



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بَرَسِيئِي اَلْاِسْلَامِي اَلْاَبْتَارِي اَلْاَبْتَسَامِي اَلْمَلِيْسِيَا

**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.

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

DETAILS ON PREVIOUS RESEARCH LEAVE (If any)	
Area of Specialization	
Topic	

Output/Quantity	Book <input style="width: 30px; height: 20px;" type="checkbox"/> Textbook <input style="width: 30px; height: 20px;" type="checkbox"/> Article <input style="width: 30px; height: 20px;" type="checkbox"/> Handbook <input style="width: 30px; height: 20px;" type="checkbox"/> Others (please specify)
Duration of Research Leave	Start Date: End Date:

DETAILS ON RESEARCH LEAVE APPLIED	
Area of Specialization	
Topic	
Output/Quantity	Book <input style="width: 30px; height: 20px;" type="checkbox"/> Textbook <input style="width: 30px; height: 20px;" type="checkbox"/> Article <input style="width: 30px; height: 20px;" type="checkbox"/> Handbook <input style="width: 30px; height: 20px;" 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	
<p>Comments on the relevance of the present research/studies and the benefit it brings to the country, University and relevant staff:</p> <p>RECOMMENDATION:</p> <p>The staff could/could not be released from the duties at the Department for the period applied for Research leave.</p> <p>Other remarks (if any):</p> <p>_____</p> <p>Head of Department</p> <p>_____</p> <p>Date</p>	

RECOMMENDATION OF THE DEAN/DIRECTOR

This application is ***supported/not supported** and the staff ***could/could not** be released from the duties at the Kulliyyah/Centre/Department in order to pursue the Research Leave. While the staff is on Research Leave, the Kulliyyah/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 the next eligibility?

No.	Duration of granted Research Leave per application	Next Eligibility for future Research Leave	Yes	No
i)	1-30 days	1 year after Research Leave		
ii)	31-60 days	2 years after Research Leave		
iii)	61-90 days	3 years after Research Leave		

2. Served university at least 1 year? Yes No

3. Confirm in service? Yes No

4. Principal Investigator of active research project? Yes No

5. Recommended output to produce:

Book Textbook
Article Handbook

Others (please specify)

.....
.....

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:
.....

Deputy Rector (Academic & Industrial Linkages)

Date