



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
وَبِنَبِيِّنَا إِسْلَامًا أَنْبَاؤًا بِنَجْمِنَا مِلَّةِنَا

**RULES AND REGULATIONS**

ON

SCHOLARSHIP AND STUDY  
(AS AT 1<sup>ST</sup> JANUARY 2018)

**MANAGEMENT SERVICES DIVISION  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

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# **RULES AND REGULATIONS ON SCHOLARSHIP AND STUDY**

## **Section 1**

### **INTRODUCTION**

These Rules and Regulations pertaining to Scholarship and Study are applicable to all Academic Staff of the University and are made by the University pursuant to Clause 6 (y) of the University's Memorandum of Association.

## **Section 2**

### **DEFINITIONS AND INTERPRETATION**

#### **2.1 Definitions**

In these Rules and Regulations, unless the context otherwise dictates, the following words shall have the following meaning:-

“Academic Staff”

means a person appointed by the University under a Contract of Service whose terms and conditions require a PhD. / Specialist qualification or equivalent for confirmation of service. For purposes of these Rules and Regulations, the term “Academic Staff” does not include those staff members who are appointed on contract basis or on secondment to the University from other organisations

“Allowances”

means such allowances that the University agrees to pay the Academic Staff for the duration of the Course or such other time that is approved by the University (at their absolute discretion) and at such rates as may be determined by the University and includes any subsequent amendments thereto so as to be in line with the prevailing rates of allowances issued by the Public Services Department of the Government of Malaysia. A copy of the University's current rates of allowances is annexed hereto and marked as “Appendix A”

“Application Form for Studies”	means the form submitted and signed by the Academic Staff to the University for approval to pursue studies
“Approved Institution”	means such institutions of higher learning whether within Malaysia or outside of Malaysia which is recognized by the University
“Children”	includes stepchildren and adopted children of the Academic Staff. Where the facilities which may be given to the Academic Staff’s Children are mentioned herein, the Children who are eligible to receive allowances are the children solely supported by the Academic Staff and has not yet reached thirteen (13) years of age at the time of commencement of the Academic Staff’s study and includes children who are mentally or physically retarded of whatever age
“Committee”	means the sub-committee of the Majlis and known as the Scholarship and Study Leave Committee;
“Completion of the Course”	means the successful completion of the Course and the conferment of the degree on the Academic Staff
“Compulsory Service”	means the period of bond which the Academic Staff is obliged under the Study Agreement to compulsorily serve the University
“Contract of Service”	means the contract of service between the Academic Staff and the University
“Course”	means the course of study or training that the Academic Staff is pursuing
“Dependants”	means for the Spouse and Children of the Academic Staff

“Extension of Study Period”	means the extended period of time of study approved by the University after the expiry of the Study Period
“Family Members”	means the Spouse and Children (not exceeding three (3) in number) of the Academic Staff
“Financial Assistance”	means financial assistance or aid in the form of paid salary and allowances (if applicable) for the duration of the Course and/or such extended period approved by the University (at their absolute discretion)
“Government”	means the Government of Malaysia
“Head of Department”	means the Dean of a Kulliyah
“Letter of Acceptance”	means the University’s letter of acceptance of the Academic Staff’s Application Form for Studies
“MSD”	means the Management Services Division of the University
“Ministry”	means the Ministry of Education or the Ministry of Higher Education of the Government of Malaysia
“Scholarship / Sponsorship”	means scholarship and/or sponsorship offered either by the Government under any applicable scheme or by the University or elsewhere by any private corporation institution and/or agency
“Spouse”	means the lawfully married spouse of the Academic Staff duly registered under the laws of Malaysia
“Study Agreement”	means the Agreement entered into between the Academic Staff and the University in respect of the Academic Staff’s Application for Studies either with or without scholarship / sponsorship

“Study Period”	means the period of time for completion of the Course
“Tuition Fees”	means that part of tuition fees payable to the Approved Institution for the Course which the University agrees to bear for the duration of the Course or such other time that is approved by the University (at their absolute discretion)
“University”	means the International Islamic University Malaysia, an Institute of Higher Learning and an approved educational institution for purposes of the Contracts (Amendment) Act 1976 (Act A329) with its office at Jalan Gombak, 53100 Kuala Lumpur and includes its successors in title and permitted assigns

## 2.2 Interpretation

- (i) Unless the context otherwise requires or permits, references to the singular number includes to references to the plural number and vice versa.
- (ii) Words denoting one gender shall include all genders.
- (iii) Any reference to statutes and rules made thereunder shall include all amendments which may be enacted from time to time.

## **Section 3**

### **IMPLEMENTATION**

- 3.1 These Rules and Regulations are to be read together with the Study Agreement, the Application Form for Studies and the Letter of Acceptance.
- 3.2 In the event of any conflict or inconsistencies between the provisions herein contained and those in the Study Agreement and/or the Application Form for Studies and/or the Letter of Acceptance, the terms and conditions of the Letter of Acceptance and the Study Agreement shall take precedence.

