

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** All academic qualifications stated in Postgraduate Regulations (Revised 2020) (Clause 1.1 Admission Requirement for Master 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.
- 1.4** Has research experience and able to work independently and remotely.
- 1.5** Work in a research institute / institute of higher learning or a place with research facilities approved by the supervisor and Centre of Studies (CoS).
- 1.6** Submit the Application for Remote Candidature Form to carry out the research work at the remote location.
- 1.7** Write a proposal on the workplan of the research and submit evidence of research facilities and resources at remote location (See Host Institution Form).

2.0 VISA & IMMIGRATION REGULATIONS FOR INTERNATIONAL STUDENTS

- 2.1** Student must comply to all Malaysian Immigration Rules and Regulations
- 2.2** It is not compulsory for remote supervision students to apply for Visa Approval Letter (VAL) since they will conduct their research at their home country. However the CoS may request the student to apply for one, especially if the Kulliyah require the student to be on campus for more than 14 days.
- 2.3** Certification / verification / attestation of scroll and transcript by Embassy and Ministry of Higher Education Malaysia will be guided by the students' country requirements.

3.0 REGULATION OF SUPERVISION

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:

3.1 Master and Doctoral Degree

- 3.1.1 Supervisor must be an academic staff members of 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 on behalf of the University and without any financial implication.
- 3.1.5 A field supervisor appointed from the industry must be nominated by the organization

4.0 ROLES AND RESPONSIBILITIES OF SUPERVISOR AND CoS

- 4.1 CoS must ensure that the student presents evidence(s) on 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 university's required courses as 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 that the student submits his/her research progress at the end of each semester via 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 enrolled in Master Programme and by semester three (3) for students enrolled in PhD Programme.

5.0 ROLES AND RESPONSIBILITIES OF STUDENT

- 5.1 Students must complete all the courses required 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 **If required by the CoS, students need to be physically present in IIUM for at least 2 months per academic session to fulfil the residential requirement of one (1) semester throughout the study**
- 5.4 Student must submit their progress report at the end of each semester via 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 via online presentation.
- 7.2 The viva-voce sessions must be held at IIUM and the student must be given an option either to attend the session physically or virtually.
- 7.3 All processes and examination requirements must be satisfied as stated in Post-Thesis Evaluation Meeting (PTEM) Clause 26.14 and Viva-Voce Clause 27.7, for Master programme and PhD programme, respectively

8.0 GRADUATION REQUIREMENTS

- 8.1 Student must fulfill all the requirements for graduation required by the University, e.g. fulfil the language requirement for the programme, pass the Unicore courses, publication requirement etc. and others stated in the programme 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.