



DISABILITY SERVICES UNIT (DSU)
OFFICE OF THE DEPUTY RECTOR
(STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)

DSU GUIDEBOOK FOR IIUM STUDENTS WITH DISABILITIES

AS OF JUNE 2019

BACKGROUND

OVERVIEW

Established on 1st July 2012, Disability Services Unit (DSU) is to cater to the special needs of students, staff and visitors with disabilities, and establish inclusiveness at the International Islamic University Malaysia (IIUM).

The principal objectives of the Disability Services Unit are:

- to comply with the legal obligation to eliminate disability discrimination from its structures and practices in accordance with Malaysia's Persons with Disabilities Act, 2008
- to enhance the University's moral and ethical commitment to equal opportunity in education and employment for persons with disability, in line with the Islamic spirit of al-'adl wa al-ihsan
- to commit to a strategy of universal access, whereby all of its stakeholders share responsibility for inclusion of people with disability
- to have a centralized and coordinated mechanism to cater to the needs and welfare of students, staff and visitors with disabilities.

ORGANIZATION CHART

DISABILITY SERVICES UNIT (DSU), ODRSDCE ORGANIZATIONAL STRUCTURE

(as of June 2019)



ASSOC. PROF. DR. ZULKIFLI HASAN
DEPUTY RECTOR
(STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)



PROF. DR. RUZITA MOHD AMIN
HEAD (VK7)



DR. AIDA MOKHTAR
COORDINATOR



MUHAMMAD FADHLULLAH BIN SHARUDDIN
ASSISTANT DIRECTOR (N41)



PART TIME ADMIN ASSISTANT



MAZLI BIN SALLEH
DRIVER (H11)

Total Number of staff : 5 (five)

- Academic administrator (one)
- Full time administrator (one)
- Coordinator (one)
- Driver (one)
- Full time part time (one)

ROLE OF THE DSU

- To ensure the provision of facilities for students, staff & visitors with disabilities
- To liaise with the Development Division, the Welfare Unit, and other Kulliyah/Centers/Divisions/ Institutes (K/C/D/I) to meet the needs of students, staff & visitors with disabilities through its Disability Liaison Officers (DLO)
- To establish policies and administrative systems with regard to the management of students, staff & visitors with disabilities
- To offer advice on inclusive teaching practices
- To serve as Advisor to the IIUM Ibn Umami Maktum Club (I-MaC), i.e., a student society established for students with disabilities at the IIUM

ROLE OF DISABILITY LIAISON OFFICER (DLO)

- Act as both a contact and referral point for staff and students with disabilities within the K/C/D/I and a link to the DSU.
- Liaise with academic advisors and examination unit about mitigating circumstances if necessary.
- Assist the DSU in advising academic staff on inclusive teaching practices.
- Participate in relevant programs and staff development courses in relation to disabilities to update knowledge.
- Assist with the provision of physical accessibility of facilities at K/C/D//I.

BENEFITS FOR STUDENTS WITH DISABILITIES (SWD)

- For Malaysian Students with disabilities who are registered with Department of Social Welfare – eligible for RM300 monthly allowance (given every 6 months)
- For Malaysian Students with disabilities who are without scholarships can apply for tuition sponsorship from the MOHE
- Special scholarship consideration from private companies, e.g. Sime Darby
- Special Award during Convocation:
 - Abdullah Ibn Umami Maktum Special Achievement Award (Academic) for Students with Special Needs
 - Amr Ibn Al-Jumuh Special Achievement Award (Co-Curriculum) for Students with Special Needs
- Permanent seat by special appointment of one student with disability as a member of the Executive Committee of the IIUM Students Representative Council in line with the MOHE directives

