

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

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 to decide on the following :-
- (i) Maximum period of study leave approved;
  - (ii) Level of study, e.g : Masters or Ph.D
  - (iii) Course of study and area of specialisation;
  - (iv) Place of study.
  - (v) Status of study leave.
- 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. DURATION OF STUDY LEAVE

For Masters and Ph.D 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.

### 3. EXTENSION OF STUDY LEAVE

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

Level of studies	Duration of studies	1 <sup>st</sup> Extension	2 <sup>nd</sup> Extension	Further Extension
Masters	12 months (or the minimum duration as specified for particular programme by the respective institution)	3 months with <b>full pay</b>	3 months <b>without full pay</b>	No further extension.

Level of studies	Duration of studies	1 <sup>st</sup> Extension	2 <sup>nd</sup> Extension	Further Extension
Ph.D	36 months (or the minimum duration as specified for particular programme by the respective institution)	6 months with <b>full pay</b>	6 months with <b>full pay</b>	<b>without full pay</b> <i>(provided the total duration of study leave approved shall not exceed 66 months)</i>

**Note :**

- All extensions of study leave must be approved by the SSLC.

### 4. SUSPENSION OF SALARY

The University has the right to suspend all or any payments of salary 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 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.

5. PROCEDURES ON APPLICATION FOR STUDY LEAVE

- (i) 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 Dean/Director, with details on the course of study to be taken and the plan of study to be followed.
- (ii) Applications must be submitted with the letter of offer for a place of study from the institution concerned at least 2 months before the commencement of the course.
- (iii) The application will be tabled in the Scholarship & Study Leave Committee (SSLC) meeting.
- (iv) Letter of offer will be issued to successful applicant.
- (v) Successful applicants must sign agreement, prior to commencement of studies.
- (vi) The completed agreement must be returned to MSD within one month.
- (vii) Successful 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.

6. 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 Study Leave 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/Directors or any other officers appointed by the Deans/Directors.

7. 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.

8. PROCEDURE ON APPLICATION FOR EXTENSION OF STUDY LEAVE

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

- (i) Application for extension of study leave should be forwarded to the University at least three (3) months before the end of the approved study leave period;
- (ii) Every application for extension of 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.