ADVISORY NOTE NO. 1/2022

ON DESIGNING COURSE OUTLINE FOR RESEARCH MILESTONES FOR POSTGRADUATE PROGRAMME VIA MIXED-MODE AND RESEARCH MODE

INTRODUCTION

1. A course outline details out important information of a course.

2. The recent IIUM course outline which was endorsed in the 479th Senate Meeting / 30th July 2021 has included the requirement of having a course plan. This is to allow more flexibility for a lecturer in conducting the course as well as to address similar topic and assessment covered for co-teaching courses.

3. Specific change(s) in a course outline would require Senate endorsement, especially when involved modifying items that would affect student's transcript and assessment(s). For example, change in credit hour, course name, and type of assessment.

4. A change in course plan does not require a Senate endorsement. It is important that the Centre of Studies establishes a mechanism to ensure that course plan covers all items following the respective course outline.

5. In general, Centre of Studies shall establish a mechanism to be able to track changes in a course outline or its course plan.

POSTGRADUATE MILESTONES

6. The MQA published an updated Programme Standard for Master's and Doctoral Degree in March 2021. Item 1.3.7 of the standard states that a postgraduate programme must include a variety of academic activities to support the attainment of the learning outcomes and personal development of the candidates. This is as specified in Appendix 3 of the same document.

7. In IIUM, different Centre of Studies (CoS) has adopted different milestone. The two most common across CoS are the submission of Research Proposal and Registration of Thesis or Dissertation.

GUIDELINE

8. A course outline is not needed to create course code that is meant to capture student's research milestones.

9. A course code may be created for any required milestone depending on the need of the CoS. This course code however, is primarily to be used for administrative purposes only.

10. A CoS should have an internal document that specifies the milestones adopted by the CoS for their research and mixed-mode programmes.

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Reference:

Standards: Master's and Doctoral Degree, Second Edition: 2021, Malaysian Qualifications Agency