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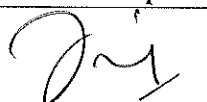
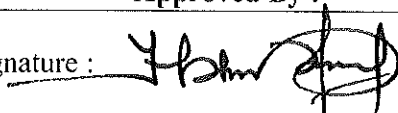
PROCESSING STUDY LEAVE FOR ACADEMIC  
STAFF

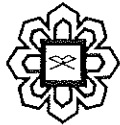
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## PROCESSING STUDY LEAVE FOR ACADEMIC STAFF

| Prepared By :-  | Approved By :-   |
|---|--|
| Signature :    | Signature :  |
| Name : Zenita Arryani Tiyunin   | Name : Dato' Abdul Rahim Ahmad   |
| Position : Senior Assistant Director<br>Academic Development Unit<br>Management Services Division | Position : Executive Director<br>Management Services Division                                    |
| Date :  | Date :   |



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### 1. OBJECTIVE

To ensure that the processing of study leave for Academic Staff is conducted smoothly and systematically.

### 2. SCOPE

This procedure is implemented by the Academic Development Unit, Management Services Division of IIUM.

### 3. ABBREVIATION/DEFINITION

- SLAB - Skim Latihan Akademik Bumiputera (Bumiputera Academic Training Scheme)
- SLAI - Skim Latihan Akademik IPTA (IPTA Academic Training Scheme).
- MoE - Ministry of Education.
- SSC - SLAB Scholarship Committee chaired by the Deputy Secretary General (Development), Ministry of Education.
- SSLC - IIUM Scholarship and Study Leave Committee chaired by the Deputy Rector (Academic & Industrial Linkages).
- BTN - "Biro Tata Negara"
- Academic Staff - refers to Malaysian Assistant Lecturer (on salary grade of DA41) or Lecturer (on salary grade of DS45) and Lecturer (Trainee) who is offered study leave with/without scholarship to follow a particular course of study with the intention of achieving a higher degree.
- Scholarship - refers to the reasonable financial support given to academic staff to attain recognized higher academic qualification.
- Study Leave - refers to permission granted to academic staff for the purpose of attaining higher academic qualification.



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|              |  |
|--------------|--|
| HOD          | - Head of Department   |
| K/C          | - Kulliyah/Centre  |
| English Test | - TOFEL (Test of English as a Foreign Language) /<br>IELTS (International English Language Testing System) |
| AA           | - Administrative Assistant   |
| SAA          | - Senior Administrative Assistant  |
| SAD, ADU     | - Senior Assistant Director, Academic Development Unit   |
| DD, HRD      | - Deputy Director, Human Resource Development  |
| MSD, HRD     | - Director, Management Services Division   |

#### 4. REFERENCE

- 4.1 Rules and Regulations of Scholarship and Study Leave
- 4.2 "Syarat-syarat dan Kadar-kadar Biasiswa dan Pinjaman JPA".
- 4.3 Reference on ranking of universities:
  - (i) QS World University Ranking - Top 50
  - (ii) QS World University Ranking by subject - Top 50
- 4.4. Related Government Circulars.



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## 5. RESPONSIBILITY AND DETAILED PROCEDURES

| RESPONSIBILITY                        | DETAILED PROCEDURES  |
|---------------------------------------|--|
| AA/SAA/<br>SAD, ADU                   | <p><b>5.1 <u>Stage 1 : Notification on Submission of Application</u></b></p> <p>5.1.1 Notify Deans of K/C/D on the deadline for submission of application for study leave.</p>   |
| SAD, ADU                              | <p><b>5.2 <u>Stage 2 : Receive Application</u></b></p> <p>5.2.1 Receive the duly completed application form for study leave from Kulliyah/academic staff.</p>  |
| SAD, ADU<br>AA/SAA<br>SAD, ADU<br>SAA | <p><b>5.3 <u>Stage 3 : Preparation for SSLC Meeting</u></b></p> <p>5.3.1 Issue invitation letter to Committee members.</p> <p>5.3.2 Prepare draft meeting paper for SSLC meeting.</p> <p>5.3.3 Check the draft meeting paper i.e. information accuracy, grammatical error, typing error, view of secretariat based on the Rules and/or precedent cases, proposal to the SSLC and other relevant aspects.</p> <p>5.3.4 The meeting papers will be made available for members to view in the e-meeting website one (1) day before the meeting.</p> |
| DD, HRD<br>SAD, ADU                   | <p><b>5.4 <u>Stage 4 : Present Paper for SSLC</u></b></p> <p>5.4.1 Present the papers in the SSLC meeting and take notes of meeting.</p> <p>5.4.2 Assist in the presentation of papers in the SSLC meeting and take notes of meeting.</p>  |



