



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 01

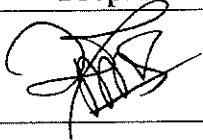
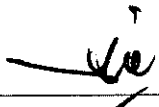
PROCESSING STUDY LEAVE FOR ACADEMIC
STAFF


EFFECTIVE DATE : 01/08/2023

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PROCESSING STUDY LEAVE FOR ACADEMIC STAFF

Prepared By :-	Approved By :-
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Position : Assistant Director Professional Development Unit Management Services Division	Position : Executive Director 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 Professional Development Unit (PDU), 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).
MoHE	- Ministry of Higher Education.
SSC	- SLAB Scholarship Committee chaired by the Deputy Secretary General (Development), Ministry of Higher Education.
SSLC	- IIUM Scholarship and Study Leave Committee chaired by the Deputy Rector.
Academic Staff	- refers to Malaysian Lecturer of 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	- TOEL (Test of English as a Foreign Language) / IELTS (International English Language Testing System)
AA	- Administrative Assistant
SAA	- Senior Administrative Assistant
AD, PDU	- Assistant Director, Professional Development Unit
D, HRD	- Director, Human Resource Development
ED, MSD	- Executive 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) Top 50 QS World Universities
 - (ii) Times Higher Education Supplement
- 4.4. Related Government Circulars.

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5. RESPONSIBILITY AND DETAILED PROCEDURES

RESPONSIBILITY	DETAILED PROCEDURES
AA/SAA/ AD, PDU	5.1 <u>Stage 1 : Notification on Submission of Application</u> 5.1.1 Notify Deans of K/C/D on the deadline for submission of application for study leave.
AD,PDU	5.2 <u>Stage 2 : Receive Application</u> 5.2.1 Receive the duly completed application form for study leave from Kulliyyah/academic staff.
AD,PDU AA/SAA AD,PDU SAA	5.3 <u>Stage 3 : Preparation for SSLC Meeting</u> 5.3.1 Issue invitation letter to Committee members. 5.3.2 Prepare draft meeting paper for SSLC meeting. 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. 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.
D, HRD AD, PDU	5.4 <u>Stage 4 : Present Paper for SSLC</u> 5.4.1 Present the papers in the SSLC meeting and take notes of meeting. 5.4.2 Assist in the presentation of papers in the SSLC meeting and take notes of meeting.

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RESPONSIBILITY	DETAILED PROCEDURES
AA/SAA/ AD, PDU D, HRD	<p>5.5 <u>Stage 5 : Process SSLC decision</u></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"> - If the decision is approval for IIUM scholarship, proceed to item 5.5.2 - If the decision is approval by SLAB scholarship, proceed to item 5.5.3 - If requirements fulfilled, proceed to item 5.6 - If requirements not fulfilled, notify academic staff/wait for requirement to be fulfilled before proceed to item 5.6
AA/SAA	<p>5.5.2 <u>IIUM Scholarship</u></p> <p>5.5.2.1 If the SSLC decision is approval for IIUM scholarship for overseas studies, 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 IIUM scholarship for local studies, verify eligibility or requirement for overseas i.e. English test requirement and Research Methodology (to be monitored by Kulliyah). Proceed to item 5.6</p>



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AA/SAA AD, PDU	5.6.6 Issue advice on payment of scholarship/family/additional allowances (entitled) to the Finance representative at the K/C (if applicable)
AA/SAA AD,PDU	5.6.7 Book the air-tickets for the academic staff and accompanying family members (if any) with copies forwarded to the K/C (for overseas studies and wherever relevant)
AA/SAA AD,PDU	5.7 <u>Stage 7 : Monitoring the progress of study leave :</u> A. Academic Progress Report (APR) 5.7.1 The staff is required to report the status of studies by completing the Academic Progress Report (APR) Form twice a year. 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 AD,PDU	5.7.2 If the academic staff failed to send the duly completed APR Form within the specified period, send a reminder letter on top of auto-reminder which sent 6 months, 3 months and 1 month before expiry of study period.
AA/SAA AD,PDU	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.

