

**OFFICE OF DEPUTY DEAN OF RESPONSIBLE RESEARCH AND INNOVATION
KIRKHS**

CONDUCT OF RESEARCH DURING ERTL PERIOD

1. Email correspondence to replace Counter Service

Students to send email to the relevant officers on study-related matters. Face to face consultation is discouraged. Please secure the permission from the Deputy Dean of Responsible Research if in any case face to face consultation is direly needed.

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Administrative Assistant In charge of HIST, RKQS, PSCI, DELL	Sr. Haryianie Marni harnie@ium.edu.my

2. Request for recommendation and approval

All request to be made via email and to attach all the required forms/documents either scanned or in word/pdf/png form.

Please refer to the new updated procedures on KIRKHS website
<http://www.ium.edu.my/kulliyah/kirkhs/downloads>

- i. Flowchart submission of Master and Phd thesis
- ii. Flowchart appointment of supervisor
- iii. Flowchart online/virtual proposal defense at KIRKHS

3. Supervision, consultation and research assistantship

All to be done via email, whatsapp and virtual communication. Face to face meeting is strongly discouraged. Submission of research paper to be sent to the supervisor's official email.