



IIUM
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

KULLIYAH OF
MEDICINE

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**OFFICE OF THE DEPUTY DEAN (POSTGRADUATE, RESEARCH AND INNOVATION)
KULLIYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**GUIDELINES ON THE UTILISATION AND CLAIMS FOR BENCH FEES
AND RESEARCH FEES FOR POSTGRADUATE STUDENTS**

1. OBJECTIVE AND SCOPE

These guidelines govern the utilisation of and claims for **Bench Fees and Research Fees** by the postgraduate students at the Kulliyah of Medicine. The two fees apply to different categories of postgraduate programmes and are claimable from separate trust funds, as follows:

- a) **Bench Fee (S-169-0001)** applies to students enrolled in non-clinical postgraduate programmes, including the Master of Public Health programme.
- b) **Research Fee (S-169-0002)** applies to students enrolled in Clinical Specialist Training programmes, including the Doctor of Public Health programme.

2. FEE STRUCTURES

b) Bench Fee Allocation - Master's and PhD in Medical / Health Sciences

Programme	Student Category	Applicable Cohort	Allocation per Semester (RM)
Master of Medical Sciences (Mixed Mode)	Local	G191 onwards	1,000.00
	International	G171 onwards	1,500.00
Master of Health Sciences (Research Only)	Local	G191 onwards	1,000.00
	International	G171 onwards	1,500.00
Doctor of Philosophy (Research Only)	Local	G191 onwards	1,500.00
	International	G171 onwards	1,500.00

c) Research Fee Allocation - Clinical Specialist Training Programmes

Student Category	Allocation Category	Year 1 (RM)	Year 2 (RM)	Year 3 (RM)	Year 4 (RM)	Total (RM)
Local	Research	-	3,500.00	2,500.00	3,000.00	9,000.00
	Workshops/ Courses*	1,037.50	1,197.50	197.50	497.50	2,930.00
International	Research	-	13,000.00	13,000.00	15,000.00	41,000.00
	Workshops/ Courses*	2,790.00	500.00	500.00	500.00	4,290.00

* **University/Kulliyah-required Courses:** Include Good Clinical Practice (GCP), Islamic Input in Medical Practice (IIMP), Research Methodology, and Biostatistics workshops/courses.

d) Fee Allocation – Public Health Programmes

Programme	Fee Category	Year 1 (RM)	Year 2 (RM)	Year 3 (RM)	Total (RM)
Master of Public Health	Bench Fee	10,000.00	-	-	10,000.00
Doctor of Public Health	Research Fee	3,750.00	3,750.00	3,750.00	11,250.00

Note: The above allocations apply to both local and international students for the G251 cohort onwards.

3. ELIGIBILITY CRITERIA

The following conditions apply to all claims submitted by the students:

Criteria	Description
Active Status	Claims must be submitted while the student holds Active status. Students who have graduated (GR status) are no longer eligible to submit claims, including claims for expenditure incurred while they were in Active status.
Leave of Absence	Expenditure incurred during an approved Leave of Absence is not claimable, regardless of the student's available accumulated balance.
Thesis Examination (TE) Status	Students with Thesis Examination (TE) status are considered eligible to submit claims and may utilise any available balance accumulated during their period of Active status.
Accumulated Balance Ceiling	Claims are allowable only up to the applicable category limit and the student's available accumulated balance at the time of claim.
Double Claiming	Expenditure that has been claimed or reimbursed from any other source is not eligible for a subsequent claim under the Bench Fee or Research Fee.

4. ALLOWABLE CLAIMS AND FINANCIAL LIMITS

a) RESEARCH

Allowable claims under research activities include the following categories:

(i) Fieldwork and Data Collection

Claimable expenses include:

- Travel and accommodation expenses incurred for data collection;
- Honoraria for study participants, supported by the prescribed **Acknowledgement of Receipt Form** (Appendix F); and
- Other research-related services, including translation and proofreading services.

(ii) Research Materials and Software

Claimable expenses include:

- Laboratory reagents, consumables, and other research materials;
- Printing of research-related materials, including posters and questionnaires; and

- Selected software licences required for research purposes, such as SPSS and NVivo. Claims for other software licences shall be considered on a case-by-case basis, subject to justification and approval.