## Section 4

### APPLICATION AND APPROVAL

- 4.1 Upon joining the University, Academic Staff are eligible to apply for approval to pursue their studies.
- 4.2 Academic Staff who are employed on contract basis or on secondment to the University from other organizations are **not** eligible to apply.
- 4.3 Application Forms for Studies may be obtained from MSD or are available for download from [www.iium.edu.my/division/msd/downloadable-forms-3](http://www.iium.edu.my/division/msd/downloadable-forms-3)
- 4.4 Every section of the Application Form for Studies must be completed by the Academic Staff and copies of the following documents must be furnished to the University:-
  - (i) Identity card of the Academic Staff, his Spouse and Children. The birth certificate of the Academic Staff must also be furnished to the University for purposes of determining Bumiputra status.
  - (ii) If married, divorced or widowed, copy of his/her marriage certificate or “Surat Nikah”, Decree Nisi / Absolute or “Surat Perakuan Cera” or Death Certificate of Spouse or “Surat Kematian” (whichever is applicable);
  - (iii) Any offer of scholarship (if the candidate receives offers from other bodies or organisations apart from the University) and the letter of offer for a place of study from the institution concerned;
  - (iv) The TOEFL / IELTS score or any other relevant language proficiency test score;
  - (v)
    - (a) For PhD candidate, the PhD research proposal; and
    - (b) For Masters (Clinical) candidate, the study plan;
  - (vi) The Certificate of Completion for Research Methodology course.
- 4.5 Completed and signed Application Forms for Studies must be returned to the MSD through the Head of Department, with details on the course of study to be taken, the plan to be followed, and all other relevant documents pertaining to the course of study at least 90 days before the programme / course starts.
- 4.6 Late or incomplete submission of the Application Form for Studies will not be considered.

## Section 5

### THE COMMITTEE

5.1 The power and authority to approve the Academic Staff's Application Form for Studies lies with the Committee whose membership comprise as follows: -

- (i) The Rector who shall be the Chairman;
- (ii) The Deputy Rector in charge of academic affairs who shall be the Deputy Chairman;
- (iii) Deputy Rector in charge of research and innovation;
- (iv) Executive Director in charge of management services or his representative who shall be the Secretary;
- (v) Executive Director in charge of finance or his representative; and
- (vi) Two (2) members of the Senate appointed by the Senate namely the Dean in charge of postgraduate studies and the Dean in Charge of research management.

Where appropriate, the representative of the awarding authority of the scholarship may be invited to attend the deliberation on the selection of candidates.

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

- (i) Maximum Study Period or Scholarship approved.
- (ii) Level of study, e.g.: Master's degree or PhD or others.
- (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.
- (vii) Number of accompanying Family Members and Dependants.

5.3 Approval from the Committee must be obtained if the Academic Staff intends to change the Course or place of study, which is to be submitted to MSD through the Head of Department no later than one (1) month from the date of the SSLC meeting. The application for any change must state valid reasons for such change with written confirmation from the Academic Staff's supervisor for the Committee's consideration.

5.4 The Committee shall also be responsible to consider for approval or not and the terms and conditions of its approval (if applicable):-

- (i) Any application for Extension of Study Period;
- (ii) Any application to conduct research in Malaysia or elsewhere with the University's funding;
- (iii) Any application to attend a conference / workshop required under the Course.



## **Section 6**

### **ACTIONS TO BE TAKEN BEFORE LEAVING TO PURSUE STUDIES**

- 6.1 Academic Staff who have received the Letter of Acceptance from the University to pursue studies **must**, before leaving for his studies:-
- (i) To obtain sign, witness and stamp at the Stamp Office, four (4) copies of the Study Agreement and return the same to MSD;
  - (ii) To return all books borrowed from the Library and all equipment borrowed from the University;
  - (iii) To inform the Department of Inland Revenue regarding his departure and to solve and settle all matters pertaining to his personal income-tax (if the studies are overseas) and furnish written proof therefore to MSD;
  - (iv) To settle or arrange any outstanding loan which is normally paid monthly through the salary (if the studies approved is without Financial Assistance); and
  - (v) To hand over his duties to the Deans / Heads of Department or any other officers appointed by the Deans / Heads of Departments.

## **Section 7**

### **CHANGE OF ADDRESS**

- 7.1 All notices, requests and/or letters issued by the University shall be sent to the Academic Staff's last known address.
- 7.2 The responsibility lies with the Academic Staff to inform / update MSD of any change of address.
- 7.3 Those Academic Staff who have received the Letter of Acceptance from the University to pursue studies overseas, shall immediately or so soon after arrival at the Approved Institution inform MSD and the Malaysian Students Department in the country where the Approved Institution is situated of his new address and any subsequent change of address.

## **Section 8**

### **TYPES OF APPROVAL TO PURSUE STUDIES GRANTED BY THE COMMITTEE**

- 8.1 The Committee may grant approval to pursue studies with or without Financial Assistance and/or with or without Scholarship.

8.2 For the Master's programme, the duration and type of approval to pursue studies that may be granted by the Committee are as follows: -

- (i) Studies with Financial Assistance and with Scholarship (if eligible) and with or without Tuition Fees for twelve (12) months unless otherwise specified in the offer letter of admission into the particular Course. The minimum duration specified for the course by the university concerned shall be taken as the Study Period;
- (ii) The first Extension of Study Period with Financial Assistance and with Scholarship (if eligible) that may be approved by the Committee is for a maximum of three (3) months;
- (iii) Any further Extension of Study Period, if approved, shall be an extension without Financial Assistance, Scholarship and Tuition Fees.
- (iv) The maximum Study Period for Master's programme is three (3) years, (other than in the field of Medicine). The University has the right to terminate the Study Agreement if the Academic Staff fails to successfully complete the Course and obtain the Master's qualification within the Study Period or the Extension of Study Period (as the case may be).

8.3 For Medical Lecturer (Trainee) (DU, DUF, DUG 45/51P) who pursue Masters or specialist course, the duration and type of approval to pursue studies that may be granted by the Committee are as follows : -

- (i) Studies with Financial Assistance and with Scholarship (if eligible) and with or without Tuition Fees for forty-eight (48) months unless otherwise specified in the offer letter of admission into the particular Course. The minimum duration specified for the course by the university concerned shall be taken as the Study Period;
- (ii) The first Extension of Study Period with Financial Assistance and with Scholarship (if eligible) that may be approved by the Committee is for a maximum of six (6) months.
- (iii) The second Extension of Study Period, with Financial Assistance is allowed for a maximum of six (6) months only.
- (iv) Any further Extension of Study Period, if approved shall be extensions without Financial Assistance, Scholarship and Tuition Fees.
- (v) The maximum period of study for a Master's / specialist programme is five and a half (5 ½) years. The University has the right to terminate the Study Agreement if the Academic Staff fails to successfully complete the Course and obtain the Master's / Specialist qualification within the Study Period or the Extension of Study Period (as the case may be).

8.4 For a PhD programme, the duration and type of approval to pursue studies that may be granted by the Committee are as follows: -

- (i) Studies with Financial Assistance and with Scholarship (if eligible) and with or without Tuition Fees for thirty-six (36) months unless otherwise specified in the offer letter of admission into the particular course. The minimum duration specified for the course by University concerned shall be taken as the Study Period.
- (ii) The first Extension of Study Period with Financial Assistance and with Scholarship (if eligible) that may be approved by the Committee is for a maximum period of six (6) months.
- (iii) The second Extension of Study Period, with Financial Assistance is allowed for a maximum of six (6) months only.
- (iv) Any further Extension of Study Period, if approved shall be extensions without Financial Assistance, Scholarship and Tuition Fees.
- (v) The maximum period of study for PhD programme is five and a half (5 ½) years. The University has the right to terminate the Study Agreement if the Academic Staff fails to successfully complete the Course and obtain the PhD qualification within the Study Period or the Extension of Study Period (as the case may be).

8.5 For conversion cases from Master's programme to PhD programme, the duration and type of approval to pursue studies that may be granted by the Committee are as follows:-

- (i) Studies with Financial Assistance and with Scholarship (if eligible) and with or without Tuition Fees for thirty-six (36) months.
- (ii) The first Extension of Study Period with Financial Assistance and with Scholarship (if eligible) that may be approved by the Committee is for a maximum period of six (6) months.
- (iii) The second Extension of Study Period, with Financial Assistance is allowed for a maximum of six (6) months only.
- (iv) Any further Extension of Study Period, if approved shall be extensions without Financial Assistance, Scholarship and Tuition Fees.
- (v) The maximum period of study for PhD programme is five and a half (5 ½) years. The University has the right to terminate the Study Agreement if the Academic Staff fails to successfully complete the Course and obtain the PhD qualification within the Study Period or the Extension of Study Period (as the case may be).

## Section 9

### FACILITIES AND FINANCIAL ASSISTANCE FOR OVERSEAS STUDIES

#### 9.1 Payment of Financial Assistance and Allowances

Payment of Financial Assistance and Allowances to the Academic Staff for the duration of the Study Period or Extension of Study Period as the case may be, is subject to the approval of the Committee.

#### 9.2 Subsistence allowance

The subsistence allowance is paid in accordance with the rates specified by the University and only Academic Staff who do not receive any financial support from other sources are eligible to this allowance. Payment of this allowance shall be suspended when the Academic Staff returns to Malaysia for more than three (3) months to do his research and he will be paid local rates for the duration of such stay in Malaysia.

#### 9.3 Air-fare

- (i) Air-fare will only be covered by the University for Family Members where the following conditions are met :-
  - (a) Where the Course approved is in an overseas country and the duration of the Course is not less than twelve (12) months;
  - (b) Where the Family Members are staying with the Academic Staff for a period of not less than six (6) months during the Academic Staff's Study Period;
  - (c) Where the Committee has granted its approval for the Family Members to accompany the Academic Staff.
- (ii) Apex class tickets for the Academic Staff and Family Members (if applicable), via the nearest and cheapest route, will be given only once, at the start and another at the end of the Course, where possible.

#### 9.4 Visa and Passport Fees

- (i) Visa and Passport fees will be covered by the University where the duration of the Course exceeds three (3) months;
- (ii) Visa and Passport fees will be covered by the University for Family Members (if approval for Family Members have been granted where the Family Members are staying with the Academic Staff for a period of not less than twelve (12) months during the Academic Staff's Study Period;

- (iii) "Family Members" in this Clause refers to the Academic Staff's spouse and up to a maximum of 3 Dependant Children (below 12 years of age);
- (iv) The Ministry / University will cover the fees for the Malaysian International Passport (only for 32 pages) for those Academic Staff who are sponsored by the Government and/or University.

#### 9.5 Placement allowance

- (i) The placement allowance is given if the duration of the Course exceeds nine (9) months and is paid in accordance with the rates as specified in "Appendix A" hereto;
- (ii) The rates of placement allowance are inter alia as follows:-
  - (a) single Academic Staff will receive the placement allowance if the duration of the Course is nine (9) to twelve (12) months;
  - (b) married Academic Staff who brings his Family Members will receive placement allowance if the duration of the Course exceeds twelve (12) months and a day.
- (iii) With payment of this allowance the Academic Staff shall not be entitled to claim separately for travelling expenses, accommodation, excess baggage, etc.