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AD, PDU AA/SAA AD, PDU AA/SAA AD, PDU AA/SAA AD, PDU AA/SAA AD, PDU AA/SAA	<p>C. Extension of Study Leave (1st and 2nd extension)</p> <p>5.7.6 Receive application for an extension of study leave from academic staff (letter).</p> <p>5.7.7 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 Chairman SSLC, Deputy Rector (Academic and Internationalization).</p> <p>5.7.9 If the application is submitted direct by the academic staff, get the recommendation and comments from HOD/Dean of K/C prior to presenting it to the Deputy Rector (Academic and Internationalization) for approval.</p> <p>5.7.10 Issue letter to academic staff on decision of the Deputy Rector (Academic and Internationalization) for approval.</p> <p>5.7.11 Notification on the decision to the staff.</p> <p>5.7.12 Forward the application of extension to MoHE.</p>
	<p>D. Extension of Study Leave (3rd and above)</p> <p>5.7.13. Receive application form for an extension of study leave from academic staff.</p> <p>5.7.14. If the application is submitted by the academic staff through K/C, submit to HOD/Dean to complete the relevant sections / pages.</p>


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AA/SAA AD,PDU AA/SAA	<p>5.7.15. Prepare and table the application for the SSLC meeting.</p> <p>5.7.16. Issue letter to academic staff on the decision of the SSLC.</p> <p>5.7.17. Forward the decision of extension to MoHE.</p>
AA / SAA AD,PDU AA/SAA AD,PDU	<p>5.8 <u>Stage 8 : Report for Duty</u></p> <p>5.8.1 Request the staff to submit a certification letter from the Graduate School or the official Senate Letter together with Completion of Studies Form of the University concerned.</p> <p>5.8.2 Upon receipt of the Completion of Studies Form and official Senate Letter, the academic staff will be allowed to report for duty. For academic staff overseas, to arrange for flight ticket back to Malaysia.</p> <p>5.8.3 Request the staff to complete the Report for Duty Form in order to resume duty after returning from study leave.</p>
AA/SAA	<p>5.9 <u>Stage 9 : Updating the HURIS</u></p> <p>5.9.1 Key in the details of each of the application of the academic staff in the HURIS.</p>
AA/SAA	<p>5.10 <u>Stage 10 : File Documents</u></p> <p>5.10.1 File all relevant documents in respective files.</p>


