

Guidelines of Remote Supervision for Master and PhD by Research Programmes

International Islamic University Malaysia

Centre for Postgraduate Studie

The remote Candidature for Research Programmes (ONLY) allows student to pursue postgraduate studies away from the university campus.

Remote candidature is designed specifically for enrolled students who, for academic reasons, wish to pursue most or all of their research away from the University, interstate or overseas.

An application for remote candidature will be considered by the Admission Committee for new candidate or by the University Committee for Postgraduate Studies for active student.

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 For newly admitted students, candidates must **fulfill both the English and Arabic language requirements** before applying for remote supervision. This includes meeting the IIUM language requirements as outlined in Clause 1.4 (1.4.1 – English and 1.4.2 – Arabic). Alternatively, students may be **exempted from these requirements** by submitting valid language proficiency certificates such as **TOEFL, IELTS, MUET**, or other equivalent and recognized qualifications.
- 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 Applicants must be attached to a research institute, institution of higher learning, or an organization equipped with adequate research facilities, subject to the approval of the appointed supervisor and the Centre of Studies (CoS). For candidates in the fields of science and technology, securing a host institution is mandatory prior to applying for remote supervision.
- 1.6 The applicant must obtain prior approval from their country's **Embassy or Ministry of Higher Education** before applying for the remote supervision mode of study. This is to ensure compliance with countries' regulations and to avoid any issues with the authorities upon graduation from IIUM.
- 1.7 Submit the Application for Remote Candidature Form to carry out the research work at the remote location.
- 1.8 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 Kulliyyah 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 member 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 An external co-supervisor from other Higher Education Institution (HEI), research institution, or industry should be appointed by the Centre of Studies (CoS) on behalf of the University, without any financial implications. This provision of appointment of the external co-supervisor does not apply to art-based programmes.
- 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 required courses (if any) 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 required courses and proposal defense to be undertaken 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 required courses over the period stipulated by the University.
- 5.2 Students are required to communicate with their supervisors at least twice a month through telecommunication methods such as phone calls, emails, or video conferencing. It is the student's responsibility to ensure access to reliable communication facilities.
- 5.3 If deemed necessary by the CoS, students may be required to be physically present at IIUM to fulfill the CoS requirement.
- 5.4 Students are required to submit their progress report earliest by Week Twelve (12) of each semester through the iMonitor system to ensure successful registration for the subsequent semester. Failure to comply with this requirement will result in a Non-Registration (NR) status in the system, which may subsequently lead to Termination due to Non-Registration (TD).
- 5.5 Students must obtain **satisfactory progress** status for progress report. 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) must be conducted through the i-Monitor system, where records of research progress are documented and made available for submission to the University upon request.
- 6.2 If another institution is involved, an agreement must be in place detailing permission to use research facilities and any cost sharing in the pursuit of the research as well as ownership of any intellectual property that may arise from the research. Please be informed that IIUM will not bear any cost for this purpose.
- 6.3 Occupational health and safety standards as well as ethical clearance procedures must be in line with IIUM practice.

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 Students must fulfill all graduation requirements, including but not limited to meeting the language proficiency standards of the programme, passing all required courses, completing publication requirements, and satisfying other criteria as outlined 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.