

Appendix B

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MANAGEMENT SERVICES DIVISION

RULES AND REGULATIONS ON STUDY LEAVE FOR IIUM PROFESSIONAL AND MANAGEMENT GROUP (ADMINISTRATIVE AND TECHNICAL) STAFF MEMBERS

1. RESPONSIBILITIES OF THE SCHOLARSHIP AND STUDY LEAVE COMMITTEE

1.1 The Committee shall be responsible to deliberate on each application for study leave and/or scholarship and to decide on the following :-

- (i) Maximum period of study leave and/or scholarship approved;
- (ii) Level of study, e.g : Graduate Diploma, Masters, Ph.D degree or others;
- (iii) Course of study and area of specialisation;
- (iv) Place of study.
- (v) Status of study leave, i.e either full-pay, half-pay or without pay, and whether with full scholarship, partial scholarship or without scholarship.

1.2. The Scholarship and Study Leave Committee (SSLC) shall also be responsible to consider on the following cases that are related to study leave :

- (i) Application for extension of study leave;
- (ii) Application for any changes in respect of the decisions made by the SSLC, e.g. change of course or change of place of study.

2. STATUS/DURATION OF STUDY LEAVE

2.1 The status of study leave approved by the SSLC may vary as to whether a staff member is offered study leave with full pay or no-pay leave or with scholarship or without scholarship.

2.2 For Post-graduate Diploma and Masters programmes, the duration of study leave which can be approved by the SSLC shall be the minimum duration specified in the offer letter of admission into the particular programme by the institution concerned.

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2.3 For a Ph.D. programme, the duration of study leave which can be approved by the Committee is thirty-six (36) months.

3. EXTENSION OF STUDY LEAVE

The policy on extension of study leave is as detailed below :-

Level of studies	Duration of studies	1 st Extension	2 nd Extension	Further Extension
Masters	12 months (unless otherwise specified for particular programme)	3 months with full pay and scholarship.	No further extension.	-
Ph.D.	36 months (unless otherwise specified for particular programme)	6 months with full pay and scholarship.	6 months with full pay only.	No further extension.

Note :

- All extensions of study leave must be approved by the SSLC.
- Based on the latest policy stipulated by the Ministry of Education which was adopted by the SSLC in its meeting No. 1/99 held on 24th February 1999.

4. INCOME FROM OTHER SOURCES

4.1 If a staff member receive a scholarship, salary, allowance or any type of payment from any other source during his study leave, then an amount equivalent thereto shall be deducted from the allowance given by the University. The officer concerned is required to forthwith inform the University of any payment that he/she receive from any other sources so that urther adjustment may be made on the payments made by the University hereunder.

4.2 The University reserves the right to withdraw the officer's scholarship and study leave in the event that the officer concerned fail to notify the University in respect of the aforesaid payments received by him. Failure to so notify is deemed to be a disciplinary offence hereunder.

5. DIFFERENCE IN PAYMENT BETWEEN THE UNIVERSITY SCHOLARSHIP AND SCHOLARSHIP FROM OTHER BODIES

If a staff member is granted study leave and is sponsored by any outside body or organisation (apart from the University Scholarship or Malaysian Government Scholarship) where the total amount received is less than the amount provided by the University Scholarship therefore, and the said Scholarship is offered to the staff member through the University, then the University will pay the difference in the amount of scholarship to the staff member concerned.

6. SUSPENSION OF SALARY AND SCHOLARSHIP

The University has the right to suspend all or any payments of salary and/or scholarship in the following situations pending a decision is made by the Committee :-

- (i) When a staff member fails to forward his/her examinations result or academic progress report;
- (ii) When a staff member cannot be contacted by the University at his/her last known address;
- (iii) When the period of scholarship or study leave has ended and application for an extension has not yet been approved by the Committee;
- (iv) When a staff member does not honour the conditions in the Agreement or does not behave in accordance with his/her responsibilities as a staff member of the University.

7. CONDITION ON PAYMENT OF SCHOLARSHIP ALLOWANCES AND OTHER FACILITIES

All scholarship allowances and other facilities granted under the study leave shall cease to become payable to the officer upon expiry of the approved period of study leave unless otherwise approved in writing by the University.