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| RESPONSIBILITY                 | DETAILED PROCEDURES  |
|--------------------------------|--|
| AA/SAA/<br>SAD, ADU<br>DD, HRD | <p><b>5.5      <u>Stage 5 : Process SSLC decision</u></b></p> <p>5.5.1 Prepare decision letters of meeting based on the minutes of SSLC meeting and send to the academic staff accordingly.</p> <ul style="list-style-type: none"><li>- If the decision is approval for <b>IIUM scholarship</b>, proceed to item 5.5.2</li><li>- If the decision is approval by <b>SLAB scholarship</b>, proceed to item 5.5.3</li><li>- If requirements fulfilled, proceed to item 5.6</li><li>- If requirements not fulfilled, notify academic staff/wait for requirement to be fulfilled before proceed to item 5.6</li></ul> |
| AA/SAA                         | <p><b>5.5.2    <u>IIUM Scholarship</u></b></p> <p>5.5.2.1 If the SSLC decision is approval for <b>IIUM scholarship for overseas studies</b>, verify eligibility or requirement for overseas i.e. English test requirement, BTN course, Research Methodology. Proceed to item 5.6</p>   |
| AA/SAA                         | <p>5.5.2.2 If the SSLC decision is approval for <b>IIUM scholarship for local studies</b>, verify eligibility or requirement for locals i.e. English test requirement and Research Methodology. Proceed to item 5.6</p>  |



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| AA/SAA              | <b>5.5.3 <u>SLAB Scholarship</u></b>  |
| SAA                 | 5.5.3.1 Compile all related documents as submitted by the academic staff that had been approved study leave by the SSLC.  |
| SAA                 | 5.5.3.2 Submit the SLAB documents (1 original copy) to the MoE a week before the date of the SSC meeting.   |
| DD, HRD<br>SAD, ADU | 5.5.3.3 Prepare another 1 copy of SLAB documents for personal files of academic staff   |
| DD, HRD<br>SAD, ADU | 5.5.3.4 Receive SSC decision from MoE.  |
| SAA                 | 5.5.3.5 Issue letters of decision of the SSC meeting to the academic staff accordingly.   |
|                     | 5.5.3.6 Receive offer letter of scholarship (of each successful academic staff) from MoE. To proceed to item 5.6  |
| AA/SAA              | <b>5.6 <u>Stage 6 : Prepare the necessary arrangement</u></b>   |
| AA/SAA              | 5.6.1 Prepare the Offer Letter / Study Leave Agreement (4 copies) based on decision of the SSLC and SSC meetings and send to the academic staff together with other relevant documents. |
| D, MSD              | 5.6.2 Receive four (4) copies of the duly completed, signed and stamped Study Leave Agreement,  |
| DD, HRD             | 5.6.3 Sign the stamped Study Leave Agreements on behalf of the University.  |
| AA/SAA              | 5.6.4 Sign the stamped Study Leave Agreement as a witness of the University.  |
|                     | 5.6.5 Send the stamped Study Leave Agreements to the academic staff and sureties (one copy each).   |



