



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونِيسَيْتِي إِسْلَامُ إِنْتَارَايَغُسِيَا مِلْسِيَا

Garden of Knowledge and Virtue

Guidelines on Computer Allowance for IIUM Staff

International Islamic University
Malaysia (IIUM)

Document Change Log

Version	Revision	Date	Pages Affected	Remarks/Change Reference
Version 01	00	Jan 2020	-	1 st release of Document
Version 02	01	July 2026	4 & 6	Terms and Definition, & Related Policies/Standards/Procedures/Guidelines

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	16 Jan 2020	16 Jan 2020
Muhammad Izzat bin Mohd Bahamam	Endorsement from ITD Management	14 July 2026	14 July 2026

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.

2. TERMS AND DEFINITIONS

Term	Definition
University	International Islamic University Malaysia
ICT	Information and Communication Technology
ITD	Information Technology Division
Equipment	The equipment refers to either a desktop computer, notebook/laptop or tablet.
Software	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.
University Management	The Executive Management Committee, which comprises the Rector, Deputy Rectors, Executive Directors, Chief Librarian, Chief Digital Officer, Principal Director, 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. RESPONSIBILITIES 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.

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 deemed 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 been approved:

- 8.1 IIUM ICT Policy
- 8.2 ICT Regulations
- 8.3 IIUM Information Management Policy
- 8.4 IIUM ICT Security Policy
- 8.5 IIUM Financial Policy and Procedure
- 8.6 IIUM Purchasing Policy and Procedure
- 8.7 Policy on Computer and Printer Entitlement
- 8.8 Guideline on Bring Your Own Device (BYOD) Usage
- 8.9 Related IIUM ICT Policies

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APPENDIX 1

SUGGESTED MIN TECH SPEC

A) Recommended Technical Specification for Personal Computer

RECOMMENDED TECHNICAL SPECIFICATIONS	
Processor Type	Intel CORE 5 processor or higher
Memory	8-GB or higher
Hard Drive	500 GB Hard drive or higher
Video Card	Integrated video card or higher
Monitor	22' Wide Screen Flat Panel Monitor or higher
Sound Card	Integrated Sound Card or higher
Keyboard & Mouse	USB Keyboard USB Optical Mouse (2 buttons with scroller)
Networking	(10/100/1000) Gigabit Ethernet network card
I/O Ports	USB 2.0 port/USB 3.0 port Audio port Monitor port
Operating System	Recommended: Microsoft Windows 11 Home Edition / Latest Operating System <u>Note:</u> 1) If needed, you can upgrade to Microsoft Windows 11 Pro or latest operating system supported by the University through the Microsoft Campus License (MUSE) 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.
Warranty & Support	Minimum one (1) year warranty and support

B) Recommended Technical Specification for Laptop

RECOMMENDED TECHNICAL SPECIFICATIONS	
Processor Type	Intel CORE 5 or higher
Memory	8 GB or higher
Hard Drive	500 GB Hard drive or higher
Video Card	Integrated video card or higher
Sound Card	Integrated Sound Card or higher
Networking	(10/100/1000) Gigabit Ethernet network card 802.11ac Wireless Card or higher
I/O Ports	USB 2.0 port/USB 3.0 port Audio port Monitor port
Operating System	Recommended : Microsoft Windows 11 Home Edition/Latest Operating System Note: 1) If needed, you can upgrade to Microsoft Windows 11 Pro or latest operating system supported by the University through the Microsoft Campus License (MUSE) 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.
Warranty & Support	Minimum one (1) year warranty and support

C) Macbook Neo / Air / Pro

RECOMMENDED TECHNICAL SPECIFICATIONS	
Processor Type	Apple A18 / M3/M4 /PRO/PRO MAX
Memory	8 GB or higher
Hard Drive	256 GB Hard drive or higher
Video Card	Integrated video card or higher
Sound Card	Integrated Sound Card or higher
Networking	(10/100/1000) Gigabit Ethernet network card 802.11ac Wireless Card or higher
I/O Ports	USB 2.0 port/USB 3.0 port Audio port Monitor port
Operating System	MacOs Senoma or Higher
Warranty & Support	Minimum one (1) year warranty and support

D) Minimum Technical Specification for Tablet PC

MINIMUM TECHNICAL SPECIFICATIONS	
Operating System	Windows, iOS, Android 16 and higher
Networking	802.11ac or higher wireless capability
Warranty & Support	Minimum one (1) year warranty and support

APPENDIX 2

List of Software Provided by IIUM (For Personal Computer/Notebook/Laptop/Tablet)

No.	Software	Remarks
1	Microsoft Windows	Upgrade using MUSE
2	Antivirus	Windows only
3	Web Browser – Chrome, Firefox	Windows only
4	Adobe PDF reader	Windows only
5	Other Microsoft software covered by the University	Windows, Mac

APPENDIX 3

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

No.	Software	Remarks
1	Wireless configuration	
2	Problem Troubleshooting (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. 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	