



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسَيْتِي إِسْلَامُ أَنْتَارَايَغُسَا مِلْدِسِيَا  
*Garden of Knowledge and Virtue*

# **Guidelines for Computer and Printer Entitlement for IIUM Staff**

International Islamic University  
Malaysia (IIUM)

***Document Change Log***

| <b>Version</b> | <b>Revision</b> | <b>Date</b> | <b>Pages<br/>Affected</b> | <b>Remarks/Change<br/>Reference</b>    |
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***Responsibility and Activity Log***

| <b>Requestor</b>                | <b>Description</b>            | <b>Submission Date</b>        | <b>Approval Date</b>          |
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| Syed Mohd Hazrul bin Syed Salim | Endorsement by ITD Management | 16 <sup>th</sup> January 2020 | 16 <sup>th</sup> January 2020 |
| Siti Zarina binti Muhamat       | Endorsement by ITD Management | 19 <sup>th</sup> March 2024   | 26 <sup>th</sup> March 2024   |
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## 1. OBJECTIVE

The objective of this document is to define the guidelines on computer and printer entitlement for IIUM staff.

## 2. TERMS AND DEFINITIONS

| Term                   | Definition                                                                                                                                                                                           |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITD</b>             | Information Technology Division                                                                                                                                                                      |
| <b>IIUM Staff</b>      | Permanent Staff and Contract Staff of IIUM                                                                                                                                                           |
| <b>Permanent Staff</b> | Employees hired on an ongoing, indefinite basis to fulfill core operational needs, eligible for full company benefits and subject to standard termination notice policies.                           |
| <b>Contract Staff</b>  | Employees engaged for a specific timeframe or project, whose employment automatically terminates upon contract expiration and who are entitled only to specified compensation and statutory benefits |

## 3. GUIDELINES

### 3.1 Eligibility of computer allowance facility

3.1.1 All permanent staff (with a JPA warrant) (Grade 9/Grade 41 and above).

3.1.2 Contract staff with following categories:

- i. Contract staff remunerated under the IIUM Operating Budget (Emoluments)
- ii. Contract staff remunerated under the IIUM Operating Budget (Contract/Central Budget) that consist of International Staff/Contract Malaysian/Clinical nursing instruction/research fellow/Academic fellow.
- iii. Contract staff remunerated under the IIUM Central Fund under (Central Budget).

### 3.2 Eligibility of Computer

3.2.1 All permanent staff (with a JPA warrant) (Staff below Grade 9/ Grade 41).

3.2.2 Contract staff with following categories:

- i. Contract staff remunerated under the IIUM Operating Budget (Emoluments)
- ii. Contract staff remunerated under the IIUM Operating Budget

(Contract/Central Budget)

iii. Contract staff remunerated under the IIUM Central Fund under (Central Budget).

3.2.3 However, staff entitlement to the facility is subject to the job requirements and recommendations from ITD and the Kulliyyahs/Centres/Divisions.

3.3 The eligibility for computer allowance facility or computer of any other staff appointments other than listed in Section 3.3 and 3.4 above shall be based on the terms of appointment for these staff.

3.4 Should the staff have resigned, dismissed, terminated or discontinued from service from the University the University shall:

- i. repossess the equipment, or
- ii. the staff shall pay back the University according to the value determined by the University.

3.5 Printer entitlements as stipulated in the Policy on Computer and Printer Entitlement.

#### **4. IMPLEMENTATION AND NON-COMPLIANCE**

4.1 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.

4.2 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.

#### **5. ENFORCEMENT**

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

#### **6. MAINTENANCE OF GUIDELINE**

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

## **7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

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

- 7.1 IIUM ICT Policy
- 7.2 ICT Regulations
- 7.3 IIUM Information Management Policy
- 7.4 IIUM ICT Security Policy
- 7.5 Policy on Computer and Printer Entitlement
- 7.6 Guideline for Computer Allowance for IIUM Staff
- 7.7 Guideline for Responsible Use of ICT Resources
- 7.8 Guideline on Bring On Your Device (BYOD) Usage

|                     |   |                                                                |
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