



**OFFICE OF THE DEPUTY DEAN (POSTGRADUATE)
KULLIYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

BENCH AND RESEARCH FEE WITHDRAWAL APPLICATION FORM

This application form is for withdrawal of Bench Fee (for Master and Doctoral Programme) and Research Fee (for Clinical Specialist Training). To be eligible to apply for withdrawal of bench and research fee, the tuition fee must have been paid for the said semester. The amount that can be applied are based on the bench and research fee structure, as shown in Table 1 for Master and PhD in Medical/Health Sciences, and Table 2 for Clinical Specialist Training.

Table 1: Bench Fee Structure for Master and PhD in Medical/Health Science

Programme	Local/International	Cohort Affected	Amount (Per Semester)
Master in Medical Science (Mixed Mode)	International	G171 onwards	RM 1,500
	Local	G191 onwards	RM 1,000
Master in Health Science (Research Only)	International	G171 onwards	RM 1,500
	Local	G191 onwards	RM 1,000
PhD in Health Science (Research Only)	International	G171 onwards	RM 1,500
	Local	G191 onwards	RM 1,500

Table 2: Research Fee Structure for Clinical Specialist Training

Local/International	Year 1	Year 2	Year 3	Year 4
Local	-	RM 3,500	RM 2,500	RM 3,000
International	-	RM 13,000	RM 13,000	RM 15,000

Terms and Conditions

The approval for the application shall follow certain terms and conditions:

1. The tuition fee for the applied semester must already been paid in full, and the portion for bench and research fee already transferred to Kulliyah of Medicine Research Trust Fund
2. The amount approved shall not exceed the ceiling stated in Table 1 and Table 2

Please read and follow all the instructions properly failing which, the application will be rejected.

Application for withdrawal can be made using the following method:

1. Reimbursement of expenses paid for research work. Applicants must submit receipts and proofs of payment, endorsed by supervisor. Please fill in your bank details.
2. Payment or purchase of research related service or research material. Applicants must submit invoice. Approval from this application can be used to support your Procurement Request Form which need to be submitted to the Kulliyah general administrative office.

The form should be filled by the student and must be recommended by the Supervisor prior to submission. The request shall be checked by Officer-in-charge before being approved by Deputy Dean (Postgraduate).

The University Financial Procedure is to be adhered to at all times.

A. STUDENT'S DETAIL		
NAME	:	
EMAIL	:	
CONTACT NO.	:	
MATRIC NO.	:	
CITIZENSHIP	:	
PROGRAMME	:	
B. SUPERVISOR'S DETAIL		
NAME	:	
EMAIL	:	
CONTACT NO.	:	
STAFF NO.	:	
AMOUNT REQUESTED (MYR)	:	
REASON FOR APPLICATION (tick one)	:	<input type="checkbox"/> Reimbursement of research expenses made <input type="checkbox"/> Procurement of service and material for research
C. DECLARATION		
I, the student under the said supervisor, hereby declare that all receipts attached are genuine and the claims are true. Signature: Date:		I, the supervisor for the said student, hereby declare that all receipts attached are genuine and the claims are true. Signature: Date:
D. VERIFICATION BY THE DEPUTY DEAN (POSTGRADUATE)		
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended		
Signature:		
Official Stamp:		Date: