

**POLICY ON STUDY LEAVE FOR
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)
STAFF ON DG SCHEME OF SERVICE**

A staff of the International Islamic University Malaysia (IIUM) on DG scheme of service may apply for the study leave and shall be subjected to the the conditions as stipulated herein.

A staff on DG scheme of service shall include Matriculation Teacher/Lecturer and CELPAD Teacher/Lecturer.

1. CRITERIA ON ELIGIBILITY FOR STUDY LEAVE

1.1 The staff must fulfill the following criteria:

Masters

- a) Permanent staff
- b) Confirmed in service
- c) Has served IIUM for at least 3 years on permanent basis
- d) ≤ 40 years old at the commencement of course
- e) Good performance assesment rating for 3 consecutive years
- f) Course to be attended must be relevant and in line with the needs of the IIUM.
- g) Recommended by the Dean/Director
- h) The university or institution must be recognised by the IIUM and the Ministry of Higher Education (MHE).
- i) Location of the university or institution must be **within Malaysia**. However, staff who wish to pursue Masters oversea may be considered favourably, subject to the following:-
 - secures scholarship from the MHE or other organisations;
 - no financial implication on IIUM, thus staff is required to secure scholarship on own initiative;
 - approval on the oversea 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 conditions deemed appropriate by the IIUM from time to time.

Ph.D

- a) Permanent Staff
- b) Confirmed in service
- c) Has served IIUM for at least 3 years on permanent basis
- d) ≤ 40 years old at the commencement of course
- e) Good performance assesment rating for 3 consecutive years;
- f) Possess good academic standing

- g) Course to be attended must be relevant and in line with the needs of the IIUM
- h) Possess vast research experience
- i) Recommended by the Dean/Director
- j) The university or institution must be recognised by the University.
- k) Location of the institution must be **within Malaysia**. However, staff who wish to pursue Ph.D overseas may be considered favourably, subject to the following:-
 - secures scholarship from the MHE 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 conditions deemed appropriate by the IIUM from time to time.

1.2. In view of the set quota and age limit, preference would be based on seniority of services.

2. QUOTA

At any one time, six (6) staff may be granted study leave for Masters and Ph.D respectively as long as the quality of teaching as well as learning at the IIUM is not affected.

3. TYPE OF STUDY LEAVE

- 3.1 Full pay study leave without scholarship.
- 3.2 Unless otherwise stated, full pay means **salary and fixed allowances** based on substantive appointment.
- 3.3 Other allowances (e.g. tuition fees, travelling, etc.) **shall not be provided** by IIUM under this policy.

4. DURATION OF BONDAGE

Staff granted study leave is required to serve a period of compulsory service with IIUM, which shall be determined based on the length of study leave as detailed in the table below:-

DURATION OF COMPULSORY SERVICE (BONDAGE)

Length of Study leave	Duration of Bondage (Year)	
	<i>Non-Professional Course</i>	<i>Professional Course*</i>
i) > 3 months to 1 year	1	2
ii) > 1 year to 2 years	2	3
iii) > 2 years to 3 years	3	4
iv) > 3 years	4	5

(*) The professional courses include: Medicine and Dentistry, Engineering, Architecture, Accounting (UK & Australia) and Laws. *Source: Public Service Department*

5. OTHER CONDITIONS

5.1 There shall be no automatic appointment to a higher scheme of service or conversion to the scheme of DA41 or DS45 upon completion (conferment) of Masters and Ph.D respectively. However, the staff may apply for the said positions and the relevant University authority may consider the application based on availability of budget and academic performance/result.

5.2 In the event of unsuccessful completion of Masters or Ph.D, the staff is required to pay back all monies paid by the University towards the studies (including but not limited to salaries and allowances) as compensation for breach of the Study Leave Agreement. The compensation shall be in terms of monetary only and cannot be substituted with continued service in IIUM.

6. RULES AND REGULATIONS

The rules and regulations on the study leave for IIUM staff on DG scheme of service are as provided in *Appendix A*.