#### 9.6 Family allowance

The family allowance is paid only to those Academic Staff who are approved to bring their Family Members and it is paid on monthly basis if the duration of the Course exceeds twelve (12) months and a day. The allowance is paid in accordance with the rates specified in "Appendix A" hereto.

#### 9.7 House-rent allowance

- (i) House-rent allowance is only paid to Academic Staff who are approved by the University to bring their Family Members.
- (ii) Unmarried Academic Staff or those Academic Staff who do not bring their Family Members shall not be eligible for this allowance.
- (iii) House-rent allowance will be paid to eligible Academic Staff if his housing allowance (as provided under his salary grade) is suspended for the duration of his Study Period. Otherwise, he will not be entitled to this allowance.
- (iv) House-rent allowance is paid on monthly basis if the duration of the Course is more than 12 months and a day.

- (v) House-rent allowance is paid in accordance with the rates specified in “Appendix A” hereto.

#### 9.8 Clothing allowance

A clothing allowance is only given to Academic Staff who have been granted the approval to pursue his studies for the first time, in a temperate country. The rates of clothing allowance are as follows: -

- (i) RM1,500.00 for the Academic Staff;
- (ii) Where approval has been granted for the Academic Staff to bring his Family Members, the rates are
  - (a) RM1,000.00 for the Spouse; and
  - (b) RM500.00 per Dependant child (up to a maximum of 3 Dependant Children).

#### 9.9 Tuition Fees

- (i) Tuition Fees refer to tuition, examinations and registration fees at the Approved Institution for the duration of the Study Period or the Extension of Study Period as the case may be.
- (ii) It is the Academic Staff’s duty and responsibility to ensure that the original invoice is given and/or issued by the Approved Institution to the University or such other sponsoring bodies for payment.

#### 9.10 Equipment allowance

An equipment allowance is paid once a year (on proportionate basis) if the duration of the Course exceeds nine (9) months, at the rates specified in “Appendix A” hereto. This allowance will not be paid during the Extension of Study Period.

#### 9.11 Thesis allowance

- (i) Thesis allowance is paid once throughout the Course if the preparation of a thesis / dissertation / research paper / research project is compulsory and is so certified by the Academic Staff’s Supervisor or Course Coordinator.
- (ii) A copy of the thesis / dissertation / research paper / research project must be submitted to the MSD.

Advice on payment of thesis allowance will only be made upon MSD receiving a copy of the bound thesis / dissertation / research paper / research project for submission to the IIUM Library.

(iii) The rate for thesis allowance is specified in "Appendix A" hereto.

#### 9.12 Books Allowance

The books allowance is paid once a year (on proportionate basis) at the rates specified in "Appendix A" hereto. This allowance will not be paid during the Extension of Study Period.

#### 9.13 Charge / Acting Allowance

Whilst pursuing studies, the Academic Staff will not be paid for charge/acting allowances.

#### 9.14 Practical Allowance

Practical allowance will be paid to Academic Staff at the rate specified in "Appendix A" hereto subject to the following conditions:-

- (i) The practical is compulsory and is so certified by the Academic Staff's Supervisor / Course Coordinator;
- (ii) The practical is conducted outside a 25 km radius from the Approved Institution;
- (iii) Where the Academic Staff 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;
- (iv) The allowance is paid based on number of days (excluding weekends and public holidays) for a maximum practical period of three (3) months;
- (v) Transportation is paid at the start and end of the practical only.

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

#### 9.15 Medical Facilities

- (i) Where the University does not take out any medical insurance policy for the Academic Staff who is pursuing his Course overseas, that Academic Staff shall upon arrival at the Approved Institution join a medical insurance scheme available thereat and keep the same valid for the duration of his Course and he shall be reimbursed by the University therefore. Where the University has taken out such medical insurance policy for the Academic Staff, the University shall not reimburse any other medical scheme taken out by him thereafter.

- (ii) Where approval has been granted for the Academic Staff to bring his Family Members, health insurance for Family Members will be reimbursed by the University. The University will not pay medical expenses bills.
- (iii) The Health Insurance Scheme must be recognised by the Malaysian Students Department and/or Malaysian Embassy;
- (iv) Academic Staff going to the United Kingdom is requested to register with the National Health Service, United Kingdom.
- (v) In a country where health insurance scheme is not available or not applicable, the Academic Staff may claim reasonable reimbursement for medical fees and for medication as prescribed by a doctor. No reimbursement will be made for purchases of cough lozenges or other medications not requiring of a doctor's prescription.
- (vi) The University will reimburse reasonable claims for dental treatment (limited to extractions and ordinary fillings only). The University will not reimburse claims for dentures and other cosmetic treatments.
- (vii) Academic Staff must return to Malaysia if he is diagnosed with prolonged illness that prevents him from continuing with his studies.

#### 9.16 End-of-course allowance

- (i) The University paid the end-of-course allowance once, for the duration of the studies.
- (ii) Academic Staff who have been granted the approval to pursue his studies with Scholarship may be given the end-of-course allowance if:-
  - (a) Where approval has been granted for the Academic Staff to bring his Family Members, the duration of the Course exceeds twelve (12) and one (1) day;
  - (b) For a single Academic Staff, the duration of the Course exceeds 9 months;
  - (c) For Academic Staff who are not entitled to transportation allowance from the Approved Institution to his home.