(iii) Conferences/Meetings

- The maximum cumulative amount claimable under this category is **RM3,000.00 per student throughout the study period**.
- Claims are limited to students who attend and present their research-related work at a conference or scientific meeting, either as an oral or poster presentation, to fulfil the Publication Equivalent requirement (Appendix A).
- Where a research work has more than one student presenting co-author, each presenting student may submit a claim against their respective available balance and individual claim limit. However, an expense incurred only once for the same presentation or paper, such as a single registration fee, may only be claimed by the student who incurred the expense.
- Claims for airfare, accommodation, mileage, and other travel-related expenses shall be subject to the prevailing maximum rates permitted by IIUM, based on the applicable student grade or equivalent entitlement.

(iv) Publications

- Students may claim publication-related expenses up to a maximum cumulative amount of **RM5,000.00 throughout the study period**, for publications in journals indexed in **Web of Science (WoS), Scopus, or MyCite**.
- Priority shall be given to claims for publications that fulfil the **Publication Equivalent** requirement of the student's postgraduate programme.

b) WORKSHOPS/COURSES

- (i) Fees covered under this category include University/Kulliyah-required Courses, i.e., Good Clinical Practice (GCP), Islamisation of Human Knowledge (IOHK) in Medicine, Research Methodology, and Biostatistics workshops/courses.
- (ii) Any remaining balance under the Workshops/Courses allocation may be utilised by students to attend other relevant academic workshops or courses, subject to prior approval by the respective Head of Department (Appendix C).

5. NON-CLAIMABLE EXPENSES

- a) The following expenses are not claimable under the Bench Fee or Research Fee:
 - (i) Hardbound thesis binding and thesis formatting services;
 - (ii) Statistical consultation, statistical analysis, or other data analysis services;
 - (iii) Arabic abstract verification;
 - (iv) Physical assets and equipment, including printers, laptops, and audio/video recording devices;
 - (v) Professional society or association membership fees;
 - (vi) Expenses related to collaborative project meetings;
 - (vii) Books, e-books, and subscriptions to books, journals, or other academic publications;
 - (viii) Internet and telecommunications services, including Wi-Fi/Unifi plans;
 - (ix) Subscriptions to online communication or meeting platforms, such as Zoom; and
 - (x) Subscriptions to Artificial Intelligence (AI) platforms or services.

- b) Any expense not expressly listed as allowable under these guidelines shall be subject to prior approval by the Kulliyyah.

6. FOREIGN CURRENCY EXPENDITURE

- a) All claims involving expenditure in foreign currencies must be stated in **Malaysian Ringgit (RM)**.
- b) For payments made by bank transfer, credit card, or debit card, the claim shall be based on the **actual amount charged in Malaysian Ringgit**, as reflected in the relevant bank or card statement. A copy of the statement must be submitted as supporting documentation.
- c) Where a bank or card statement is unavailable, such as for cash transactions, the foreign currency amount may be converted into Malaysian Ringgit using a **published exchange rate applicable on the date of the transaction**. Documentary evidence of the exchange rate used must be submitted together with the relevant receipt.

7. SUBMISSION REQUIREMENTS AND PROCESSING

a) Submission Requirements

A complete claim submission must include the following documents:

- (i) **Application Form**: Completed **Bench and Research Fee Withdrawal Application Form**, duly signed and stamped by the Supervisor (Appendix D).
- (ii) **Justification Letter**: Prepared in accordance with the prescribed template (Appendix E).
- (iii) **Payment Approval Form**: Completed with the appropriate account code: S-169-0001 (Bench Fee) or S-169-0002 (Research Fee).
- (iv) **Original Receipts**: Original receipts must be affixed to A4 paper, with the amounts corresponding to those stated in the application form.
- (v) **Approvals and Supporting Documents**: Relevant Kulliyyah Research Committee (KRC) and IIUM Research Ethics Committee (IREC) approval letters, together with supporting documents such as conference registration or acceptance correspondence, evidence of presentation, proof of honorarium payment, or other relevant documentation.

b) Processing Period

- (i) Complete reimbursement claims will normally be processed within **two (2) to four (4) weeks** from the date of receipt of the complete submission.
- (ii) Procurement requests may require approximately **one (1) to two (2) months** to process, subject to the applicable procurement procedures.
- (iii) Incomplete submissions will be returned to the student for rectification. The processing period will commence upon receipt of the **complete resubmission**.

