# Guidelines of Remote Supervision for Master and PhD by Research Programmes

International Islamic University Malaysia

Centre for Postgraduate Studies

## 1. REQUIREMENTS

The candidate must fulfil the following conditions:

**1.1** Students must fulfil the academic qualifications stated in Postgraduate Regulations (Revised 2020) Clause 1.1 Admission Requirement for Master's Programme and Clause 1.2 for PhD Programme.

**1.2** Students are required to satisfy the IIUM English and Arabic Language requirements as stated in Clause 1.4 (1.4.1 – English and 1.4.2 – Arabic)

**1.3** Programme to be applied shall be of research mode only.

**1.4** Having research experience and able to work independently and remotely.

**1.5** Working in a research institute or an institute of higher learning or a place with research facilities approved by the supervisor and CoS.

**1.6** Student to submit the Application for Remote Candidature Form to carry out the research work at the remote location but without any financial implications to the University.

**1.7** Students have to write a proposal on the implementation of the research and submit evidence of research facilities and resource at remote location (Host Institution Form).

## 2.0 VISA & IMMIGRATION REGULATIONS

Student must comply to all Malaysian Immigration Rules and Regulations

## 3.0 REGULATION OF SUPERVISION

### 3.1 Appointment of Supervisor

Referring to the IIUM Code of Supervision for Postgraduate Thesis and Dissertation, the conditions for the appointment of supervisors are as follow:

### 3.11 Master and Doctoral Degree

3.1.1 Supervisors must be academic staff members in IIUM.

3.1.2 Supervisor appointed by CoS is approved and endorsed in KPGC meeting.

3.1.3 Co-supervisor shall be informed of and abide to University rules and regulations.

3.1.4 **A co-supervisor from other Higher Learning Institutions. (HEI) Research Institutions or Industry must be appointed by the CoS for the University without any financial implication.**

3.1.5 **A field supervisor appointed from the Industry must be nominated by the organization**

## 4.0 ROLES AND RESPONSIBITIES OF SUPERVISOR AND CoS

4.1 CoS must ensure that student presents evidence of the availability of research facilities at the remote location.

4.2 CoS must ensure the availability of communication facilities such as internet, computer etc. at the remote location.

4.3 CoS will provide the Research Methodology and, Islamization and Integration as programme Unicore courses within an appropriate period to be followed by students.

4.4 Supervisor should be explicitly clear about the expectation of written work quality.

4.5 CoS and supervisor must ensure of student's research progress at the end of each semester by submitting the completed online Progress Report in iMonitor system.

4.6 CoS and students must ensure that the Unicore courses and Proposal Defense to be taken by semester two (2) for students enrol in Master Program and by semester three (3) for students enrol in PhD Programme.

## 5.0 ROLES AND RESPONSIBITIES OF STUDENT

5.1 Students must attend all courses concerned over the period stipulated by the University.

5.2 Students need to communicate with supervisors at least twice a month via telecommunication such as telephone, email, and video conferencing.

5.3 Students are required to be physically present in IIUM for at least 2 months per academic session to full fill the residential requirement of one (1) semester throughout the study (If required by the CoS)

5.4    Student must fill in the Progress Report form at the end of each semester in iMonitor system.

5.5    Students must obtain *satisfactory progress* status for progress report submitted at the end of the semester. Having two (2) consecutive unsatisfactory progress (UP) reports shall lead to dismissal of candidature.

## 6.0    RESEARCH MATTERS

6.1    All meetings and communications with the supervisor (s) should be recorded and submitted to the University if requested.

## 7.0    EXAMINATION

*7.1*    Students must present and defend their research proposal in online mode of presentation.

7.2    The viva-voce sessions must be held at IIUM and students must be given an option either to attend the session physically or online.

7.3    All processes and examination requirements must be satisfied as stated in Post-Thesis Evaluation Meeting (PTEM) Clause 26.14 and Viva-Vove Clause 27.7

## 8.0    GRADUATION REQUIREMENTS

8.1    Students must fulfill all the requirements for graduation required by the University, e.g. pass the Unicore courses, publication requirement etc. and others stated in the program curriculum.

8.2    Graduation status will be updated once all requirements are fulfilled.

8.3    It is the responsibility of the student to clear all payment dues to the University or else his/her graduation certificate will be withheld.