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| AA/SAA<br>SAD,ADU  | 5.6.6 Issue advice on payment of scholarship/family/additional allowances to the Payroll Unit (for Gombak Campus) and Finance representative at the K/C (for other than Gombak Campus) (if applicable)   |
| AA/SAA<br>SAD, ADU | 5.6.7 Book the air-tickets for the academic staff and accompanying family members (if any) with copies forwarded to the Payroll Unit (for Gombak Campus) and Finance representative at the K/C (for other than Gombak Campus) (for overseas studies and wherever relevant) |
| AA/SAA<br>SAD,ADU  | <b>5.7 <u>Stage 7 : Monitoring the progress of study leave :-</u></b>  |
| AA/SAA<br>SAD,ADU  | <b>A. Academic Progress Report</b>   |
| AA/SAA<br>SAD,ADU  | 5.7.1 The staff is required to report the status of studies by completing the Academic Progress Report (APR) Form. The APR is given to the staff before the commencement of study leave. The reporting period is from January - June and July - December.                  |
| AA/SAA<br>SAD,ADU  | 5.7.2 If the academic staff failed to send the duly completed APR Form within the specified period, send a reminder letter.  |
| AA/SAA<br>SAD,ADU  | 5.7.3 If the duly completed APR Form is received direct from the academic staff without the comments of the K/C, submit to HOD/Dean to complete the relevant sections/pages.   |
| SAD, ADU           | <b>B. Application to Conduct Research<br/>(For Ph.D candidates only)</b>   |
| AA/SAA<br>SAD,ADU  | 5.7.4 Receive completed application forms to conduct Research from academic staff through the K/C/.  |
| AA/SAA<br>SAD,ADU  | 5.7.5 Prepare a proposal paper based on the application for consideration and approval of the Deputy Rector (Academic and Industrial Linkages).  |

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| <p>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p> <p>AA/SAA</p> <p>SAA</p> | <p><b>C. Extension of Study Leave<br/>(1<sup>st</sup> and 2<sup>nd</sup> Extension)</b></p> <p>5.7.6 Receive application for an extension of study leave from academic staff.</p> <p>5.7.7 Request academic staff to key-in the details of extension in the Sistem Penajaan (eSP).</p> <p>5.7.8 If the application is submitted direct by the academic staff through K/C, prepare a proposal paper based on the application for consideration and approval of the Deputy Rector (Academic and Industrial Linkages).</p> <p>5.7.9 If the application is submitted direct by the academic staff, get the comments from HOD/Dean of K/C prior to presenting it to the Deputy Rector (Academic and Industrial Linkages) for approval.</p> <p>5.7.10 Issue letter to academic staff on decision of the Deputy Rector (Academic and Industrial Linkages) for approval.</p> <p>5.7.11 Update the decision in the eSP.</p> <p>5.7.12 Forward the application of extension to MoE.</p> |
| <p>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p> <p>AA/SAA<br/>SAD, ADU</p>  | <p><b>D. Extension of Study Leave<br/>(3<sup>rd</sup> Extension and above)</b></p> <p>5.7.13. Receive application for an extension of study leave from academic staff.</p> <p>5.7.14. Request academic staff to key-in the details of extension in the 'Sistem Penajaan' (eSP).</p> <p>5.7.15. If the application is submitted by the academic staff through K/C, prepare paper for consideration and approval of the SSLC.</p>   |




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| AA/SAA<br>SAD, ADU   | 5.7.16. If the application is submitted direct by the academic staff, get the comments from HOD/Dean of K/C prior to presenting it to the SSLC for approval.   |                                    |
| AA/SAA<br>SAD, ADU   | 5.7.17. Issue letter to academic staff on the decision of the SSLC.  |                                    |
| AA/SAA   | 5.7.18. Update the decision in the eSP.  |                                    |
| SAA  | 5.7.19. Forward the application of extension to MoE.   |                                    |
| AA / SAA<br><br>SAD, ADU<br><br>AA/SAA<br>SAD, ADU<br><br>AA/SAA<br>SAD, ADU<br><br>AA/SAA<br>SAD, ADU                                 | <b>5.8      <u>Stage 8 : Report for Duty</u></b><br><br>5.8.1 Request the staff to submit a certification letter from the Graduate School or the Certification of Completion form of the University concerned.<br><br>5.8.2 Upon receiving the certification letter or the Certification of Completion form, a verification process will take place. If the host university verified the certificate as authentic, refer to 5.8.3. If the host university did not verify the certificate as authentic, refer to 5.8.5<br><br>5.8.3 Upon verification by the host university, the academic staff will be allowed to report for duty. For academic staff overseas, to arrange for flight ticket back to Malaysia.<br><br>5.8.4 Request the staff to complete the Report for Duty Form in order to resume duty after returning from study leave.<br><br>5.8.5 Upon verification by the host university of the falseness of the certificate, the matters will be forwarded to SSLC and OLA for further action. |                                    |
| AA/SAA   | <b>5.9      <u>Stage 9 : Updating the HURIS</u></b><br><br>5.9.1 Key in the details of report duty of the academic staff in the HURIS.   |                                    |
| AA/SAA   | <b>5.10     <u>Stage 10 : File Documents</u></b><br><br>5.10.1 File all relevant documents in respective files.  |                                    |