SERVICES AND ASSISTANCE

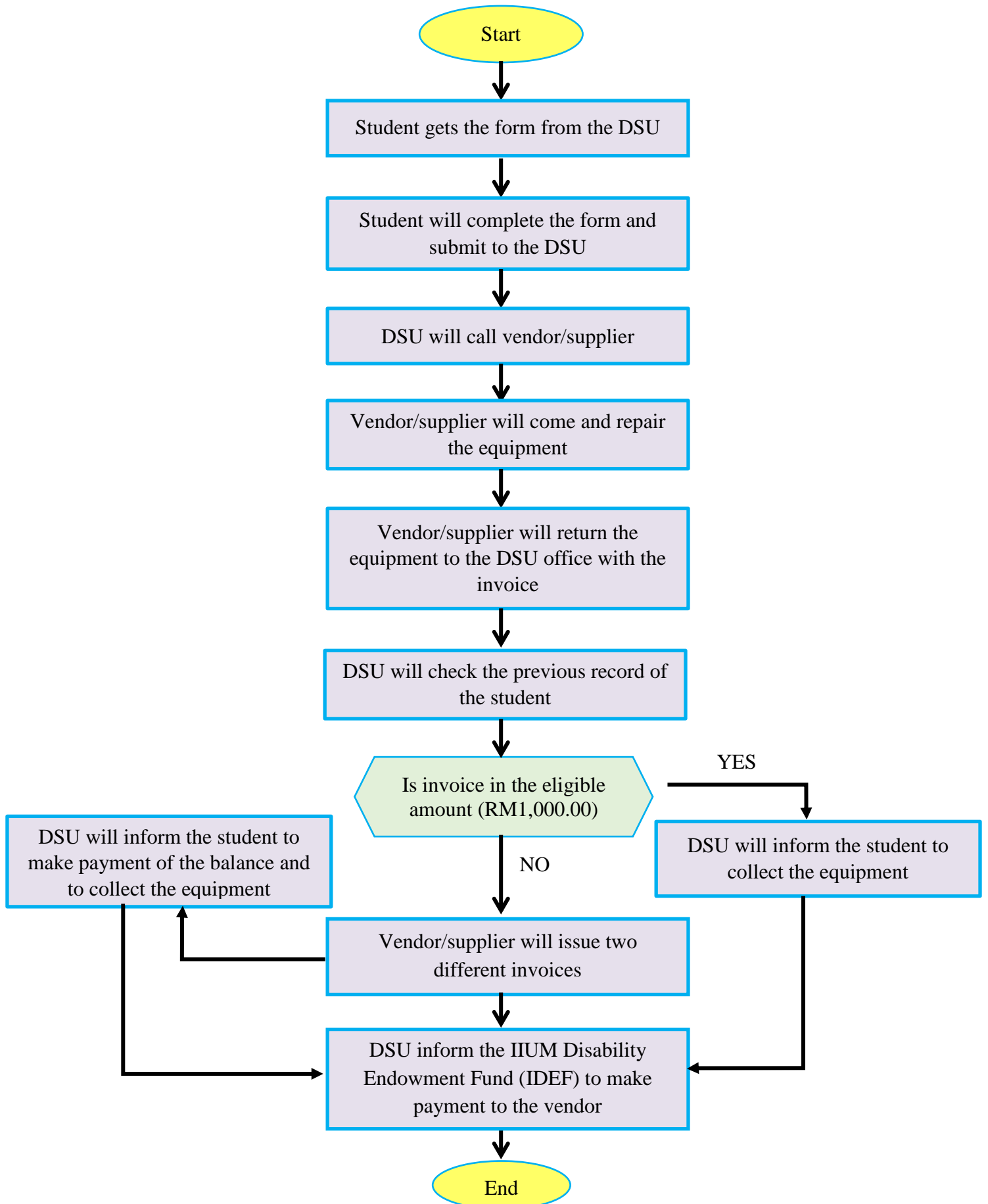
For students and staff:

1. Assist with accessible transport facilities for wheelchair-users
2. Facilitate the provision of special room/equipment at the Kulliyyah/Mahallah to cater for the specific needs requirements
3. Make arrangements for upgrade of facilities to meet the needs of the disabled student
4. Make arrangements for extra time during examinations, if needed (require support letter from medical doctor)
5. Provide support letter from DSU for applications for study leave, financial or any other assistance (related to the student's disability) from the University
6. Entertain any other requests for assistance related to disability