8. PROCEDURES ON APPLICATION FOR STUDY LEAVE

- 8.1 Application forms for study leave may be obtained from the Management Services Division. Application forms which have been properly filled shall be returned to the Management Services Division through the Head of Department and/or the Dean, with details on the course of study to be taken and the plan of study to be followed.
- 8.2 Applications must be submitted with copies of documents pertaining to any offer of scholarship (if the candidate received offers from other bodies or organisations apart from the IIUM) and the letter of offer for a place of study from the institution concerned at least 2 months before the commencement of the course.
- 8.3 Tabling the application in the Scholarship & Study Leave Committee (SSLC) meeting.
- 8.4 Issuing of letter of offer to successful applicant.
- 8.5 Signing of agreement, prior to commencement of studies.
- 8.6 Returning the completed agreement to MSD within one month. Payment of financial assistance will be made after agreement has been processed.
- 8.7 Applicant submits his/her progress report i.e. transcript of examination results to the MSD every semester/twice a year depending on the nature of their studies.

9. ACTIONS TO BE TAKEN BEFORE LEAVING FOR STUDY LEAVE

A staff member who has been approved study leave is requested to take the following actions before leaving for his/her study leave :-

- (i) to return to the Management Services Division four copies of the Scholarship Agreement which have been duly completed and signed by the staff member before an authorised witness;
- (ii) to return all books borrowed from the Library and all equipments borrowed from the University;
- (iii) to hand over his/her duties to the Deans/Heads of Departments or any other officers appointed by the Deans/Heads of Departments.

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10. CHANGE OF ADDRESS

A staff member who has been approved for study leave is required to notify the MSD on any changes of his/her correspondence address.

11. PROCEDURE ON APPLICATION FOR EXTENSION OF SCHOLARSHIP AND STUDY LEAVE

Applications for extension of scholarship and or study leave shall be made as follows :-

- (i) Application for extension of scholarship and or study leave should be forwarded to the University at least three (3) months before the end of the approved study leave period;
- (ii) If the sponsor of the scholarship is other than the University, then the application for extension of scholarship should also be forwarded to the sponsor with a copy to the University at least three (3) months before the end of the approved scholarship period.
- (iii) Every application for extension of scholarship and study leave must be enclosed with the following documents :-
 - (a) A report on the level of progress which has been attained, and reasons for the extension.
 - (b) Study plans during the period of extension which is applied for, and
 - (c) Recommendation from the Supervisor or Course Coordinator.

12. FACILITIES PROVIDED UNDER THE SCHEME

Unless otherwise stated by the SSLC, a staff member who is awarded scholarship to follow a course in a University within Malaysia may be given the following facilities :-

(i). Payment of Salary

Payment of salary depending on the status of study leave as approved by the SSLC.

(ii). Subsistence allowance

Subsistence allowance payable monthly based on the stipulated rate.

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(iii). Travelling allowance

Travelling allowance to cover the staff member's journeys between the institution concerned and the place of his/her residence is given once at the start and another at the end of the study period in such amount as may be determined by the SSLC.

(iv). Fees

The University will pay for the tuition fees, examination fees, registration fees and other fees that are made compulsory by the institution concerned and are related to the approved course of study leave only.

(v). Books allowance

Books allowance is given once a year based on the stipulated rate.

(vi). Thesis allowance

Thesis allowance is paid according to the stipulated rate subject to the following conditions :-

- (i) Thesis allowance is paid once throughout the course if the preparation of a thesis is compulsory and is so certified by the staff member's Supervisor or Course Coordinator.
- (ii) Advice on payment of thesis allowance will only be made upon the MSD receiving a copy of the bound thesis for submission to the IIUM Library.

(vii). Practical allowance

Practical allowance will be paid to the staff member at the stipulated rate subject to the following conditions:-

- (a) The practical is compulsory and is so certified by the staff member's Supervisor/Course Coordinator;
- (b) The practical is conducted outside a 25 km radius from the institution concerned;

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- (c) That the staff member does not receive any payment from the firm or body where the practical is carried out and is so certified by the firm or body.

Practical allowance cannot be claimed for attending seminars, study-visits, workshops and such other similar activities.

*Human Resource Development
Management Services Division
05th April 2009*