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## 6. QUALITY RECORDS

| No. | QUALITY RECORD                                    | RETENTION PERIOD                      | LOCATION                               | RESPONSIBILITY |
|-----|---|---------------------------------------|--|----------------|
| 1.  | Minutes of the SSLC meetings                      | 6 years                               | General File at MSD Filing Room        | AA             |
| 2.  | Application form for Study Leave                  | 7 years after staff seized employment | Staff Personal File at MSD Filing Room | AA             |
| 3.  | Copies of the relevant correspondences            | 7 years after staff seized employment | Staff Personal File at MSD Filing Room | AA             |
| 4.  | Study Leave Agreements with IIUM                  | 7 years after staff seized employment | Staff Personal File at MSD Filing Room | AA             |
| 5.  | Offer Letter of Study Leave                       | 7 years after staff seized employment | Staff Personal File at MSD Filing Room | AA             |
| 6.  | Letters to invite members/HOD to attend the SSLC. | 6 years                               | General File at MSD Filing Room        | AA             |

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|    |  |         |                                 |    |
|----|--|---------|---------------------------------|----|
| 7. | Correspondences related to insurance i.e. forms, invoices, receipt | 6 years | General File at MSD Filing Room | AA |
| 8. | Correspondences related to SLAB i.e. application                   | 6 years | General File at MSD Filing Room | AA |



