

## IMPORTANT GUIDELINES FOR STUDIES

### 1. Application for Study

- (i) Every applicant who is applying for study period must complete and sign the Application Form for Studies [hereinafter called the "**Application**"] and furnish the University with copies of all relevant supporting documents.
- (ii) All applications must be supported and signed by the Head of Department and Dean / Director of the Kulliyah / Centre / Division / Institute / Office.
- (iii) Incomplete or illegible applications will not be considered.
- (iv) Applicants applying for study period will be bonded to serve a compulsory service with the University for a period to be determined by the University at their absolute discretion.
- (v) Applicants are reminded that a copy of the terms and conditions of the Study Agreement [hereinafter called the "**Agreement**"] is attached herewith and prospective applicants who are not willing to be bonded to the University and to sign the Agreement should not apply.
- (vi) Submission to the University of the duly completed and signed Application by the applicant shall constitute his offer to the University to abide by the terms and conditions of the Application.

### 2. Sureties

- (i) Two (2) sureties must complete and sign the Application Form for Sureties ensuring that each surety:-
  - (a) Is a Malaysian citizen who is not more than 45 years old;
  - (b) Is in good financial standing (that is, having a fixed income of more than RM1,500.00 per month). Certified true copies of the last two (2) months' salary slips for each surety must be submitted to the University;
  - (c) Is not an employee of the University.
- (ii) Sureties are reminded that they irrevocably agree and undertake to guarantee the due performance of all of the applicant's covenants, undertakings and obligations under the Agreement and in the event of any breach of the Agreement by the Applicant, the sureties will be jointly and severally liable to the University as principal debtors.
- (iii) Sureties must read and understand and accept the terms and conditions of the Agreement. Sureties who are not willing to sign the Agreement should not apply.

- (iv) Once accepted by the University, the sureties cannot withdraw from or be discharged as surety unless with the University's written approval on such terms as the University deems fit.

### 3. Letter of Acceptance and the Agreement

- (i) Successful applicants will be issued a Letter of Acceptance by the University, which together with the Application will form a binding contract between the applicant and the University and shall be read with and form an integral part of the Agreement.
- (ii) The Letter of Acceptance will state the details of the study period and where applicable, scholarship awarded to the successful applicant.
- (iii) The successful applicant will be required to sign **AND** stamp at the Stamping Office, four (4) copies of the Agreement which will be given to the Applicant together with the Letter of Acceptance for his/her execution and return to the Management Services Division (Human Resource Development) of International Islamic University Malaysia. The stamp duty is RM10.00 per copy to be borne by the applicant.
- (iv) When signing the Agreement, the following **must** be adhered to:-
  - (a) use a black ink pen;
  - (b) if there are any mistakes, do not erase it. Any mistakes should be crossed with only one (1) line and initialled by **both** the successful applicant **and** the sureties.
  - (c) Use of correction fluid is not allowed.
- (v) Failure to sign and return the Agreement may result in the late or non-payment of financial assistance, scholarship and allowances (if applicable) to the successful applicant or the Approved Institution (as the case may be).

### 4. Change of Address

The applicant and the sureties are required to immediately inform the University of any change of address.

### 5. Dependants

Applicants are reminded that where his/her spouse and children [hereinafter collectively called the "**Dependants**"] intend to relocate with the Applicant to the course destination and the Applicants intend to claim for family allowance and housing allowance, relevant supporting documents must be submitted to the University and the Dependants' Declaration Form must be signed and returned to the University.

Any additions to the list of dependants earlier declared in the Application Form for Studies must be immediately notified to the University and an updated Dependants' Declaration Form must be signed and returned to the University together with relevant supporting documents.

Failure to declare and return Dependents' Declaration Form may result in the late and/or non-payment of those allowances.

6. Scholarship for Husband and Wife [Spouse Programme]

Where the applicant and his / her spouse are applying for or have been granted approval to pursue studies with Financial Assistance and Scholarship by the Malaysian Government / University / other agencies, and both husband and wife are residing in the same place, only one of them is allowed to take the full scholarship awarded. The other spouse will be awarded partial scholarship which covers the following: -

- (i) Books allowance;
- (ii) Equipment allowance;
- (iii) Thesis allowance, where relevant
- (iv) Practical allowance, where relevant;
- (v) Payment of tuition fees.

However, the applicant concerned may decide whether to take the University's Scholarship or to take the facilities available under his / her spouse's scholarship.

The University may withdraw any approval granted to the applicant, if at any time it is discovered that he /she has failed to notify / declare to the University that the applicant's spouse has been granted a scholarship either by the Malaysian Government / University / other agencies. In this latter event, the University may withdraw the Academic Staff's scholarship and approval to pursue studies with immediate effect and the Academic Staff shall thereupon repay in full any and all moneys that had been spent by the University on him / her in respect of the Scholarship and the studies.