#### 9.17 Research Facilities

Academic Staff who have been granted the approval to pursue studies overseas may either be given apex class return air-tickets via the nearest and cheapest route for himself alone or be reimbursed for the same for the purpose of doing his research in Malaysia subject to the following conditions: -

- (i) The research to be carried out is for the thesis for the conferment of PhD degree;
- (ii) If the Academic Staff is pursuing M.Phil. / PhD course, a certification letter on the upgrading of the course to that of PhD level is required;



- (iii) The Committee is satisfied that there are valid reasons as to why the research needs to be conducted in Malaysia;
- (iv) That the written approval of the Committee is first obtained before the Academic Staff returns to Malaysia for the research;
- (v) The University may consider providing research grant to the Academic Staff at an amount to be determined by the University authority (i.e. Research Board).

9.18 Conferences, Seminars and Workshops

- (i) The University will not pay for any costs for attending Conference / Seminars / Workshops or other professional meetings or such other similar activities during the Study Period unless prior written approval therefore is granted by the University.
- (ii) The Conferences / Seminars / Workshops or the professional meetings must be relevant and is part of the requirement of the course as certified by the University concerned.

9.19 Scholarship, Allowances and Other Facilities

All scholarship, allowances and other facilities granted hereunder shall cease to become payable to the Academic Staff upon expiry of the approved Study Period unless otherwise approved in writing by the University.

## **Section 10**

### **SCHOLARSHIP FACILITIES WITHIN MALAYSIA**

Unless otherwise stated by the Committee, an Academic Staff who is awarded a Scholarship to pursue a post-graduate course in a University within Malaysia may be given the following facilities: -

10.1 Payment of Financial Assistance

Payment of financial assistance in the form of salary depending on the status and type of approval granted by the Committee under Sections 5.2 (v) and 8 above.

10.2 Subsistence allowance

The rates for subsistence allowance are as follows:-

- (i) Rate A - RM900.00 per month which covers Kuala Lumpur, Pulau Pinang, Seberang Prai, Johor Bahru, Shah Alam, Sepang, Klang, Kajang, Petaling Jaya, Ampang, Sabah and Sarawak;
- (ii) Rate B - RM800.00 per month which covers all other places not specifically mentioned in Rate A above.

### 10.3 Family allowance

- (i) The family allowance is paid on monthly basis if :-
  - (a) the duration of the Course exceeds twelve (12) and one (1) day;
  - (b) the Committee has approved the Academic Staff bringing his Family Members throughout the approved Study Period.
- (ii) Family allowance will be paid to Academic Staff at the rate specified in "Appendix A" hereto;
- (iii) The Academic Staff is entitled to receive family allowance if:-
  - (a) the distance of working place and Approved Institution is more than 25 kilometres;
  - (b) the Head of Department has certified that the Academic Staff bring his Family Members and moved to a new house during the Study Period;
  - (c) the Family Members live together near the Approved Institution during the approved Study Period;
  - (d) the Academic Staff whose husband or wife has claimed for placement allowance due to the transfer is not entitled to claim for both placement allowance and house-rent allowance.
- (iv) Payment of family allowance is subject to the University's discretion and approval.

### 10.4 Travelling allowance

Travelling allowance to cover the Academic Staff's journeys between the Approved Institution and his place of residence is given once at the start and another at the end of the Study Period.

### 10.5 Tuition Fees

- (i) Tuition Fees refer to tuition, examinations and registration fees at the Approved Institution for the duration of the Study Period or the Extension of Study Period as the case may be.
- (ii) It is the Academic Staff's duty and responsibility to ensure that the original invoice is given and/or issued by the Approved Institution to the University or such other sponsoring bodies for payment.

#### 10.6 House-rent allowance

- (i) The house rent allowance is paid on monthly basis if:-
  - (a) the duration of the Course exceeds twelve (12) months and one (1) day;
  - (b) the Committee has approved the Academic Staff bringing his Family Members throughout the approved Study Period.
- (ii) House-rent allowance will be paid to Academic Staff at the rate specified in “Appendix A” hereto;
- (iii) The Academic Staff is entitled to receive house-rent allowance if:-
  - a) the distance of working place and Approved Institution is more than 25 kilometres;
  - b) the Head of Department has certified that the Academic Staff bring his Family Members and moved to a new house during the Study Period;
  - c) the Family Members live together near the Approved Institution during the approved Study Period;
  - d) the Academic Staff whose husband or wife has claimed for placement allowance due to the transfer is not entitled to claim for both placement allowance and house-rent allowance.
- (iv) Payment of house-rent allowance is subject to the University’s discretion and approval.

#### 10.7 Placement allowance

- (i) The placement allowance is paid once i.e. before the commencement of the Course;
- (ii) The duration of the Course must exceed nine (9) months;
- (iii) Placement allowance will be paid to Academic Staff at the rate specified in “Appendix A” hereto;
- (iv) The Academic Staff is entitled to receive placement allowance if:-
  - (a) the distance of working place and Approved Institution is more than 25 kilometres;
  - (b) the Head of Department has certified that the Academic Staff bring his Family Members and moved to a new house during the Study Period;
  - (c) the Family Members live together near the Approved Institution during the approved Study Period.
  - (d) Payment of placement allowance is subject to the University’s discretion and approval.

#### 10.8 Equipment allowance

- (i) Equipment allowance is paid once a year (on proportionate basis).
- (ii) The rate is RM900.00.
- (iii) Duration of Course must exceed nine (9) months.
- (iv) Equipment allowance will not be paid during any Extension of Study Period.