PUBLICATION EQUIVALENT (PE) REQUIREMENT

Table A1: Minimum Publication Equivalent by programme

Type of Programme	Minimum PE
Master's Degree by Mixed Mode*	Not applicable
Master's Clinical Specialist Training (MQF Level 7)	0.3
Master's Degree by Research	0.6
Doctoral / PhD Clinical Specialist Training (MQF Level 8)**	0.7
PhD by Mixed Mode / Industrial	1.0
PhD by Research	2.0 (at least 1 PE from an indexed journal)

* Includes Master of Public Health

** Includes Doctor of Public Health

Table A2: Publication Equivalent values

Type of Publication	PE Value
Indexed journal	1.0
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

TRAVEL, ACCOMMODATION AND MILEAGE RATES

Table B1: Accommodation and Flight Entitlement

Grade	Hotel (rate per night)			Flight	
	Peninsula (RM)	Sabah/Labuan/Sarawak (RM)	Abroad	Domestic	International
11 to 13	240.00	270.00	Refer Table B2	Economy	Economy
9 to 10	220.00	250.00	Refer Table B2	Economy	Economy

Remarks: Students without an appointment grade shall claim at the Grade 9 - 10 rate.

Table B2: Accommodation Rate for Hotel Abroad

Category	Country	Rate per Night (RM)
Category I	Afghanistan · Aruba · Azerbaijan · Egypt · Georgia · India · Kosovo · Kyrgyzstan · Libya · Maldives · Nepal · Pakistan · Syria · Tajikistan · Turkmenistan · Tunisia · Uzbekistan · Venezuela	400.00
Category II	Albania · Algeria · Angola · Argentina · Armenia · Bangladesh · Belarus · Benin · Bhutan · Bolivia · Bosnia and Herzegovina · Botswana · Bulgaria · Burkina Faso · Burundi · Cameroon · Cape Verde · Central African Republic · Chad · Colombia · Comoros · Democratic Republic of Congo · Equatorial Guinea · Eswatini · Gabon · Gambia · Ghana · Guinea · Guinea-Bissau · Indonesia · Iran · Iraq · Ivory Coast · Kazakhstan · Laos · Liberia · Malawi · Mali · Mauritania · Mexico · Moldova · Mongolia · Montenegro · Morocco · Niger · Nigeria · North Macedonia · Palau · Paraguay · Peru · Philippines · Republic of Congo · Romania · Russia · Rwanda · Sao Tome and Principe · Senegal · Serbia · Sierra Leone · Somalia · Sri Lanka · Tanzania · Timor Leste · Togo · Turkey · Uganda · Ukraine · Vietnam · Western Sahara · Zambia	440.00
Category III	Belize · Brazil · Brunei · Cambodia · Cayman Islands · Chile · China · Croatia · Cuba · Czech Republic · Djibouti · Ecuador · El Salvador · Fiji · French Guiana · Grenada · Guatemala · Honduras · Hungary · Kenya · Latvia · Lesotho · Lithuania · Madagascar · Mayotte · Mozambique · Myanmar · Namibia · Nicaragua · Palestine · Poland · Portugal · Saudi Arabia · Slovakia · South Africa · Sudan · Suriname · Thailand · Tokelau · Tonga · Tuvalu · Vanuatu · Wallis and Futuna	480.00

Category	Country	Rate per Night (RM)
Category IV	Bahrain · Costa Rica · Cyprus · Eritrea · Estonia · Ethiopia · Gibraltar · Greece · Guyana · Haiti · Jamaica · Jordan · Kuwait · Mauritius · North Korea · Oman · Panama · Papua New Guinea · Slovenia · Solomon Islands · Spain · Trinidad and Tobago · Turks and Caicos Islands · Uruguay · Yemen · Zimbabwe	520.00
Category V	Andorra · Anguilla · Antigua and Barbuda · Australia · Austria · Bahamas · Barbados · Belgium · Bermuda · British Virgin Islands · Canada · Cook Islands · Denmark · Dominica · Dominican Republic · Faroe Islands · Finland · France · Germany · Greenland · Guernsey · Hong Kong · Iceland · Ireland · Isle of Man · Italy · Japan · Jersey · Kiribati · Lebanon · Liechtenstein · Luxembourg · Macau · Malta · Marshall Islands · Micronesia · Monaco · Montserrat · Nauru · Netherlands · New Zealand · Niue · Norway · Puerto Rico · Qatar · Saint Helena · Saint Kitts and Nevis · Saint Lucia · Saint Vincent and the Grenadines · Samoa · San Marino · Seychelles · Singapore · South Korea · South Sudan · Sweden · Switzerland · Taiwan · United Arab Emirates · United Kingdom · United States · United States Virgin Islands	560.00

