



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونسيفيتي إسلامرا ابتارا اجنسا ملديسيا

## MANAGEMENT SERVICES DIVISION

### APPLICATION FORM FOR EXTENSION OF STUDY LEAVE/FELLOWSHIP

#### SECTION A: (STAFF INFORMATION)

Name : \_\_\_\_\_

Staff ID: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Department / Kulliyah: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### SECTION B: (STUDY LEAVE INFORMATION)

Course: \_\_\_\_\_ Mode of study: \_\_\_\_\_

Duration of study: \_\_\_\_\_ Period of study: \_\_\_\_\_

University: \_\_\_\_\_

#### SECTION C: (EXTENSION'S INFORMATION)

\*Master = 3 months per extension / PhD = 6 months per extension

\*\* Please attach gantt chart.

\*\*\* Completion of the course means when the academic staff / academic trainee is being conferred the degree.

I would like to apply for (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>) \_\_\_\_\_ extension. Below is my studies progress: -

	Data collection and analysis - _____%
	Thesis writing - _____%
	Submission of thesis writing Date: _____ <i>Please attach a copy of certification of submission of thesis letter from your University</i>
	Examination / Viva Date: _____
	Thesis correction Date: _____
	Waiting Senate endorsement Date: _____
	Other: _____

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***SECTION D: (SUPERVISOR'S RECOMMENDATION)***

I hereby recommend / did not recommend the application.

Progress of studies: \_\_\_\_\_

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\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date

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**SECTION E: (HEAD OF DEPARTMENT'S RECOMMENDATION)**

I hereby recommend / did not recommend the application.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date

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**SECTION F: (DEAN'S RECOMMENDATION)**

I hereby recommend / did not recommend the application.

Remarks: \_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date