#### 10.9 Books allowance

- (i) Books allowance is paid once a year.
- (ii) The duration of the Course must exceed 9 months.
- (iii) Books allowance will not be paid during any Extension of Study Period.
- (iv) The rates are as follows:-

(a)	Post-graduate diploma	–	RM525.00
(b)	Master’s	–	RM750.00
(c)	PhD	–	RM825.00

#### 10.10 Thesis Allowance

Thesis allowance is paid according to the following rates: -

(i)	Post-graduate diploma (Coursework / partial research)	-	RM 400.00
(ii)	Master’s - Coursework	-	RM 1,500.00
	- Research	-	RM 3,000.00
(iii)	PhD	-	RM 6,000.00

Payment of thesis allowance is subject to the conditions as stated in Section 9.11 (i) and (ii) above.

#### 10.11 Practical allowance

The rate of practical allowance is RM15.00 per day and it is subject to the conditions stated in Section 9.14 (i) – (v) above.

#### 10.12 End-of-course allowance

- (i) End-of-course allowance is paid once throughout the Study Period.
- (ii) Academic Staff who have been granted the approval to pursue his studies with Scholarship for a period exceeding nine (9) months may be given the end-of-course allowance at the following rates:-

(a)	Rate A -	Single RM540.00
		Family RM900.00

- (b) Rate B - Single RM480.00  
Family RM800.00

(iii) Academic Staff are entitled to receive the end-of-course allowance if:-

- (a) the distance of working place and Approved Institution is more than 25 kilometres;
- (b) the Head of Department has certified that the Academic Staff bring his Family Members and moved to a new house during the Study Period;
- (c) the Family Members live together near the Approved Institution during the approved Study Period.
- (d) Payment of end-of-course allowance is subject to the University's discretion and approval.

#### 10.13 Research Facilities

- (i) The University may consider providing research grant to Academic Staff, who is approved for PhD studies locally, at an amount to be determined by the University Authority i.e. Research Board.
- (ii) Academic Staff may be considered to be given apex class return air-tickets via the nearest and cheapest route for himself alone for the purpose of doing his PhD research outside Malaysia.

### **Section 11**

#### **INCOME FROM OTHER SOURCES**

- 11.1 If the Academic Staff receives a scholarship, financial assistance, allowance or any type of payment from any other source during his studies (other than the University), then an amount equivalent thereto shall be deducted from the Allowance given by the University, at their absolute discretion.
- 11.2 The Academic Staff concerned is required to forthwith inform the University of any payment that he received from any other sources so that further adjustment may be made on the payments made by the University hereunder.
- 11.3 The University reserves the right to withdraw the Academic Staff's Scholarship and approval to pursue his studies in the event the Academic Staff concerned fails 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.

### **Section 12**

## **DIFFERENCE IN PAYMENT BETWEEN THE UNIVERSITY SCHOLARSHIP AND SCHOLARSHIP FROM OTHER BODIES**

If an Academic Staff is granted approval to pursue his studies and he is sponsored by any outside body or organization (apart from the University Scholarship or Malaysian Government Scholarship) where the total amount received is less than the amount provided by the University Scholarship, and the said scholarship is offered to the Academic Staff through the University, then the University will pay the difference in the amount of scholarship to the Academic Staff concerned.

### **Section 13**

#### **SCHOLARSHIP FOR HUSBAND AND WIFE [SPOUSE PROGRAMME]**

13.1 Where both the Academic Staff and his / her spouse are 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 Academic Staff concerned may decide whether to take the University's Scholarship or to take the facilities available under his / her spouse's scholarship.

13.2 If the Academic Staff and his / her spouse both receive full Scholarships and the Academic Staff does not give written notice of the same to the University within two (2) weeks of their acceptance of the Scholarship as aforesaid, the University reserves the right to withdraw the Academic Staff's scholarship and approval to pursue studies with immediate effect and the Academic Staff shall thereupon repay in full all moneys that had been spent by the University on him / her in respect of the Scholarship and the studies.

### **Section 14**

#### **STUDY AGREEMENT**

14.1 Academic Staff who is granted approval to pursue studies with or without Scholarship to pursue an approved Course shall execute the Study Agreement which binds him to serve the

University for a fixed period of years after he has completed his studies. Scholarship facilities may only be given after the Study Agreement had been duly completed and signed by the Academic Staff and the University and returned to MSD.

- 14.2 The University may withhold payment of Financial Assistance, Scholarship and/or Tuition Fees until such time as the duly completed and signed Study Agreement is returned to MSD.

## **Section 15**

### **DISCIPLINE**

- 15.1 For the duration of the Academic Staff's Course, he shall be subject to the following regulations:-

- (i) The Academic Staff is subject to the rules and regulations pertaining to discipline of staff of the University. The Academic Staff As is required to behave in accordance with his responsibilities as a staff of the University and is also required to abide by the University's rules, regulations and instructions. Disciplinary action will be taken by the University if the Academic Staff fails to abide / comply with the University's rules, regulations or instructions;
- (ii) If an Academic Staff is involved in any crime or misconduct that may tarnish the University's good name, or is expelled, suspended and/or receives a negative report by the Approved Institution, or if the Academic Staff does not give his full concentration to his studies, then and in any such event the University's approval to pursue studies and/or Study Agreement and/or Scholarship will be terminated and the Academic shall return to the University forthwith. Upon termination as aforesaid, the Academic Staff shall be liable to pay amongst other things, all monies paid to and expended by the University on behalf of the Academic Staff including any Financial Assistance, Allowances, Scholarship and Tuition Fees in accordance with the Study Agreement.

- 15.2 All disciplinary actions taken by the University shall be final.