Table B3: Mileage Allowance

Travelling distance	Car	Motorcycle
First 500 kilometres	RM 0.85 / km	RM 0.55 / km
501 kilometres onwards	RM 0.75 / km	RM 0.45 / km

***Reference: IIUM Staff Service Circular No. 28/2024 (adoption of Treasury Circular WP1.4, effective 1 January 2024) and Staff Service Circular No. 3/2023. These circulars use the former grades: Grades 9 to 10 and 11 to 13 in Table B1 correspond to former Grades 41 to 44 and 45 to 52.

**OFFICE OF THE DEPUTY DEAN (POSTGRADUATE, RESEARCH AND INNOVATION)
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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**APPLICATION FORM FOR ATTENDING SEMINAR/ CONFERENCE/
WORKSHOP/SHORT COURSE (*NOT RELATED TO RESEARCH*)**

CHECK LIST

*The application form must be submitted **at least one (1) month** before the date of the seminar/ conference/ workshop/ short course.*

No.	Item / Document	Please tick (√)
1.	Complete Application Form with student's signature	
2.	Brochure of seminar/ conference/ workshop/short course and other supporting documents	
3.	Recommendation from Supervisor	
4.	Approval by Head of Department	

PART A – STUDENT'S DETAILS

1. Name : _____
2. Matric No. : _____ I/C No / Passport No.: _____
3. Programme: _____
4. Email : _____ Telephone No.: _____

PART B – DETAILS OF SEMINAR/ CONFERENCE/ WORKSHOP/SHORT COURSE

1. Title of the event : _____

2. Date and Duration : _____
3. Venue : _____
4. Name of Organizer : _____
5. Nature of Participation : Paper Presenter / Discussant / Chairperson / Participant
6. Title of paper presentation : _____

7. Please specify the reason why you should attend the seminar/ conference/ workshop/short course.

PART C – FINANCIAL IMPLICATION

Details of financial incurred:

Description	Amount (RM)	Remarks
Registration Fee		
Air tickets		
Hotel / Lodging		
Total (RM)		

PART D - DECLARATION BY APPLICANT

I hereby affirm that all information stated above is correct. The Kulliyyah approval is void if information so provided is false.

Applicant's Signature : _____ Date: _____

PART E – RECOMMENDATION

SUPERVISOR

Recommended / Not Recommended

Comment:

Signature : Date:

Name & :
Official Stamp

PART F – APPROVAL

HEAD OF DEPARTMENT

APPROVED / NOT APPROVED

Comment:

Signature :

Date:

Name & :

Official Stamp

**OFFICE OF THE DEPUTY DEAN (POSTGRADUATE, RESEARCH AND INNOVATION)
KULLIYAH OF MEDICINE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

BENCH FEE AND RESEARCH FEE WITHDRAWAL APPLICATION FORM

CHECK LIST

This application form is for withdrawal of the Bench Fee (for Master's, Doctoral and Master of Public Health programmes) and Research Fee (for Clinical Specialist Training and Doctor of Public Health programmes).

