appointed as permanent staff.
Contract Staff	Contract staff appointed to fill in vacant positions and serve for a minimum 12 months with the University. Staff on contract does not enjoy certain benefits applicable to permanent staff.
Academic Administrator	An academic staff who is appointed by the Rector to hold an administrative position at the administrative offices or centre of studies.

3. POLICY STATEMENTS

3.1. General

3.1.1 This policy is applicable to all permanent and contract staff appointed by the University.

3.1.2 This policy shall be implemented in compliance with the IIUM's Anti-Bribery Management System (ABMS) in accordance with **ISO 37001:2025** requirements, to ensure transparency, integrity, and accountability in all processes. All procurement activities shall reflect a commitment to fostering an anti-bribery culture, recognizing and managing conflicts of interest, and applying enhanced due diligence to third parties and sustainability-related aspects. Any actual or suspected bribery, corruption, or conflict of interest shall be reported through secure and protected channels, with whistle-blower protections in place.

3.1.3 This policy shall be implemented in accordance with IIUM's ICT Security Policy 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.

3.2. Computer Entitlement

- 3.2.1 The entitlement for a computer is subject to availability of budget and resources.
- 3.2.2 All IIUM staff is eligible either a computer or computer allowance facility as stated in the Guideline for Computer and Printer Entitlement for IIUM Staff.
- 3.2.3 Staff appointed by the University as Academic Administrator is excluded from having another entitlement.
- 3.2.4 Computer entitlement for academic staff that has completed their study leave and awaiting endorsement by the Senate of their respective University shall be brought to the attention of the Deputy Rector who is in charge of academic affairs for his/her decision.

3.3 Printer Entitlement

- 3.3.1 Centre of studies and administrative offices are required to use the centralized printing services provided by the University;
- 3.3.2 No printer entitlement for staff;
- 3.3.3 Any exception to the above is subject to the approval from Finance Division.

4. IMPLEMENTATION AND NON-COMPLIANCE

- 4.1 The Director of ITD holds the responsibility for the implementation of this policy and shall take necessary actions in the event of violation of this guideline.
- 4.2 This policy is applicable to the University community and any infringement of the policy may subject to disciplinary actions and any other actions deem necessary.

5. ENFORCEMENT

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

6. MAINTENANCE OF GUIDELINE

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

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

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

- 7.1 ICT Regulations
- 7.2 IIUM ICT Policy
- 7.3 IIUM Financial Policy
- 7.4 Information Management Policy
- 7.5 Policy on Procurement of ICT Resources
- 7.6 Information Management Policy
- 7.7 IIUM ICT Security Policy
- 7.8 IT Infrastructure Library(ITIL)
- 7.9 Control of Business IT(COBIT)
- 7.10 Guideline for Computer Allowance for IIUM staff
- 7.11 Guideline for Computer and Printer Entitlement for IIUM Staff

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