## **Section 16**

### **DUTIES**

- 16.1 The duties of Academic Staff granted approval to pursue studies and/or Scholarship includes but is not limited to the following:-

- (i) To give full concentration to his studies by attending lectures, practicals and all other teaching or supervisory attendances as is required by his course of study and to satisfactorily carry out and complete all assignments related thereto diligently and conscientiously;

- (ii) To undergo and complete the Course to the satisfaction of the University within the duration approved by the Committee;
- (iii) To discuss study plans with the Dean / Head of Department / Supervisor from time to time;
- (iv) To attend and sit for all examinations in respect of the Course;
- (v) To forward to MSD a copy of the examination results / transcripts for every term or semester during the continuance of the Course within one (1) month after the results are announced or transcripts are completed. (If the Course is by dissertation or thesis alone, then a progress report which is prepared and certified by the Supervisor must be forwarded to MSD at six (6) months intervals or such other periodic intervals as the Supervisor may determine);
- (vi) To complete the Academic Progress Report form as prepared by MSD and to send one such report every six (6) months through the Supervisor or Course Coordinator or Academic Head together with such documents as examination transcripts, and to ensure that the forms are duly forwarded to MSD by the authority concerned.

In the event the University does not receive any report / examination results within a reasonable period, the University reserves their rights to not approve the Academic Staff's salary increment for the assessment year.

- (vii) To notify MSD of any change of address;
- (viii) To return to Malaysia (if studying overseas) immediately after successfully completing the Course notwithstanding that his Study Period and/or Scholarship period has not yet ended;
- (ix) To report to MSD's office within two (2) days of his arrival back in Malaysia (if studying overseas) or as soon as the Course is completed (if studying in Malaysia).

16.2 Academic Staff shall not take up any full-time or part time employment (paid or unpaid) for the duration of the Course without the prior approval of the Committee unless such full-time or part-time employment is part of the Course and the University's consent in writing is first obtained.

## **Section 17**

### **FAILURE AND TERMINATION OF STUDY AGREEMENT**



- 17.1 The approval to pursue studies and/or Scholarship may be withdrawn by the University if the Academic Staff fails in a particular examination or if his study performance or progress is considered by the University to be unsatisfactory.
- 17.2 The Committee has the right to terminate the Study Agreement and thereafter recommend to the University Authority for termination of the Contract of Service of the Academic Staff based on any one (1) or more of the following:-
- (i) Failure;
  - (ii) Resignation while pursuing his studies;
  - (iii) Breach of the provisions of the Study Agreement.
- 17.3 In the event of breach of the Study Agreement, the Academic Staff shall pay compensation to the University in accordance with the relevant provisions under the Study Agreement.

## **Section 18**

### **CHANGE OF COURSE OR INSTITUTION**

The Academic Staff who has been granted approval to pursue studies with/without Scholarship shall follow and complete the approved course of study at the Approved Institution as decided by the University. No change of Course or institution or withdrawal from the Course is to be made without the University's prior written approval pursuant to Section 5.3 above. Failure to comply with this regulation may result in the approval to pursue studies and/or Scholarship being withdrawn and the Academic Staff concerned being requested to compensate the University as provided in the Study Agreement.

## **Section 19**

### **SUSPENSION OF SALARY AND SCHOLARSHIP**

The University has the right to suspend all or any payments of Financial Assistance and/or Scholarship in the following situations pending a decision to be made by the Committee:-

- (i) When the Academic Staff fails to forward his examinations results or academic progress report according to Section 16.1 (v) and (vi) above;
- (ii) When the Academic Staff cannot be contacted by the University at his last known address;
- (iii) When the period of Scholarship or Study Period has ended and the application for extension of study period has not been approved by the Committee;
- (iv) When the Academic Staff does not honour the conditions in the Study Agreement or does not abide by / comply with the University's Rules and Regulations;
- (v) When the Academic Staff does not execute and return the Study Agreement to MSD.

## **Section 20**

### **EXTENSION OF SCHOLARSHIP AND STUDY PERIOD**

20.1 Applications for extension of scholarship and/or Study Period shall be made as follows: -

- (i) Application for extension of scholarship and/or study period must be submitted to the University at least three (3) months before the expiry of the approved Study 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 given to the University at least three (3) months before the expiry of the approved scholarship period.

20.2 Every application for extension of scholarship and/or study period must be submitted together with the following documents: -

- (i) A report on the level of progress which has been attained, and reasons for the extension;
- (ii) Study plans during the period of extension which is applied for; and
- (iii) Recommendation from the Supervisor or Course Coordinator.

## **Section 21**

### **ILLNESS**

The University has the right to call back Academic Staff who suffers from any serious or prolonged illness which may affect and/or prevent him from continuing his studies effectively. The University will not be obliged to give any compensation to the Academic Staff in respect of any loss arising thereby.

## **Section 22**

### **TERMINATION OF SCHOLARSHIP**

Scholarship will be deemed terminated on any one (1) of the following dates, whichever is the earlier: -

- (i) On the last date of the approved scholarship period;
- (ii) One (1) week after the end of the Course if the Course is done overseas;

- (iii) On the last date of the Course if the Course is done locally;
- (iv) On such date when the scholarship is ended or withdrawn by the Committee for any reason whatsoever hereunder or under the Study Agreement.

### **Section 23**

#### **OVERPAID SCHOLARSHIP**

Any payment of Scholarship which is made after the last date of the scholarship period, as stated in Section 22 above, shall be regarded as overpaid Scholarship and shall be refunded by the Academic Staff to the University.

