

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
MANAGEMENT SERVICES DIVISION

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

Under this proposed scheme, an administrative and technical staff member in the Professional and Management Group who wish to apply for the study leave shall be subjected to the following terms and conditions:

1. CRITERIA ON ELIGIBILITY FOR STUDY LEAVE

Administrative and technical staff members in the Professional and Management Group must fulfill the following criteria:

- i) Permanent Staff.
- ii) Confirmed in service.
- iii) Has served IIUM for at least 3 years on permanent basis.
- iv)  40 years old at the commencement of course.
- v) Good performance assessment rating for 3 consecutive years.
- vi) Course to be attended must be relevant and in line with the needs of the IIUM.
- vii) Minimum CGPA of 2.5 for Bachelor Degree.
- viii) Recommended by the Dean/Director.
- ix) The university or institution must be recognised by the IIUM and the Ministry of Higher Education (MoHE).
- x) Location of the institution to further studies must be **within Malaysia**. However, staff who wish to pursue Master and PhD overseas may be considered favourably, subject to the following :-
  - secures scholarship from the 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

Under the Scheme, the quota is as follows :-

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

The approval of study leave and scholarship for Master and Ph.D shall be subject to availability of budget.

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**3. TYPES OF STUDY LEAVE**

- i) Full pay study leave
- ii) Half pay study leave
- iii) No pay study leave

**4. FIELD OF STUDY**

- i) Management
- ii) Business Administration
- iii) Public Administration
- iv) Marketing
- v) Human Resource Management
- vi) Information System

**5. TYPES OF FINANCIAL ASSISTANCE**

- i) Full scholarship
- ii) Partial scholarship
- iii) Payment of tuition fees only
- iv) Payment of subsistence allowance only

**6. DURATION OF BONDAGE**

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 A*.

**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 B**.

*Appendix A*

**DURATION OF COMPULSORY SERVICE BONDAGE**

Types of Study Leave/ Length of Studies	Duration of Agreement (Year)	
	<i>Non- Professional Course</i>	<i>Professional Course*</i>
<b>A) Full pay study leave with scholarship</b>		
<u>1) Postgraduate diploma/degree***</u>		
i) > 3 months to 1 year	2	3
ii) > 1 year to 2 years	4	5
iii) > 2 years to 3 years	5	6
iv) > 3 years	6	7
<b>B) Study Leave of other categories **</b>		
<u>1) Postgraduate diploma/degree***</u>		
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.

(\*\*) Including Full pay study leave without scholarship, Half pay study leave with scholarship, Half pay study leave without scholarship and No pay study leave with scholarship.

(\*\*\*) Including the Postgraduate diploma courses, Master, Ph.D. and specialist degrees.

*Source: Public Service Department*