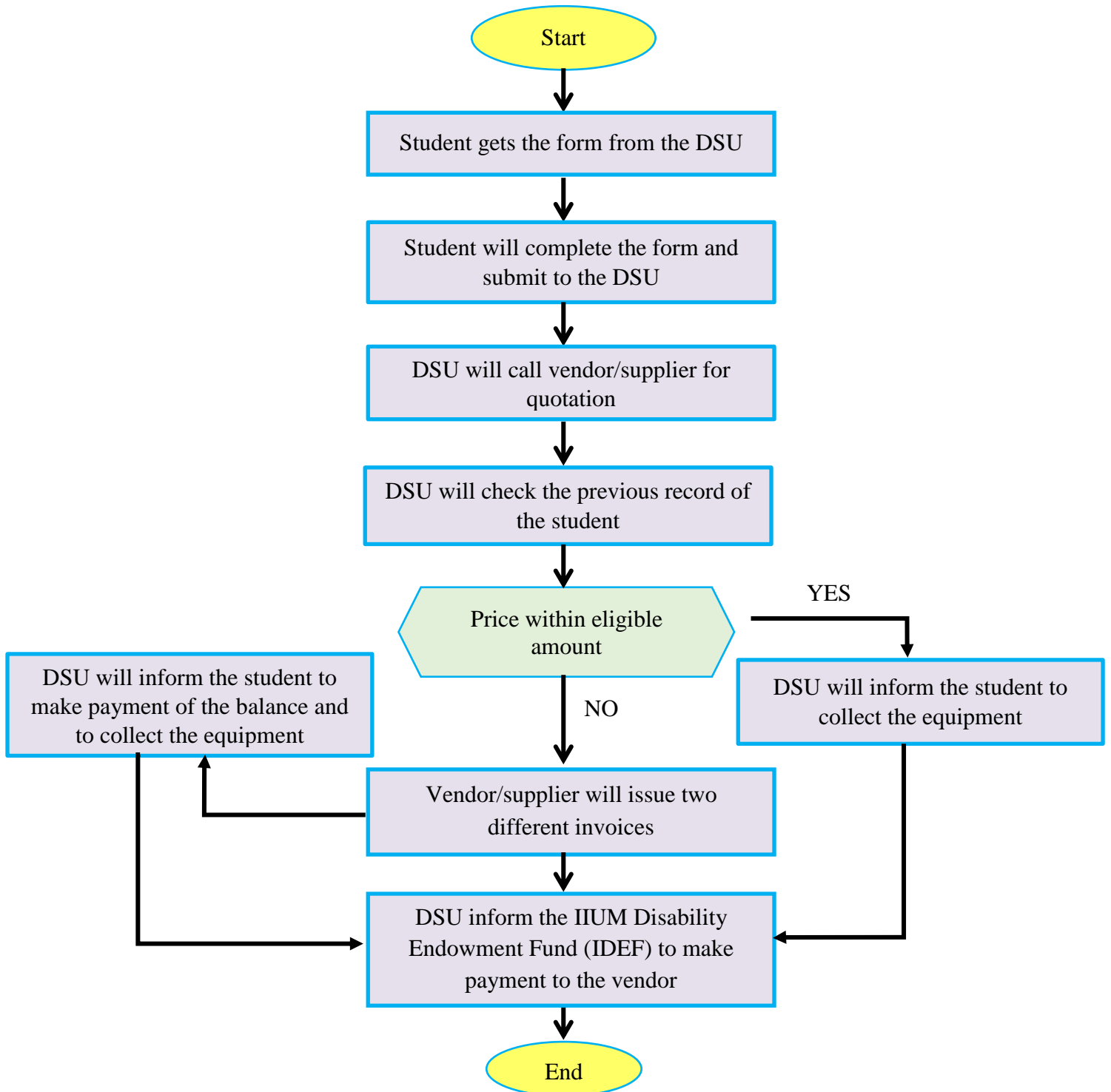
For students:

1. Purchase of assistive devices & equipment
2. Maintenance assistance (for assistive equipment and devices): maximum of RM1, 000 per year
3. Arrangements for special rooms at Mahallah (Postgraduate rooms for Undergraduate students with mobility problems at UG rates)

FLOW CHART OF ASSISTANCE FOR PAYMENT OF THE MAINTENANCE OF THE EQUIPMENT FOR DISABLED STUDENT



FLOW CHART OF ASSISTANCE FOR PURCHASE OF THE EQUIPMENT FOR DISABLED STUDENT



IIUM DISABILITY ENDOWMENT FUND (IDEF)

BACKGROUND

The IIUM currently has a total of 71 students and 10 staff with various types of disabilities. Many of these students have disabilities which require the purchase of special equipment such as hearing aids, motorized wheelchairs and prostheses. Many of the equipment also require regular maintenance or repairs when damaged due to extensive daily usage. The equipment are also expensive and the students usually request for the University's assistance to purchase the equipment to enable them to undergo their studies and manage their daily routine more easily.