### **Section 24**

#### **DATE OF END OF COURSE**

The end-of-course date can be any one of the following: -

- (i) For a programme with a preparation of a thesis / dissertation which is done overseas, the date the course ends means the day of final presentation of the thesis / dissertation. For overseas programme an extension of up to one (1) month may be granted by the University in cases where the date of defense is confirmed to be held within that one (1) month period;
- (ii) For a programme with a preparation of a thesis / dissertation and it is done locally, the date the course ends means the date of defense for the thesis / dissertation;
- (iii) For a programme which is by course work alone, the date the course ends means the day of the announcement of examinations result, provided that the announcement is made not more than one (1) month after completion of the examinations.

### **Section 25**

#### **ARRANGEMENT FOR FLIGHT HOME**

- 25.1 The MSD must be informed at least two (2) months before the Course ends to enable them to make arrangements for air-tickets and for the tickets to be sent to the Academic Staff;
- 25.2 Apex class air-tickets via the nearest and cheapest route will be given for the return flight where possible;
- 25.3 Any other arrangements pertaining to air-tickets for flight home other than as stated in (i) and (ii) above will not be entertained / reimbursed by the University.

### **Section 26**

## **LEAVE AFTER END OF COURSE**

Academic Staff who pursue their studies overseas for a period exceeding twelve (12) months are permitted to take seven (7) days leave (inclusive of rest days and public holidays) after the end of the Course.

### **Section 27**

#### **REPORT ON COURSE / THESIS**

27.1 Within four (4) weeks after completion of his studies, the Academic Staff shall submit (through his Head of Department) two (2) copies of a report to the University, which report shall include the following information: -

- (i) Title of course;
- (ii) Arrangement of course;
- (iii) The method in which the course was carried out;
- (iv) List of books that were used;
- (v) The Academic Staff's comments and analysis of the course.

27.2 For those Academic Staff pursued a programme with a preparation of a thesis / dissertation, a copy of the thesis / dissertation shall to be sent to the MSD as stipulated in Section 9.11 above.

### **Section 28**

#### **APPOINTMENT**

28.1 The appointment of Assistant Lecturers to the post of Lecturer / Assistant Professor upon completion of their studies i.e. Master's / PhD programmes shall only be made depending on the availability of budget for the post of Lecturer (Salary Grade of DS / DUG / DU / DUF 52) at the respective Kulliyahs;

28.2 The date of appointment to the post of Lecturer / Assistant Professor of the Assistant Lecturer shall be the date they were conferred the Master's / PhD qualification or the date they report for duty upon completion of their studies or the date the budget for the post of Lecturer / Assistant Professor is approved by the Central Agencies, whichever is the latest.

### **Section 29**

#### **COMPLETION OF COURSE AND THE DATE OF CONFERMENT OF MASTER / PHD DEGREE**

29.1 Completion of the Course means when the Academic Staff is being conferred the degree.

29.2 The date on which an Academic Staff is considered to have officially obtained his Master's or PhD degree is as follows: -

- (i) For institutions using the Senate system, the official date is the date as certified by the Senate when the Academic Staff had met all the requirements of the Senate and is conferred the Master's or PhD degree;
- (ii) For institutions without the Senate system, the official date is the date as certified by the Approved Institution when the degree can be officially used.

### **Section 30**

#### **EXTENSION OF STUDY LEAVE UPON SUBMISSION OF THESIS OR EQUIVALENT EXAMINATION**

##### **30.1 Masters**

An Academic Staff who has at least submitted the certification letter from the Approved University that he is studying, confirming the acceptance of the Master thesis or equivalent examination shall be required to inform the University of his status of studies. He will be given an extension period of six (6) months to obtain a place for further PhD studies. During this period, the Kulliyah may assign the Academic Staff with academic responsibilities excluding teaching.

##### **30.2 PhD**

An Academic Staff who has at least submitted the certification letter from the Approved University that he is studying, confirming the acceptance of the PhD thesis or equivalent examination shall be required to inform the University of his status of studies. He will be given an extension period of one (1) year to obtain his PhD degree in which the period will be counted as part of the maximum Study Period. During this period, the Kulliyah may assign the Academic Staff with academic responsibilities including teaching.

##### **30.3 Payment**

The University, in their absolute discretion, may decide on the mode of payment of the Academic Staff for duties assigned from time to time based on the merits of each case.

### **Section 31**

#### **MAXIMUM PERIOD OF PHD THESIS CORRECTION**

An Academic Staff is given a maximum duration as specified by the respective Approved Institutions to complete the correction to the PhD thesis. However, the duration shall not exceed eighteen (18) months.

### **Section 32**

#### **REPORT FOR DUTY AFTER COMPLETION OF COURSE (PhD)**

The Academic Staff shall be allowed to report for duty upon completion of the Course or as when the University so directs at its sole and absolute discretion.

### **Section 33**

#### **COMPULSORY SERVICE**

Academic Staff who have been granted approval to pursue studies and scholarship are required to serve a period of compulsory service, the duration of which shall be stipulated in the Study Agreement. The calculation of compulsory service will start from the date of completion of the Course, the date of report of duty or the expiration of the period of service required to be served by the Academic Staff under an existing contract of service entered with the University, whichever is later.

### **Section 34**

#### **THE UNIVERSITY'S RIGHTS**

The University reserves the right to make such amendments or variations whatsoever to the rules and regulations stated herein from time to time or at any time hereafter.

Human Resource Development  
Management Services Division  
1<sup>st</sup> January 2018