



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00

STUDY LEAVE FOR IUM'S PROFESSIONAL AND
MANAGEMENT GROUP
(ADMINISTRATIVE AND TECHNICAL STAFF
MEMBERS)

EFFECTIVE DATE : 17/08/2016

DOCUMENT NO. : IUM/MSD/09

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**STUDY LEAVE FOR IUM'S
PROFESSIONAL AND MANAGEMENT
GROUP
(ADMINISTRATIVE AND TECHNICAL
STAFF MEMBER)**

Prepared By :-		Approved By :-	
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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 Academic Development Unit, Management Services Division of IIUM.

3. ABBREVIATION/DEFINITION

- SSLC - IIUM Scholarship and Study Leave Committee chaired by the Rector.
- Professional and Management Group (Administrative and Technical) Staff Members - refers to Malaysian Professional and Management Group (Administrative and Technical) Staff Members (on salary grade of N41 and S41) 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 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, Management Services Division



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- DD, HRD - Deputy Director, Human Resource Development
- SAD, ADU - Senior Assistant Director, Academic Development Unit
- DD, CSMU - Deputy Director, Corporate & Strategic Management Unit
- SAA - Senior Administrative Assistant
- AA - Administrative Assistant
- K/C - Kulliyah/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 PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
SAA	<p>5.1 Stage 1 : Notification on Submission of Application</p> <p>5.1.1 Notify Deans of K/C/D on the deadline for submission of application for study leave yearly.</p>
SAD, ADU	<p>5.2 Stage 2 : Receive Application</p> <p>5.2.1 Receive the duly completed application form for study leave from Professional and Management Group (Administrative and Technical) Staff Members (hereinafter referred as 'staff').</p>
SAA DD, ADU	<p>5.3 Stage 3 : Check Eligibility</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>
SAD / SAA SAA SAD, ADU SAA	<p>5.4 Stage 4 : Preparation for SSLC Meeting</p> <p>5.4.1 Issue email invitation to Committee members.</p> <p>5.4.2 Prepare draft paper for SSLC meeting.</p> <p>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.</p> <p>5.4.4 The papers will be made available for members to view in the e-meeting website one (1) day before the meeting.</p>

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RESPONSIBILITY	DETAILED PROCEDURES
DD, HRD SAD, ADU	5.5 Stage 5 : Present Paper for SSLC 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 SAD, ADU	5.6 Stage 6 : Process SSLC decision 5.6.1 Prepare decision letters of meeting based on the minutes of SSLC meeting and send to the staff accordingly.
SAA SAA SAD, ADU SAA	5.7 Stage 7 : Prepare the necessary arrangement 5.7.1 To obtain 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.

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D, MSD	5.7.4 Sign the stamped Study Leave Agreements on behalf of the University.
DD, HRD	5.7.5 Sign the stamped Study Leave Agreement as a witness of the University.
SAA	5.7.6 Send the stamped Study Leave Agreements to the staff and sureties (one copy each).
SAD, ADU	5.7.7 Issue advice on payment of scholarship allowances to the DD, CSMU.
SAA SAD, ADU	<p>5.8 Stage 8 : Monitoring the progress of study leave :-</p> <p>A. Academic Progress Report</p> <p>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.</p>
SAA	5.8.2 If the staff failed to send the duly completed APR Form within the specified period, send a reminder letter.
SAA SAD, ADU	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>SAD, ADU</p> <p>SAA</p> <p>SAA</p> <p>SAA</p>	<p>B. Extension of Study Leave (1st, 2nd and 3rd Extension)</p> <p>5.8.4 Receive application 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 Planning).</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 Planning) for approval.</p> <p>5.8.7 Issue letter to the staff on the decision of the Deputy Rector (Academic and Planning).</p>
<p>SAD, ADU</p> <p>SAA SAD, ADU</p> <p>SAA SAD, ADU</p> <p>SAA SAD, ADU</p>	<p>C. Extension of Study Leave (4th Extension)</p> <p>5.8.4 Receive application 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 paper for consideration and approval of the SSLC.</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 SSLC for approval.</p> <p>5.8.7 Issue letter to the staff on the decision of the SSLC.</p>