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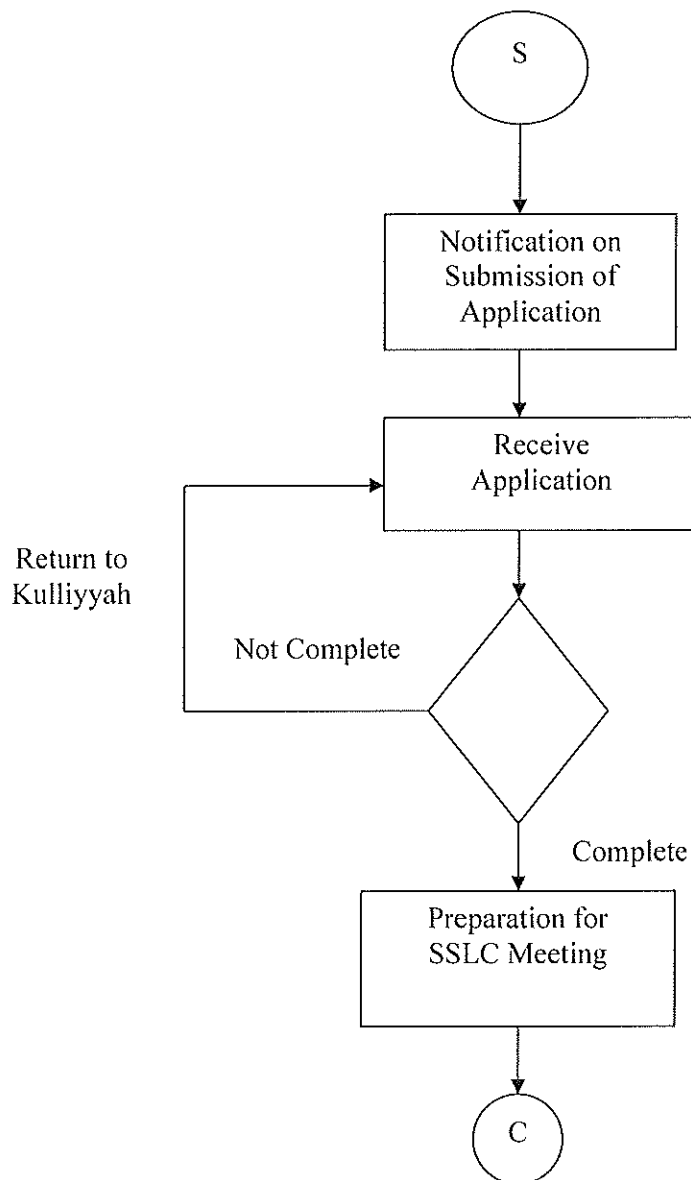
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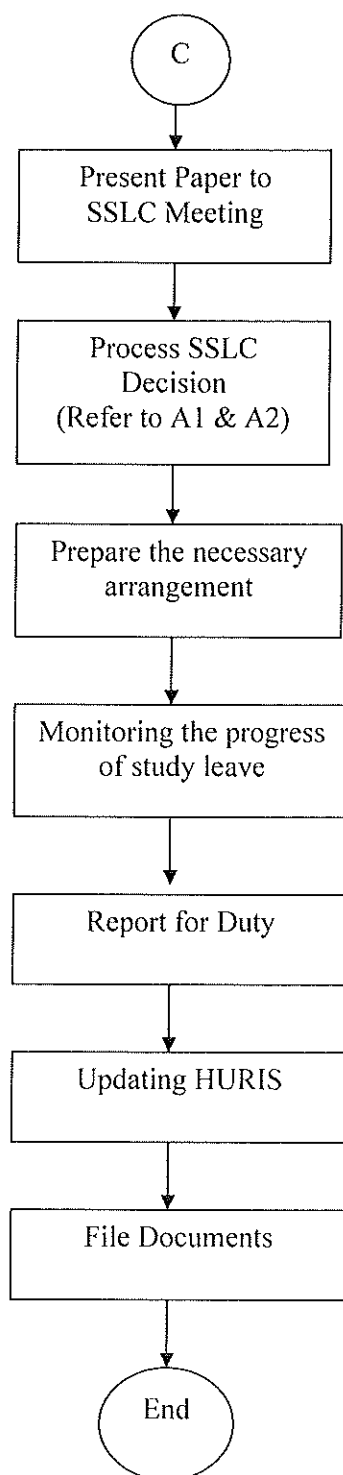
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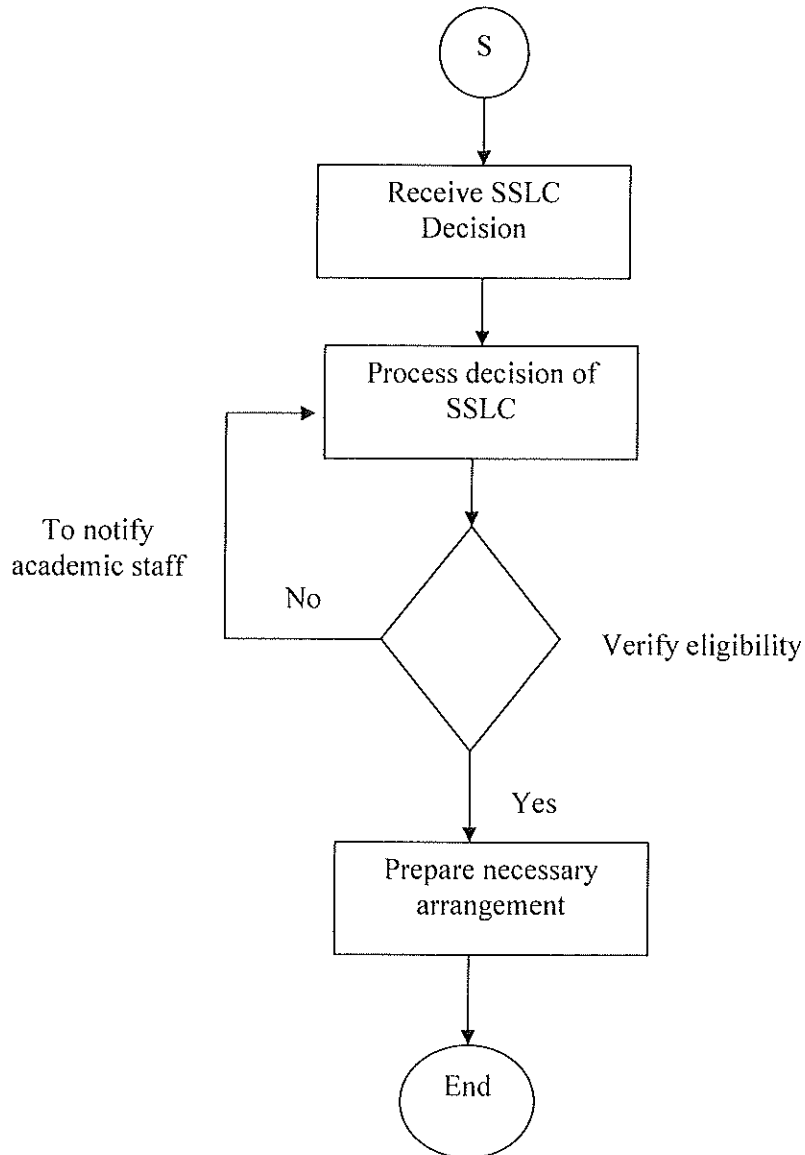
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**A. STUDY LEAVE FOR ACADEMIC STAFF (continued)**



