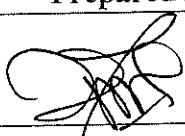
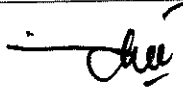
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# STUDY LEAVE FOR IIUM'S PROFESSIONAL AND MANAGEMENT GROUP (ADMINISTRATIVE AND TECHNICAL STAFF MEMBER)

<b>Prepared By :-</b>	<b>Approved By :-</b>
Signature : 	Signature : 
Name : Siti Safiyah Awang Kechik	Name : Hjh. Fazidah Hj Bakhtiar
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 administration of matters related to the Study Leave for IIUM's Professional and Management Group (Administrative and Technical Staff Members) is conducted smoothly and systematically.

## 2. SCOPE

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

## 3. ABBREVIATION/DEFINITION

SSLC - IIUM Scholarship and Study Leave Committee chaired by the Rector.

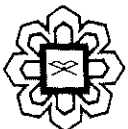
MOHE - Ministry of Higher Education (MoHE)

Professional and Management Group (Administrative and Technical) Staff Members - refers to Malaysian Professional and Management Group (Administrative and Technical) Staff Members 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 i.e. Hadiah Latihan Persekutuan (HLP) given by MoHE to staff members to attain recognized higher academic qualification.  
- Based on the availability of budget.

Study Leave - refers to permission granted to staff for purpose of attaining higher academic qualification.


D, MSD - Director, Human Resource Development, Management Services Division

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AD, PDU	- Assistant Director, Professional Development Unit (PDU)
SAA	- Senior Administrative Assistant
AA	- Administrative Assistant
K/C	- Kulliyyah/Centre
HOD	- Head of Department


#### 4. REFERENCE

- 4.1 Scheme of Study Leave for IIUM's Professional and Management Group  
(Administrative and Technical Staff Members)

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## 5. RESPONSIBILITY AND DETAILED PROCEDURES

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
SAA	<p><b>5.1 Stage 1 : Notification on Submission of Application</b></p> <p>5.1.1 Notification / Announcement to K/C/D/I/O on the deadline for submission of application for study leave upon receiving notification from MOHE on '<i>Hadiah Latihan Persekutuan</i>' scholarship.</p> <p>5.1.2 Compilation of documents for scholarship application i.e. "<i>Perakuan Majikan</i>" and submit to MoHE.</p>
AD, PDU	<p><b>5.2 Stage 2 : Receive Notification from MOHE and Compilation of Application</b></p> <p>5.2.1 Receive notification on successful applicants for HLP scholarship from MoHE.</p> <p>5.2.2 Compile the duly completed application form for study leave from Professional and Management Group (Administrative and Technical) Staff Members (hereinafter referred as 'staff').</p>
SAA AD, PDU	<p><b>5.3 Stage 3 : Check Eligibility</b></p> <p>5.3.1 To check eligibility based on the Scheme of Study Leave for IIUM's Professional and Management Group (Administrative and Technical Staff Members).</p>


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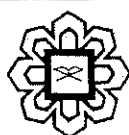
<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURES</b>
SAA/AA  AD, PDU  SAA	<b>5.4 Stage 4 : Preparation for SSLC Meeting</b>  5.4.1 Prepare draft paper for SSLC meeting.  5.4.3 Check the draft paper i.e. information accuracy, grammatical error, typing error, view of secretariat based on the Rules and/or precedent cases, proposal to the SSLC and other relevant aspects.  5.4.4 The papers will be made available for members to view in the e-meeting website one (1) day before the meeting.
D, HRD  AD, PDU	<b>5.5 Stage 5 : Present Paper for SSLC</b>  5.5.1 Present the papers in the SSLC meeting and take notes of meeting.  5.5.2 Assist in the presentation of papers in the SSLC meeting and take notes of meeting.
SAA AD, PDU	<b>5.6 Stage 6 : Process SSLC decision</b>  5.6.1 Prepare decision letters of meeting based on the minutes of SSLC meeting and send to the staff accordingly.

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SAA  SAA AD, PDU  SAA	<b>5.7 Stage 7 : Prepare the necessary arrangement</b>  5.7.1 To compile documents including offer letter with commencement date and minimum duration from the staff and other relevant requirements (if applicable).  5.7.2 Prepare the Offer Letter / Study Leave Agreement (4 copies) based on decision of the SSLC meeting and send to the staff together with other relevant documents.  5.7.3 Receive four (4) copies of the duly completed, signed and stamped Study Leave Agreement.
	5.7.4 Sign the stamped Study Leave Agreements on behalf of the University.  5.7.5 Sign the stamped Study Leave Agreement as a witness of the University.  5.7.6 Send the stamped Study Leave Agreements to the staff and sureties (one copy each).  5.7.7 Issue advice on payroll changes i.e. COLA to the DD, CSMU.

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SAA AD, PDU	5.8	<b>Stage 8 : Monitoring the progress of study leave :</b>
		<b>A. Academic Progress Report (APR)</b>
	5.8.1	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.
SAA	5.8.2	If the staff failed to send the duly completed APR Form within the specified period, send a reminder letter.
SAA AD, PDU	5.8.3	If the duly completed APR Form is received direct from the staff without the comments of the K/C, submit to HOD/Dean to complete the relevant sections/pages.