No.	Item / Document	Please tick (✓)	
		Student	Office Use
1.	Complete Application Form with Student's Signature		
2.	Brochure of Seminar/ Conference/ Workshop/Short Course and Other Supporting Documents		
3.	Declaration from Student and Supervisor		
4.	Approval by Head of Department (<i>if apply for seminar/conference/workshop/short course not related to Research</i>)		
5.	Verification by Deputy Dean (Postgraduate, Research and Innovation)		

FOR OFFICE USE	
Document Complete / Incomplete Date:.....	Checked by: Name: Position:

A. STUDENT'S DETAILS			
NAME	:		
EMAIL	:		
CONTACT NO.	:		
MATRIC NO.	:		
CITIZENSHIP	:		
PROGRAMME	:		
YEAR / SEMESTER OF STUDY	:		
B. SUPERVISOR'S DETAILS			
NAME	:		
EMAIL	:		
CONTACT NO.	:		
STAFF NO.	:		
C. APPLICATION DETAILS			
RESEARCH TITLE	:		
REASON FOR APPLICATION (tick one)	: ☐ Reimbursement of research expenses made ☐ Procurement of service and material for research ☐ Seminar/Conference/ Workshop/ Short Course not related to research <i>(Must attached with approved Application Form)</i>		
AMOUNT REQUESTED (RM)	:		
D. DECLARATION			
I, the student under the said supervisor, hereby declare that all receipts attached are genuine and the claims are true. I further declare that this expenditure was not incurred during a period of Leave of Absence, and has not been claimed previously from this or any other source. Signature: Date:	I, the supervisor for the said student, hereby declare that all receipts attached are genuine and the claims are true. Signature and Chop: Date:		
E. FOR OFFICE USE – BALANCE VERIFICATION			
Trust Fund	Balance Before Claim (RM)	Claim Amount (RM)	Balance After Claim (RM)
☐ S-169-0001 (Bench Fee) ☐ S-169-0002 (Research Fee) ☐ S-169-0002 (Research Fee for Workshop/Courses)			
Checked by (Officer-in-Charge): _____		Date: _____	

F. VERIFICATION BY THE DEPUTY DEAN (POSTGRADUATE, RESEARCH AND INNOVATION)☐ Recommended☐ Not Recommended

Signature:

Official Stamp:

Date:

JUSTIFICATION LETTER TEMPLATE

Our Ref.: IIUM/305/

Date :

Office of the Deputy Dean (Postgraduate, Research and Innovation)
 Kulliyah of Medicine
 IIUM Centre for Natural and Health Sciences
 Kuantan Campus

Dear Sir/Madam,

JUSTIFICATION FOR BENCH FEE/ RESEARCH FEE WITHDRAWAL CLAIM

I am writing to justify the withdrawal of the Bench Fee/Research Fee allocation for expenditure related to my postgraduate study, research, or approved academic activities. The expenditure is necessary and relevant to my academic and research requirements. The details of the claim, including the purpose, justification, and itemised expenditure, are provided below for consideration and approval.

Claim category :

☐ Fieldwork ☐ Research Materials /Tools ☐ Seminar/ Workshop /Short Course ☐
 Conference ☐ Publication ☐ Other: _____

Itemised Expenditure:

No.	Description of item	Purpose / Justification	Amount (RM)
TOTAL (RM)			

Supporting Information:

Complete only the information relevant to the claim category.

For Seminar/ Conference /Workshop /Short Course

- Name of Event/Activity: _____
- Date and Venue : _____
- Organiser: _____
- Presentation Type: ☐ Oral ☐ Poster ☐ Other: _____

- Presentation / Project Title: _____

For Publication

- Journal Name: _____
- Publication / Manuscript Title: _____
- Indexing Status: ☐ WOS ☐ Scopus ☐ MyCite ☐ Other: _____

For Fieldwork

- Research / Project Title: _____
- Location: _____
- Date / Duration: _____
- Purpose of Fieldwork: _____

I hereby declare that:

1. the expenditure stated above is genuine and was incurred for the purpose stated;
2. the expenditure is directly related to my postgraduate study, research or approved academic activity;
3. the expenditure has not been claimed previously from this or any other source; and
4. all information and supporting documents submitted are true and accurate.

Student's Signature:

Supervisor's Verification:

Name :

(Sign and Chop)

Matric No.:

Date :

Date:

APPENDIX F

ACKNOWLEDGEMENT OF RECEIPT

ACKNOWLEDGEMENT OF RECEIPT



Name: IC No.:

Project Title: SN: IIUM/KOM/

Description of work:

Date: **Venue :**

Student's Name :

Matric No. :

This is to certify that I have received from

the amount of RM for the above duties.

Signature (Recipient) Signature : Date :

Verified by (Supervisor) Signature : Date :