



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُؤْتِي بَرِيَّتِي إِسْلَامًا وَأَنْتَابًا رُحَمَاءًا مَلِيْسِيَا

## MANAGEMENT SERVICES DIVISION

### APPLICATION FOR RESEARCH LEAVE FOR ACADEMIC STAFF

1. Application for Research Leave must be submitted **at least three (3) months before** the commencement date of Research Leave.
2. Maximum duration of three (3) months.
3. If the research conducted in overseas, please provide evidence i.e. passport photocopy, visa approval letter, invitation letter, completion letter of the research work)

STAFF INFORMATION	
Full Name as in I.C.: (Capital Letters)	
Staff No	
Department	
Kulliyah	
Email Address	
Telephone (office)	
Telephone (H/p)	

DETAILS ON PREVIOUS RESEARCH LEAVE (If any)	
Area of Specialization	
Topic	
Place	
Duration of Research Leave	Start Date: End Date:

<b>Output/Quantity</b>	Book <input type="checkbox"/>	Textbook <input type="checkbox"/>
	Article <input type="checkbox"/>	Handbook <input type="checkbox"/>
	Others (please specify)	

### DETAILS ON RESEARCH LEAVE APPLIED

<b>Area of Specialization</b>	
<b>Topic</b>	
<b>Place</b>	
<b>Output/Quantity</b>	Book <input type="checkbox"/> Textbook <input type="checkbox"/> Article <input type="checkbox"/> Handbook <input type="checkbox"/> Others (please specify)
<b>Ongoing Research Grant (Registered with RMC)</b>	ID:
<b>Status Grant</b>	Active / Inactive Duration:
<b>Duration Applied</b>	Start Date: End Date:
<b>Plan during the period of Research Leave applied for</b>	
<b>Staff Declaration</b>	I hereby declare that all the information provided is correct and will be responsible for the accuracy of the information given herewith.  Applicant's Signature:  Date:

**RECOMMENDATION OF THE HEAD OF DEPARTMENT**

Comments on the relevance of the present research/studies and the benefit it brings to the country, University and relevant staff:

**RECOMMENDATION:**

The staff **could/could not be released** from the duties at the Department for the period applied for Research leave.

Other remarks (if any):

\_\_\_\_\_  
Head of Department

\_\_\_\_\_  
Date

**RECOMMENDATION OF THE DEAN/DIRECTOR**

This application is **\*supported/not supported** and the staff **\*could/could not** be released from the duties at the Kulliyah/Centre/Department in order to pursue the Research Leave. While the staff is on Research Leave, the Kulliyah/Centre/Institute will manage within its personnel resources.

Other remarks (if any):

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

**EVALUATION AND RECOMMENDATION OF MANAGEMENT SERVICES DIVISION**

- 1. Previous Research Leave already reaching 3 years?      Yes       No
- 2. Served university at least 1 years?      Yes       No
- 3. Principal Investigator of active research project?      Yes       No

4. Recommended output to produce:
- Book       Textbook
- Article       Handbook

Others (please specify) .....

\_\_\_\_\_  
Director  
Management Services Division

\_\_\_\_\_  
Date

Recommended       Not Recommended

\_\_\_\_\_  
Executive Director  
Management Services Division

\_\_\_\_\_  
Date

**APPROVAL OF DEPUTY RECTOR (ACADEMIC & INTERNATIONALIZATION)**

Approved       Not Approved

Other remarks: .....  
.....

\_\_\_\_\_  
Deputy Rector (Academic & Internationalization)

\_\_\_\_\_  
Date