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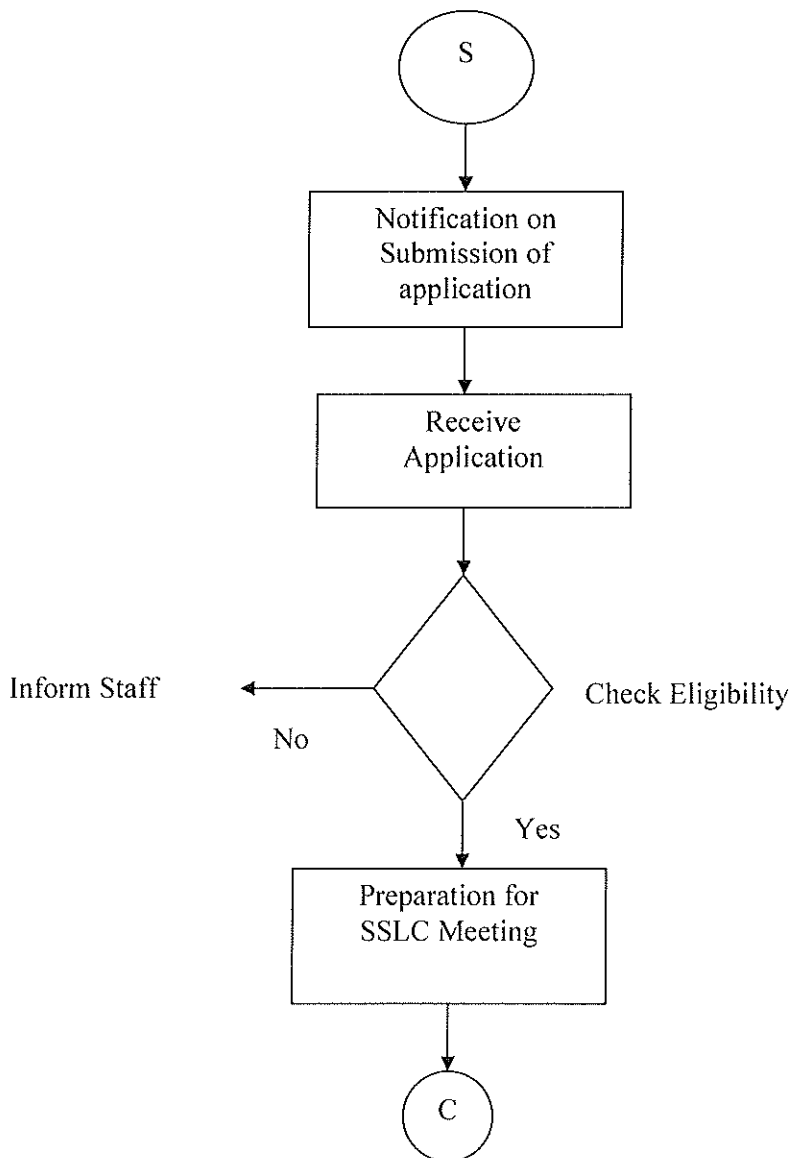
<p>SAA</p> <p>SAD, ADU</p>	<p>5.9 Stage 9 : Report for Duty</p> <p>5.9.1 Request the staff to submit a certification letter from the Graduate School or Certification of Completion form of the University concerned, certifying that the staff has submitted the thesis to the Graduate School.</p> <p>5.9.2 Upon 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 Report for Duty Form in order to resume duty after returning from study leave.</p>
SAA	<p>5.10 Stage 10 : Updating the HURIS</p> <p>5.10.1 Key in the details of report duty of the staff in the HURIS.</p>
SAA	<p>5.11 Stage 11 : File Documents</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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