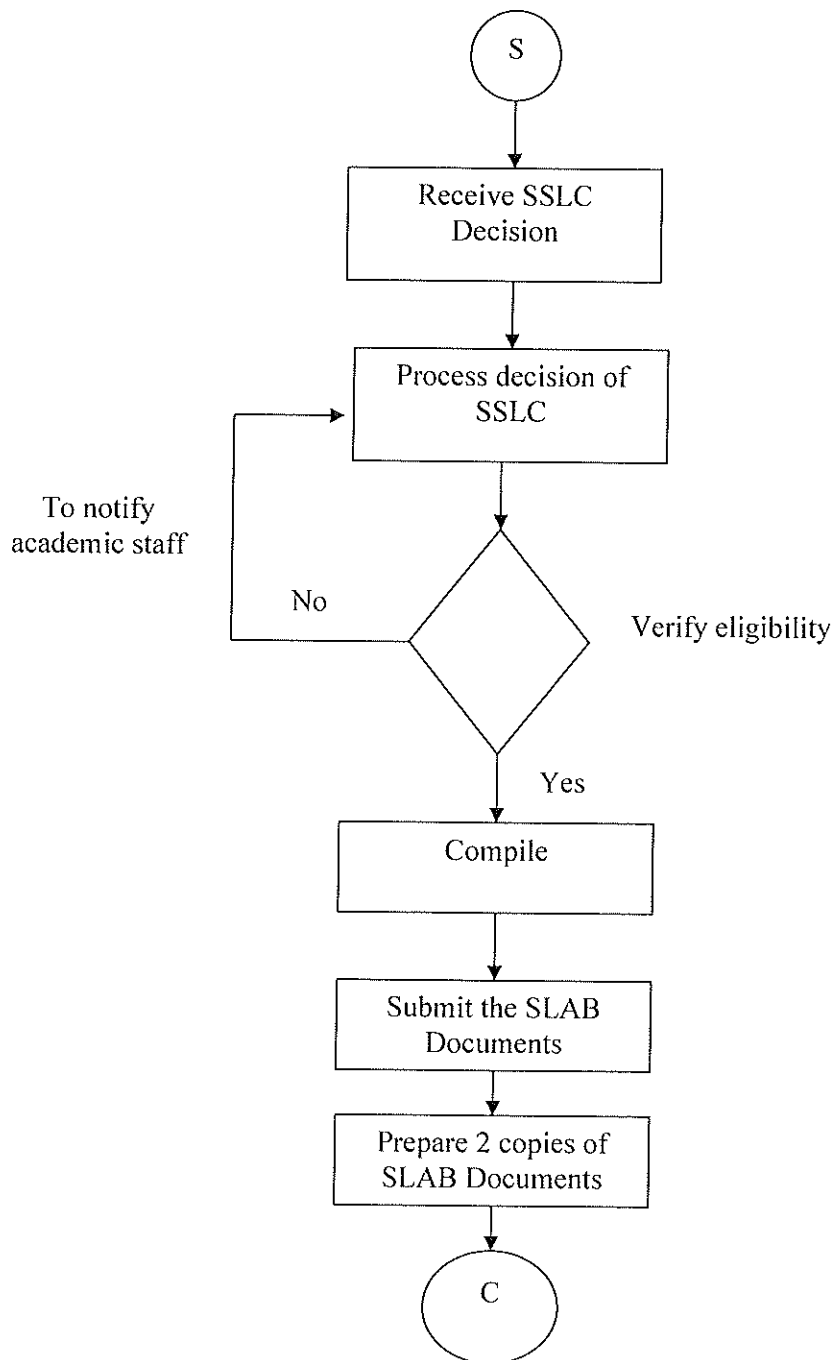
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**A1. STUDY LEAVE (IIUM SCHOLARSHIP)**



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**A2. STUDY LEAVE (SLAB SCHOLARSHIP)**



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**A2. STUDY LEAVE (SLAB SCHOLARSHIP) - continued**

