



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 1/2022
MANAGEMENT SERVICES DIVISION

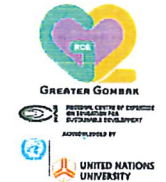
**REVISED GUIDELINES FOR SCHEME OF STUDY LEAVE FOR PROFESSIONAL
AND MANAGEMENT GROUP (ADMINISTRATIVE AND TECHNICAL STAFF)**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the revised guidelines for Scheme of Study Leave for Professional and Management Group (Administrative and Technical staff).

2. BACKGROUND

- 2.1 The Ministry of Higher Education (MoHE) in a letter dated 24th September 2021 had announced "Offering Scholarship for Non-academic Staff in Public Universities namely 'Hadiah Latihan Persekutuan (HLP)' for the year 2022/2023". The Secretariat of Scholarship and Study Leave Committee (SSLC) was of the view that the current guidelines used under Scheme of Study Leave for Professional and Management Group (Administrative and Technical Staff) need to be revised in line with the University's practice and the guidelines provided by the MoHE.
- 2.2 The SSLC in its meeting No. 6/2021 held on 2nd December 2021 took note of the revised scheme as presented by the Secretariat. The meeting agreed that the age limit to apply for study leave follows the terms and conditions specified by MoHE for scholarship under HLP programme. i.e. for PhD, must be 46 years old and below, for Masters Programme must be 50 years old and below at the commencement date of the course.



- 2.3 The study leave granted to Professional and Management Group staff will be with full pay study leave based on availability of the quota. No other financial assistance will be provided by the University under this scheme.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the revised Scheme of Study Leave for Professional and Management Group (Administrative and Technical Staff) as in *Appendix A*.
- 3.2 The effective date of implementation is **4th January 2022**, i.e. the date of SSC Meeting No. 1/2022.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH H.J. BAKHTIAR
Executive Director
Management Services Division

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Executive Director (Development and Planning)
: Campus Director, IIUM Kuantan Campus
: Legal Advisor



APPENDIX A

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MANAGEMENT SERVICES DIVISION ACADEMIC DEVELOPMENT UNIT

SCHEME OF STUDY LEAVE FOR PROFESSIONAL AND MANAGEMENT GROUP (ADMINISTRATIVE AND TECHNICAL STAFF)

1. CRITERIA OF ELIGIBILITY FOR PART-TIME STUDIES SCHEME

- i. Permanent staff;
- ii. Confirmed in service;
- iii. Has served IIUM for at least three (3) years on permanent basis;
- iv. For PhD, must be 46 years old and below, for Masters Programme must be 50 years old and below at the commencement of the course;
- v. Achieved 85% of APAR for the past 3 years;
- vi. Recommendation from the Head of Department;
- vii. The university or institution must be recognised by the IIUM and the Ministry of Higher Education (MoHE); and
- viii. Location of the institution to further studies must be within Malaysia.
- ix. However, staff who wish to pursue Master and PhD overseas may be considered favourably, subject to the following:
 - secures scholarship under MoHE or other organisations;
 - no financial implication on IIUM, thus staff is required to secure scholarship on own initiative;
 - approval on the overseas travel by the MHE or Treasury i.e. in accordance with the government circular on overseas travel of government officers currently in force; and
 - other condition deemed appropriate by the IIUM from time to time.

2. QUOTA

- Master : Ten (10) staff members at any one time
Ph.D. : Three (3) staff members at any one time

3. TYPES OF STUDY LEAVE

Full pay study leave

4. FIELD OF STUDIES

Field of studies must be relevant and in line with the needs of the University.

5. TYPES OF FINANCIAL ASSISTANCE

Full scholarship under Ministry of Higher Education or other institutions.

6. COMPULSORY SERVICE

The period of compulsory service for staff member who was approved study leave shall be determined based on the length of period of study leave and types of study leave as detailed in *Appendix I*.

7. RULES AND REGULATIONS

The detailed rules and regulations on the study leave of IIUM Professional and Management Group (Administrative and Technical) staff members shall be as provided in the attached *Appendix II*.

APPENDIX I

DURATION OF COMPULSORY SERVICE

Types of study leave / Length of Studies	Duration of Agreement	
	<i>Non-Professional Course</i>	<i>Professional Course*</i>
A) Full pay study leave with scholarship <u>Master / PhD</u>		
i) More than 3 months to 1 year	2	3
ii) More than 1 year to 2 years	4	5
iii) More than 2 years to 3 years	5	6
iv) More than 3 years	6	7
B) Full pay study leave other categories <u>Diploma / Degree</u>		
i) More than 3 months to 1 year	1	2
ii) More than 1 year to 2 years	2	3
iii) More than 2 years to 3 years	3	4
iv) More than 3 years	4	5

* The professional courses include: Medicine and Dentistry, Engineering, Architecture, Accounting (UK & Australia) and Laws

APPENDIX II

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

1. RESPONSIBILITIES OF THE SSLC

The approval of the Committee in respect of each Application Form for Studies will state:

- i. Maximum Study Period with or without Scholarship approved.
- ii. Level of study i.e. Master's degree or PhD.
- iii. Course of study and area of specialization.
- iv. Place of study (Approved Institution).
- v. Status of study, i.e. with or without Financial Assistance, Allowances, Tuition Fees and whether with or without Scholarship.
- vi. Type of Scholarship approved; i.e. whether by the University, Government, or others.

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. DURATION/ STATUS OF STUDY LEAVE

For PhD 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.

The status of study leave approved by the SSLC with full pay with or without scholarship from MoHE or other organisations.

3. EXTENSION OF STUDY LEAVE

Degree	Duration of studies	First Extension	Second Extension	Further Extension
Masters	12 months (unless otherwise specified for particular programme)	3 months with full pay and scholarship.	No further extension is allowed. Staff must report duty upon expiry of the extension approved and continue studies on a part-time basis.	

Ph.D	36 months (unless otherwise specified for particular programme)	6 months with full pay	6 months with full pay	No further extension is allowed. Staff must report duty upon expiry of the extension approved and continue studies on a part-time basis.
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* Application for extensions of study leave must be submitted to the SSLC at least three (3) months before expiry with recommendation from Supervisor and Head of Department.

4. APPLICATION PROCEDURES

- i. Eligible candidates are required to submit the following documents:
 - a. Application form together with recommendation letter from the Head of Department to the Management Services Division, at least three (3) months before the commencement date of the course;
 - b. Offer letter from the university / institutions applied;
 - c. Thesis proposal.
 - d. Study plan.
- ii. Secretariat will present the application for consideration of the Scholarship and Study Leave Committee (SSLC).
- iii. Secretariat issues letter of offer to successful applicant.
- iv. Applicant signs the agreement, prior to the commencement of studies.
- v. Applicant submits the completed agreement to MSD within one month or as specified.
- vi. Applicant submits his/her progress report i.e. transcript of examination results to the MSD twice a year.

5. 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 equipment 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.

6. 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.