

# **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** 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** 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** Have research experience and able to work independently and remotely.
- 1.5** Work in a research institute or an institute of higher learning or a place with research facilities approved by the supervisor and CoS.
- 1.6** Submit the application for remote candidature form to carry out the research work at remote location but without any financial implications to the University.

## **2.0 VISA & IMMIGRATION REGULATIONS**

Student must comply with 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 follows:

#### **3.11 Master and Doctoral Degree**

3.1.1 Supervisor must be an academic staff of IIUM.

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

- 3.1.3 A co-supervisor from other Higher Learning Institutions. (HEI) Research Institutions or Industry must be appointed by the CoS without any financial implication.
- 3.1.4 A field supervisor appointed from the industry must be nominated by the center of studies.
- 3.1.5 Any Co-supervisors shall be informed of and abide to IIUM rules and regulations.

#### **4.0 ROLES AND RESPONSIBILITIES OF SUPERVISOR AND CoS**

- 4.1 CoS must ensure that student presents evidence of the availability of research facilities at a remote location.
- 4.2 CoS must ensure the availability of communication facilities such as internet, computer etc. at a remote location.
- 4.3 CoS will provide the Research Methodology and, Islamization and Integration courses within an appropriate period to be followed by students.
- 4.4 CoS and students must ensure that all university required courses and proposal defense to be semester two (2) for Master Program and by semester three (3) PhD Programme.
- 4.5 Supervisor should be explicitly clear about the expectation of the student's written work.
- 4.6 CoS and supervisor must ensure of student's research progress at the end of each semester by submitting the completed Progress Report in iMonitor system.

#### **5.0 ROLES AND RESPONSIBILITIES OF STUDENT**

- 5.1 Student must attend all required courses over the period stipulated by IIUM.
- 5.2 Student need to communicate with supervisor(s) at least twice a month via any mode of telecommunication such as telephone, email, and video conferencing.

- 5.3 Student is required to be physically present in IIUM for at least 2 months per academic session to (fullfill) 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 Student must obtain *satisfactory progress* for every semester. Having two (2) consecutive unsatisfactory progress (UP) reports may 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 Student must present and defend his research proposal in an online mode of presentation.
- 7.2 The viva-voce session 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 (PTM) Clause 26.14 and Viva-Vove Clause 27.7

## **8.0 GRADUATION REQUIREMENTS**

- 8.1 Student 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 requirement.
- 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 due to the University or else his/her graduation certificate will be withheld.