Previously, the IIUM has provided assistance to purchase the equipment and fund the maintenance expenses, particularly through the Students' Khairat Fund. However, since the Khairat Fund is also utilized to assist all IIUM students to overcome various other problems, there is a need to establish a special fund in meeting the needs of disabled students in particular. Hence the IIUM Disability Endowment Fund was established.

OBJECTIVES

The main objective of the establishment of an IIUM Disability Endowment Fund is to assist in the purchase and maintenance of equipment for disabled students and also staff who need such assistance.

The fund is currently managed by the IIUM Endowment Unit and the Disability Services Unit (DSU). The establishment of this fund also fulfils one of the requirements in the (former) Ministry of Higher Education's Phase 2 of the "Action Plan to Improve Teaching and Learning of Disabled Students at Institutions of Higher Learning".

METHOD OF DONATION

You can make payment through:

1. Cheque; made payable to **IIUM ENDOWMENT FUND** (kindly send to the Disability Services Unit (DSU) at the contact address.
2. Bank in to our account; **Bank Muamalat Berhad (BMMB) 14070000006711** (kindly notify us by sending the bank in/deposit slip by fax/email/post)

3. For international donors, it is advisable to send your contribution through Telegraphic Transfer using the following info;

Account name : **IUM ENDOWMENT FUND**

Account number : **1407000006711**

Bank address : Bank Muamalat Malaysia Berhad,
UIAM Branch, Azman Hashim Complex,
International Islam University Malaysia,
Jalan Gombak, 53100 Kuala Lumpur,
Malaysia

Swift code : **BMMBMYKL**

BANTUAN KEWANGAN PELAJAR OKU (BKOKU)

Ministry of Higher Education (MoHE) provides financial assistance to students with disabilities (SWD) for tertiary education through Bantuan Kewangan Pelajar Orang Kurang Upaya (BKOKU). All Malaysian SWDs enrolled at IIUM (undergraduate and post-graduate) are eligible to apply, subject to the requirements and criteria.

The assistance covers both tuition fee and allowance amounting not more than RM5,000 per year per student where the allowance is RM300 per month and the remaining amount will be for the tuition fee. Student can choose to apply for both or either one. For recipient of any education scholarship, s/he only qualifies for the monthly allowance.

Students are allowed to apply **twice (two times) a year** only. The maximum period of the assistantship follows the period of the applicant's education level;

- **8 semesters** for undergraduate students
- **4 semesters** for Master's degree students
- **6 semesters** for PhD students

For further information about the application requirements and process, please visit the [BKOKU website](#).

DSU will assist students to submit the application to:

BANTUAN KEWANGAN OKU (BKOKU)

Cawangan PraPerkhidmatan 2

Bahagian Biasiswa dan Pembiayaan

Kementerian Pendidikan Malaysia

Aras 1, Blok 2251, Jalan Usahawan 1

63000 Cyberjaya, Selangor

Frequently Asked Questions (FAQ):

1. When to/can apply?
 - Within the **first 2 weeks** of the semester.
2. I cannot collect invoice (work/MC/etc), can someone take it on my behalf?
 - Yes
3. I am a Kuantan/Pagoh student. Should I submit and do verification of documents to DSU in Gombak campus?
 - No. You may do so at your respective campuses.
4. The assistance has not debited to my account. Will I be blocked from pre-registration?
 - No. You will not be blocked and can do preregistration or sit for final exam. Finance Division will change your sponsorship status to "Bantuan Kewangan OKU KPT".
5. Why my information is not updated?
 - Student needs to call 03 8870 6317/ 6319 (IT division of KPT) to update their information on the website.

6. If I change course, can I still apply?
 - Yes, if you have not applied for a total of 8 semesters. If you have already applied for 8 semesters, your application will not be processed. You may write to the ministry for their consideration.
7. If I have a study leave, can I still apply when I extend?
 - You may apply for the extended semester provided that you have not finished the 8-semester quota and the study leave is due to medical reasons. Application for the extended semester should include medical certificates (mc), and approval of study leave by the Kulliyyah.

**FLOW CHART OF ASSISTANTSHIP FOR BANTUAN KEWANGAN PELAJAR OKU
(BKOKU)**

