



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونِسُ بَرَسِيئِي اِسْلَامُهُ اَنْتَبَاهُ اَرْخَسًا مِلْسِيَا

MANAGEMENT SERVICES DIVISION

APPLICATION FOR RESEARCH LEAVE FOR ACADEMIC STAFF

1. Application for Research Leave must be submitted **at least three (3) months before** the of commencement date of Research Leave.
2. Maximum duration of three (3) months during Semester 3 only.

STAFF INFORMATION	
Full Name as in I.C.: (Capital Letters)	
Staff No	
Department	
Kulliyyah	
Email Address	
Telephone (office)	
Telephone (H/p)	

DETAILS ON PREVIOUS RESEARCH LEAVE (If any)	
Area of Specialization	
Topic	
Output/Quantity	Book <input type="checkbox"/> Textbook <input type="checkbox"/> Article <input type="checkbox"/> Handbook <input type="checkbox"/>

	Others (please specify)
Duration of Research Leave	Start Date: End Date:
Fulfillment of Period of Service at the University under Clause 1.3 (To serve another three (3) years to be considered for the next eligibility)	Yes <input type="checkbox"/> No <input type="checkbox"/>

DETAILS ON RESEARCH LEAVE APPLIED

Area of Specialization	
Topic	
Output/Quantity	Book <input type="checkbox"/> Textbook <input type="checkbox"/> Article <input type="checkbox"/> Handbook <input type="checkbox"/> Others (please specify)
Ongoing Research Grant (Registered with RMC)	ID:
Duration	Start Date: End Date:
Plan during the period of Research Leave applied for	
Staff Declaration	I hereby declare that all the information provided is correct and will be responsible for the accuracy of the information given herewith. Applicant's Signature: Date:

RECOMMENDATION OF THE HEAD OF DEPARTMENT

Comments on the relevance of the present research/studies and the benefit it brings to the country, University and relevant staff:

RECOMMENDATION:

The staff could/**could not be released** from the duties at the Department for the period applied for Research leave.

Other remarks (if any):

Head of Department

Date

RECOMMENDATION OF THE DEAN/DIRECTOR

This application is ***supported/not supported** and the staff ***could/could not** be released from the duties at the Kulliyah/Centre/Department in order to pursue the Research Leave. While the staff is on Research Leave, the Kulliyah/Centre/Institute will manage within its personnel resources.

Other remarks (if any):

Dean/Director

Date

EVALUATION AND RECOMMENDATION OF MANAGEMENT SERVICES DIVISION

- 1. Previous Research Leave already reaching 3 years? Yes No
- 2. Served university at least 5 years? Yes No
- 3. Principal Investigator of active research project? Yes No

4. Recommended output to produce:
- Book Textbook
 - Article Handbook

Others (please specify)

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Deputy Director
Human Resource Development

Date

Recommended Not Recommended

Executive Director
Management Services Division

Date

APPROVAL OF DEPUTY RECTOR (ACADEMIC & INDUSTRIAL LINKAGES)

Approved Not Approved

Other remarks:

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Deputy Rector (Academic & Industrial Linkages)

Date