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6. QUALITY RECORDS

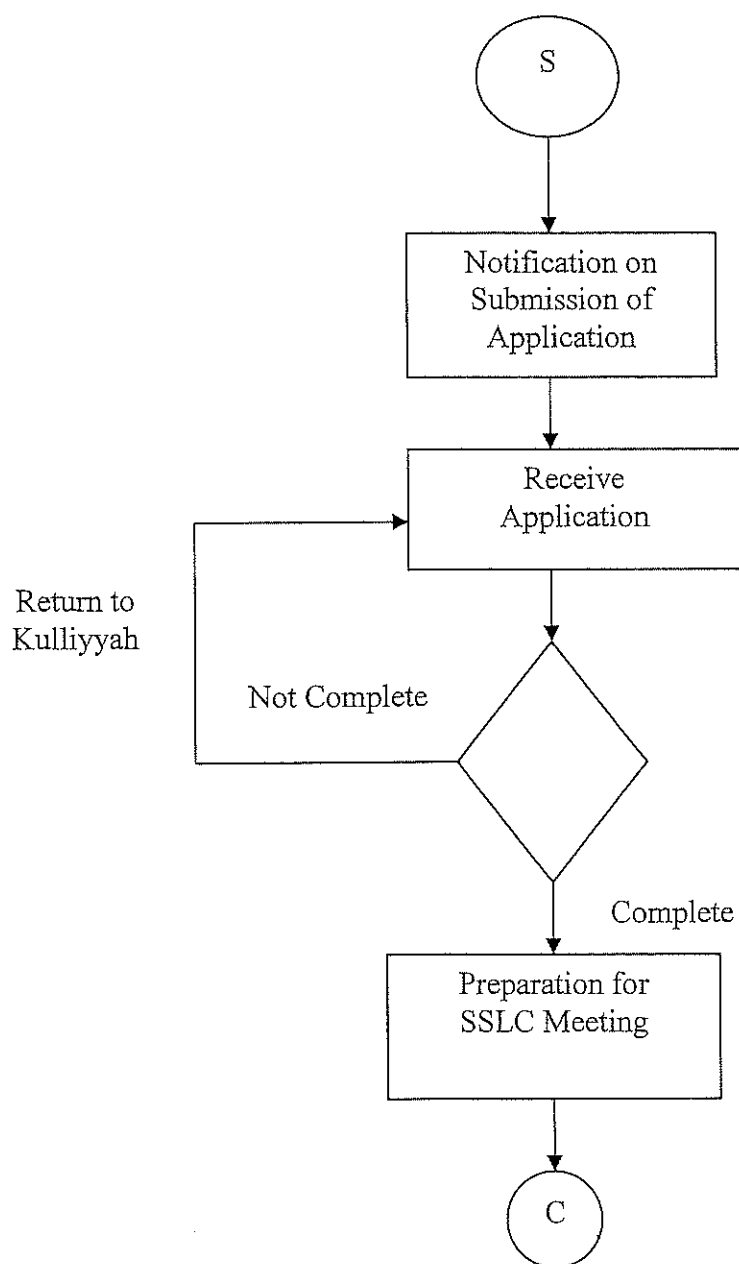
No.	QUALITY RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Minutes of the SSLC meetings	6 years	General File at MSD Filing Room	AA
2.	Application form for Study Leave	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
3.	Copies of the relevant correspondences	7 years 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

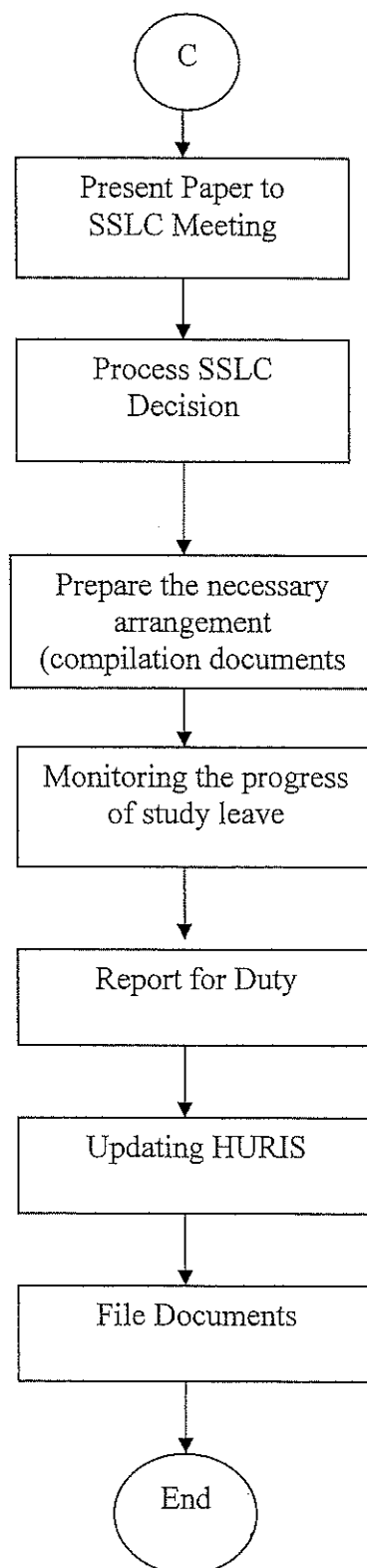
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A. STUDY LEAVE FOR ACADEMIC STAFF



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SLAB/SLAI APPLICATION