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<p>AD, PDU</p> <p>SAA</p> <p>SAA</p> <p>SAA</p>	<p><b>B. Extension of Study Leave (1<sup>st</sup> and 2<sup>nd</sup> Extension only and no further extension allowed)</b></p> <p>5.8.4 Receive application form for an extension of study leave from staff (letter).</p> <p>5.8.5 If the application is submitted by the staff through K/C, prepare a proposal paper based on the application for consideration and approval of the Deputy Rector (Academic and Internationalization).</p> <p>5.8.6 If the application is submitted direct by the staff, get the comments from HOD/Dean of K/C prior to presenting it to the Deputy Rector (Academic and Internationalization) for approval.</p> <p>5.8.7 Issue letter to the staff on the decision of the Deputy Rector (Academic and Internationalization).</p>
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<p>SAA</p> <p>AD, PDU</p>	<p>5.9      <b>Stage 9 : Report for Duty</b></p> <p>5.9.1    Request the staff to submit a certification letter from the Graduate School or Completion Form for Studies and official Senate Letter of the University concerned.</p> <p>5.9.2    Upon expiry of extension approved or receipt of the certification letter, the staff will be allowed to report for duty.</p> <p>5.9.3    Request the staff to complete the Notice Resumption of Duties in order to resume duty after returning from study leave.</p>
<p>SAA</p>	<p>5.10      <b>Stage 10 : Updating the HURIS</b></p> <p>5.10.1    Key in the details of report duty of the staff in the HURIS.</p>
<p>SAA</p>	<p>5.11      <b>Stage 11 : File Documents</b></p> <p>5.11.1    File all relevant documents in respective files.</p>

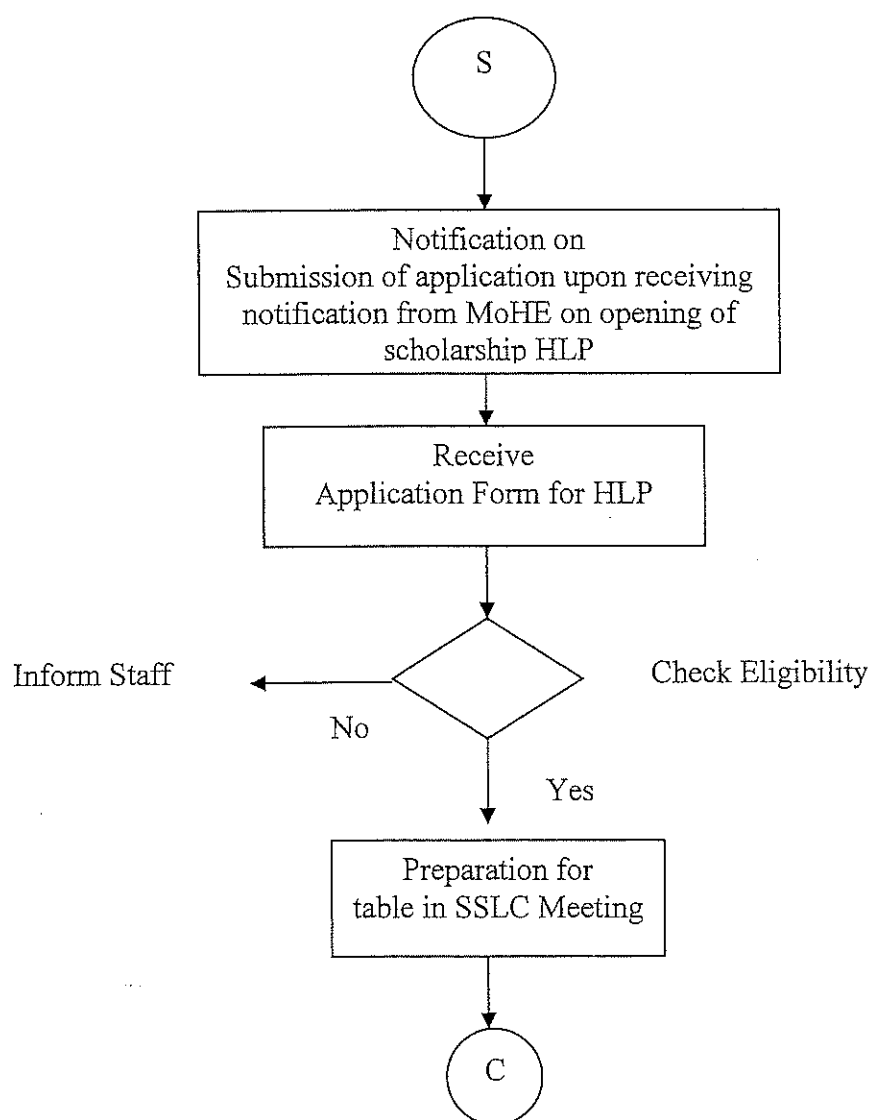
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## 6. QUALITY RECORDS

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.	Academic Progress Report	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA
7.	Related study leave correspondences i.e. forms, invoices, receipt	7 years after staff seized employment	Staff Personal File at MSD Filing Room	AA

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### 1. PROCESS FLOW FOR SCHOLARSHIP APPLICATION



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## 1. PROCESS FLOW FOR STUDY LEAVE APPLICATION

