

**POSTGRADUATE OFFICE
KULLIYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

CLAIM GUIDELINES

Kulliyyah of Medicine's Postgraduate Research and Bench Fees

The amount that can be applied is based on the bench and research fee structure, as shown in Table 1 for Master and PhD in Medical/Health Sciences, Table 2 for Clinical Specialist Training and Table 3 for Master and Doctor of Public Health.

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

Table 3: Research Fee Structure for Master of Public Health and Doctor of Public Health

Programme	Amount (per year)	Cohort affected
Master of Public Health (Local OR International)	RM 10,000	G251 onwards

Programme	Year 1	Year 2	Year 3
Doctor of Public Health (Local OR International)	RM 3,750	RM 3,750	RM 3,750

Terms and Conditions

The approval of the application shall follow certain terms and conditions:

1. The tuition fee for the applied semester must already be 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

The form should be filled out 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 must be adhered to at all time.

A) Conference/Workshops/short courses/Research attachment/exchange programme/Mobility

1. The total amount claimable for conferences shall not exceed RM3000 throughout the student's study period.
2. The claim must be used to attend and present in a conference—either as a poster, in non-indexed proceedings, or in indexed proceedings—to fulfil the Publication Equivalent (PE) requirement (*Reference: Postgraduate Regulation (Revised 2022) Item 37.1 vii: Graduation Requirement*), please see APPENDIX A, OR to fulfil any other research requirement set by respective department.
3. Flight ticket, accommodation and car mileage must adhere to the maximum allowable claim following the guidelines for IIUM staff. *Reference: IIUM Travelling Claim: Gred/Kategori Pegawai Untuk Tuntutan Elaun, Kemudahan dan Bayaran*). Please see APPENDIX B.
4. For Clinical Specialist Training students, this is not applicable for IIUM workshops such as GCP, IOHK, Research Methodology and Biostatistics.

B) Fieldwork expenses

1. Students may claim for:
 - a. Travel and accommodation for data collection – for international/East Malaysia will be reviewed on case-to-case basis.
 - b. Honorarium for study participants. (Please use the Acknowledgement Receipt)
 - c. Services related to research (such as Translation, Proofreading).

C) Publication in Journals

1. Students may claim up to RM 5000 for publication in indexed journals (WOS/SCOPUS/MyCite).
2. Priority shall be given to claims that fulfil the student's Publication Equivalent (PE) requirement.

D) Research Materials, Tools and Subscriptions

1. Students may claim:
 - a. Software licenses (nVivo, SPSS). Any other software will be reviewed on a case-to-case basis.
 - b. Any lab related equipment/reagents/materials.
 - c. Printed materials (for example poster, questionnaire).

Students may not claim for the following purposes:

1. Hardbound thesis binding.
2. Thesis formatting.
3. Statistics/Analysis services.
4. Arabic abstract verification.
5. Assets such as printer, laptop, tape recorder etc.
6. Membership fees for professional societies.
7. Collaborative project meetings.
8. Books/e-Books/book or journal subscriptions.
9. Wifi/Unifi/Online platform (such as Zoom)/AI subscriptions.

Note: Any other type of claim will be reviewed on case-to-case basis.

APPENDIX A

Publication Equivalent (PE) requirement. (Reference: Postgraduate Regulation (Revised 2022)
Item 37.1 vii: Graduation Requirement)

Table 1: Publication Equivalence

Master's Degree by Mixed Mode	Master's Clinical Specialist Training (MQF Level 7)	Master's Degree by Research	Doctoral/ Ph.D. Clinical Specialist Training (MQF Level 8)	Ph.D. by Mixed Mode/ Industrial	PhD by Research
Not applicable	Minimum PE 0.3	Minimum PE 0.6	Minimum PE 0.7	Minimum PE 1	Minimum PE is 2 (At least 1 PE from indexed journal)

Type of Publications	PE Value
Indexed Journal	1
Non-indexed journal	0.7
Indexed Conference Proceeding	0.6
Poster, non-indexed conference proceedings or any publication recognised by the Centre of Studies	0.3

APPENDIX B

Reference: IIUM Travelling Claim: Gred/Kategori Pegawai Untuk Tuntutan Elaun, Kemudahan dan Bayaran)

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			

Allowance Rate for Hotel Abroad

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

CATEGORY I					
Afghanistan	Egypt	Kosovo	Maldives	Syria	Tunisia
Aruba	Georgia	Kyrgyzstan	Nepal	Tajikistan	Uzbekistan
Azerbaijan	India	Libya	Pakistan	Turkmenistan	Venezuela
CATEGORY II					
Albania	Bulgaria	Gabon	Malawi	Palau	Somalia
Algeria	Burkina Faso	Gambia	Mali	Paraguay	Sri Lanka
Angola	Burundi	Ghana	Mauritania	Peru	Tanzania
Argentina	Cameroon	Guinea	Mexico	Philippines	Timor Leste
Armenia	Cape Verde	Guinea-Bissau		Republic of Congo	Togo
			Moldova	Romania	Turkey
Bangladesh	Central African Republic	Indonesia	Mongolia		
Belarus	Chad	Iran	Montenegro	Russia	Uganda
Benin	Colombia	Iraq		Rwanda	Ukraine
			Morocco		
Bhutan	Comoros	Ivory Coast	Niger	Sao Tome and Principe	Vietnam
Bolivia	Democratic Republic of Congo	Kazakhstan		Senegal	Western Sahara
			Nigeria		
Bosnia and Herzegovina	Equatorial Guinea	Laos		Serbia	Zambia
Botswana	Eswatini	Liberia	North Macedonia	Sierra Leone	
CATEGORY III					
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	

Mileage Allowance

Travelling distance for official duty per month (km)	Rate based on vehicle type (cent/km)	
	Car	Motorcycle
First 500 kilometres	85	55
501 onwards	75	45