



**PART V: RESEARCH SUPERVISION
RULES**

18. ADVISOR

18.1. Appointment of Academic Advisor

- 18.1.1. The Centre of Studies may assign an advisor for the student once he has enrolled into the University.
- 18.1.2. The appointment of an advisor shall expire once the student is assigned a supervisor.
- 18.1.3. Subject to Rule 19.1, an advisor of a student may be appointed as his supervisor for the research work.

18.2. Functions of an Advisor

- 18.2.1. An advisor shall be responsible for guiding and advising a student on all academic matters related to his postgraduate programme prior to the appointment of a supervisor.
- 18.2.2. An advisor shall prepare a progress report on the student's academic progress and submit it to the Centre of Studies postgraduate office through the department at the end of each semester.

19. RESEARCH SUPERVISION

19.1. Appointment of Supervisor / Supervisory Committee

- 19.1.1. Each Master candidate must be supervised by a supervisor and if deemed necessary, the department may recommend or the student may apply for the appointment of a co-supervisor who possesses knowledge that is essential for research.
- 19.1.2. A PhD candidate must be supervised by supervisor and a co-supervisor or a supervising committee.

- 19.1.3. Only a Professor or an Associate Professor shall be appointed as the supervisor for a PhD student. An Assistant Professor shall supervise a PhD student provided he\she is a member of the Supervisory Committee. A Supervisory Committee consists of:
- a. Prof. / Assoc Prof. as the Chairperson
 - b. Asst. Prof. as the Supervisor
 - c. Members(s) if deemed necessary
- 19.1.4. A co-supervisor or field supervisor of other than IIUM teaching staff may be appointed under the following circumstances:
- a. Research is conducted in collaborating establishments
 - b. Specific aspects of the research require additional expertise such as interdisciplinary research.
 - c. In the case where the supervisor leaves the University or decline to supervise or in the case of death, whereby there is no expert available for the replacement.
 - d. No expert is available to supervise a student, who has already enrolled for the graduate programme at the IIUM.
- 19.1.5. If deemed necessary, the department may recommend or the student may apply for the appointment of a field supervisor who possesses knowledge that is essential for the research. Such an appointment shall be made only for a student who is conducting research work outside the IIUM. The field supervisor shall be a staff member of the organization where the student is carrying out his research.

- 19.1.6. An application made by a student for the appointment of a supervisor, co-supervisor or field supervisor shall be submitted to the department and must be accompanied by the written consent of the proposed supervisor, co-supervisor and / or field supervisor upon the recommendation of the KPGC.
- 19.1.7. The department shall recommend the appointment of a supervisor and a co-supervisor / supervisory committee for a student upon registration of the thesis / dissertation. The names shall be submitted to the CPS for Senate endorsement.
- 19.1.8. In special circumstances, a student may apply only once with genuine reasons to change supervisor, co-supervisor or field supervisor, subject to Rules 19.1.3. to 19.1.7.
- 19.1.9. In special circumstances, a supervisor, co-supervisor or field supervisor may apply with genuine reasons to drop a supervisee. Such an application shall be made no later than six (6) months for Master and twelve (12) months for PhD, after the appointment of the supervisor
- 19.1.10. The KPGC shall have the prerogative to determine the criteria for the appointment of a supervisor / supervisory committee and shall decide on the appointment of all supervisors / supervisory committee members upon the recommendation of the department above and beyond 19.1.4. to 19.1.7
- 19.1.11. The CPS must be informed accordingly of any changes of supervisor(s)

19.2. Responsibilities of the Supervisor / Supervisory Committee

- 19.2.1. To assume responsibility for directing the student's research progress.
- 19.2.2. To identify weaknesses and to evaluate the present standing of the student in the major and minor / supporting areas in consultation with the KPGC (if required).

- 19.2.3. To assist the student to prepare his study plan based on the background and the present standing of the student.
- 19.2.4. To advise the student to audit or attend courses relevant to the research area and do relevant background reading and starting literature survey / review. Also to advise the student on scholarly activities such as seminar preparation, short term paper writing and presentations, conferences, and the preparation of academic discussions.
- 19.2.5. To advise the student in the preparation for the comprehensive examination, (if relevant).
- 19.2.6. To supervise and guide a student in the process of proposing and conducting his research work, indicate areas in the research that need amendments, corrections and revisions, and suggest to him the necessary changes needed to improve the quality of the research work.
- 19.2.7. To facilitate the student in conducting the research.
- 19.2.8. To provide assistance to their Master and PhD supervisees on the publication matters throughout their study period.
- 19.2.9. To ensure regular contact with the student, overseeing the successful completion of the study plan within a time frame, and submitting the progress report to the CPS through the KPGC, the supervisor / supervisory committee for a Master as well as PhD student shall submit this report every semester from the date of registration of the research work.
- 19.2.10. Once the student has completed the thesis / dissertation, the supervisor shall be required to certify that the thesis / dissertation is of an acceptable standard in terms of content, quality and presentation style and that it is ready for submission.

19.2.11. In cases where the supervisor does not want to certify that the research work of a student is of acceptable standard for submission, the student shall approach the Centre of Studies Postgraduate Committee (KPGC) to look into the matter and, if required, to recommend his work for UCPS approval to be endorsed in the Senate.

19.2.12. A supervisor for a Master research work may be required by the department to evaluate it and assign appropriate grades (if relevant).

20. ADMINISTRATIVE ORDER FOR SUPERVISION

20.1. The IIUM code of supervision is as provided in Appendix 8.

