

**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.

Claim Guidelines for Conference Presentation for IIUM Postgraduate Students

1. Application must include Kulliyah Research Committee approval letter (*Reference: 3.2.3 Research should be approved by Kulliyah Research Committee and obtained ethical approval if deemed required. Proposal for Establishment of Kulliyah Research Trust Fund*).
2. The claim for conference presentation is only allowed to fulfil minimum publication equivalence requirements for the specific programme (*Reference: Postgraduate Regulation (Revised 2022) Item 37.1 vii: Graduation Requirement*) (Table 1)

Table 1: Publication Equivalence

Master's Degree by Mixed Mode	Master's Clinical Specialist Training (MQF Level 7)	Master's Degree by Research	PhD by Research
Not applicable	Minimum PE 0.3	Minimum PE 0.6	Minimum PE is 2 (At least 1 PE from indexed journal)

3. Flight ticket and accommodation must adhere to the maximum allowable claim allowed following the guidelines for IIUM staff. (*Reference: IIUM Travelling Claim: Gred/Kategori Pegawai Untuk Tuntutan Elaun, Kemudahan dan Bayaran*) (Table 2)

Table 2: Hotel and Flight (Adapted from IIUM Travelling Claim for Official Duty)

Grade	Hotel			Flight	
	Peninsula	Sabah, Labuan, Sarawak	Abroad	Domestic	International
45 to 52	RM240	RM270	Country category (Table 3)	Economy	Economy
41 to 44	RM220	RM250			

Table 3: Allowance Rate for Hotel Abroad

Country Category	Hotel (RM)
Category I	400
Category II	440
Category III	480
Category IV	520
Category V	560

<u>CATEGORY I</u>					
Afghanistan	Egypt	Kosovo	Maldives	Syria	Tunisia
Aruba	Georgia	Kyrgyzstan	Nepal	Tajikistan	Uzbekistan
Azerbaijan	India	Libya	Pakistan	Turkmenistan	Venezuela
<u>CATEGORY II</u>					
Albania	Bulgaria	Gabon	Malawi	Palau	Somalia
Algeria	Burkina Faso	Gambia	Malaysia	Paraguay	Sri Lanka
Angola	Burundi	Ghana	Mali	Peru	Tanzania
Argentina	Cameroon	Guinea	Mauritania	Philippines	Timor Leste
Armenia	Cape Verde	Guinea-Bissau	Mexico	Republic of Congo	Togo
Bangladesh	Central African Republic	Indonesia	Moldova	Romania	Turkey
Belarus	Chad	Iran	Mongolia	Russia	Uganda
Benin	Colombia	Iraq	Montenegro	Rwanda	Ukraine
Bhutan	Comoros	Ivory Coast	Morocco	Sao Tome and Principe	Vietnam
Bolivia	Democratic Republic of Congo	Kazakhstan	Niger	Senegal	Western Sahara
Bosnia and Herzegovina	Equatorial Guinea	Laos	Nigeria	Serbia	Zambia
Botswana	Eswatini	Liberia	North Macedonia	Sierra Leone	
<u>CATEGORY III</u>					
Belize	Cuba	Guatemala	Mayotte	Saudi Arabia	Tuvalu
Brazil	Czech Republic	Honduras	Mozambique	Slovakia	Vanuatu
Brunei	Djibouti	Hungary	Myanmar	South Africa	Wallis and Fatun
Cambodia	Ecuador	Kenya	Namibia	Sudan	
Cayman Island	El Salvador	Latvia	Nicaragua	Suriname	
Chile	Fiji	Lesotho	Palestine	Thailand	
China	French Guiana	Lithuania	Poland	Tokelau	
Croatia	Grenada	Madagascar	Portugal	Tonga	
<u>CATEGORY IV</u>					
Bahrain	Ethiopia	Jamaica	Oman	Spain	Zimbabwe
Costa Rica	Gibraltar	Jordan	Panama	Trinidad and Tobago	
Cyprus	Greece	Kuwait	Papua New Guinea	Turks and Caicos Islands	
Eritrea	Guyana	Mauritius	Slovenia	Uruguay	
Estonia	Haiti	North Korea	Solomon Islands	Yemen	

Table 3: Allowance Rate for Hotel Abroad

Country Category	Hotel (RM)
Category I	400
Category II	440
Category III	480
Category IV	520
Category V	560

<u>CATEGORY V</u>					
Andorra	Cook Islands	Iceland	Malta	Puerto Rico	Switzerland
Anguilla	Denmark	Ireland	Marshall Island	Saint Helena	Taiwan
Antigua and Barbuda	Dominica	Isle of Man	Micronesia	Saints Kits and Nevis	United Arab Emirates
Australia	Dominican Republic	Italy	Monaco	Saint Lucia	South Sudan
Austria	Faroe Island	Japan	Montserrat	Saint Vincent and Grenadines	United Kingdom
Bahamas	Finland	Jersey	Nauru	Samoa	United States
Barbados	France	Kiribati	Netherlands	San Marino	United States Virgins Islands
Belgium	Germany	Lebanon	New Zealand	Seychelles	
Bermuda	Greenland	Liechtenstein	Niue	Singapore	
British States	Guernsey	Luxembourg	Norway	South Korea	
Virgins Islands					
Canada	Hong Kong	Macau	Qatar	Sweden	

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

BENCH AND RESEARCH FEE WITHDRAWAL APPLICATION FORM

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: