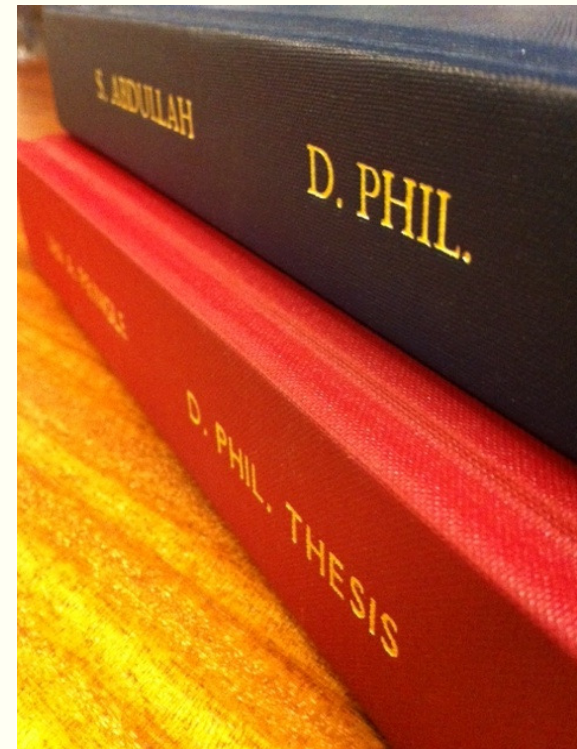


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

GRADUATE ON TIME

by

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What are your feelings now???



Presentation Outline

- Introduction
- Managing Time in Conducting Research
- Managing Research
 - Data Collection
 - Finding Resources
 - Obtaining Permission
- Handling Student-Supervisor Relationship
 - Supervisors' Expectations of Their Students
- Student-Supervisor-Administrator Relationship

Introduction

- Reason(s) for conducting the research
- Setting the niyyah

Importance of Knowledge

- Al-Faathir ayah 28:
- and [as] there are in men, and in crawling beasts, and in cattle, too, many hues? **Of all His servants, only such as are endowed with [innate] knowledge stand [truly] in awe of God: [for they alone comprehend that,] verily, God is almighty, much-forgiving.**

Importance of Knowledge

- Az-Zumar ayah 9:
- Is one who is obedient to Allah, prostrating himself or standing (in prayer) during the hours of the night, fearing the Hereafter and hoping for the Mercy of his Lord (like one who disbelieves)? Say: "**Are those who know equal to those who know not?**" It is only men of understanding who will remember (i.e. get a lesson from Allah's Signs and Verses).

Managing Time in Conducting Research

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Managing Time in Conducting Research

Type of Programme	Type	Minimum Duration (Academic Years)	Normal Duration (Academic Years)	Maximum Duration (Academic Years)
Master	Full-time	1	2	3
Master	Part-time	2	4	5
Master of Education (Counseling)	Full-time	2	3	4
Clinical Specialist Training Programme	Full-time	4	4	7
Ph.D	Full-time	2	3	6
Ph.D	Part-time	3	6	8

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Master – Registration of Research Proposal & Defence

Mode	Status	Reg. Res Prop.	Defence (2 sems)	Remaining Sem	GOT (semesters)
Mixed mode	Part-time	3 rd regular sem	End of 4 th sem	4 sems	8 semesters
	Full time	2 nd regular sem	End of 3 rd sem	1 sems*	4 semesters
Full research	Part-time	1 st regular sem	End of 2 nd sem	6 sems	8 semesters
	Full time	1 st regular sem	End of 2 nd sem	2 sems	4 semesters

PhD – Registration of Research Proposal & Defence

Mode	Status	Reg. Res Prop.	Defence (3 sems)	Remaining Sem	GOT (semesters)
Mixed mode	Part-time	5 th regular sem	End of 7 th sem	5 sems	12 semesters
	Full time	3 rd regular sem	End of 5 th sem	1 sem*	6 semesters
Full research	Part-time	1 st regular sem	End of 3 rd sem	9 sems	12 semesters
	Full time	1 st regular sem	End of 3 rd sem	3 sems	6 semesters

Managing Time in Conducting Research

- Planning for Milestones/Timelines
- Why is it important?
 - Graduate on time
 - Financial repercussion i.e. scholarship
 - Get on with your life!!!
- How to prepare the Milestones?
 - Identify the research sub-activities
 - Allocate realistic time to complete each activity

Managing Research: Data Collection

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Managing Research: Data Collection

- The **type of research** you conduct will determine the **resources** you need
 - Qualitative
 - Data Collection methods?
 - Quantitative
 - Data Collection methods?
 - Mixed method

Managing Research: Finding Resources

Finding Resources



Managing Research: Obtaining Permission

Obtaining Permission

▪ Rights of the Participants

According to APA's Ethics Code, researchers should inform participants about:

- The **purpose** of the research, expected duration and procedures.
- Participants' **rights to decline** to participate and to withdraw from the research once it has started, as well as the anticipated consequences of doing so.
- Reasonably foreseeable factors that may influence their willingness to participate, such as **potential risks**, discomfort or adverse effects.

Obtaining Permission

▪ Rights of the Participants

According to APA's Ethics Code, researchers should inform participants about:

- Any prospective **research benefits**.
- **Limits of confidentiality**, such as data coding, disposal, sharing and archiving, and when confidentiality must be broken.
- **Incentives** for participation.
- Who participants can **contact** with questions.

Obtaining Permission

- **Responsibilities of the Researchers**

- a. Obtain consent

- b. Protect from harm

- c. Ensure privacy

- Participants must have a **complete understanding** of the **purpose** and **methods** to be used in the study, the **risks** involved, and the **demands** placed upon them (Best & Kahn, 2006; Jones & Kottler, 2006).

- Participants must understand that they have the **right to withdraw** from the study at any time ***without giving any reason.***

Obtaining Permission10/13/2017

- Writing letters to the authorities

- Writing letters to the respondents
 - Informed Consent form – use lay language, avoid technical jargon
 - Survey / Questionnaire – the instructions must be clear & easily understood

- Cautious of multiple roles of the researcher and the participants
 - Lecturer – student & vice versa
 - Employer – employee & vice versa

Handling Student- Supervisor Relationship

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Handling Student- Supervisor Relationship

▪ Scenario 1

- You may not be able to select your own supervisor. It may be determined by the department.

▪ Scenario 2

- You have already made contacts with your supposed supervisor prior to applying to the university.

▪ Scenario 3

- You have the opportunity to 'shop around' before you make up your mind and approach the person.

Handling Student- Supervisor Relationship

- Some universities will appoint 1 main supervisor
- Some universities will appoint a supervisory committee consisting 2 to 3 members.
 - 1 main supervisor
 - 1 or 2 co-supervisor(s)
- You need to have a **strategy** when selecting supervisors

Handling Student- Supervisor Relationship

- Whose responsibility to manage this relationship?
- What kind of relationship should you have?
 - A friend?
 - A colleague?
 - An expert?
 - A highly respected person?
- Know **what kind of a person you are** and what kind of support you need

Handling Student- Supervisor Relationship: Supervisors' Expectations of Their Students

1. Supervisors expect their students to be independent

- Need to be clear of the level of dependence / independence

Supervisee	Supervisor
Independent	Respect student's judgement
Dependent	Controlling

2. Supervisors expect their students to produce written work that is not just a first draft

- Proofread your work or drafts **MANY MANY TIMES** before submission
 - Eliminate grammatical and spelling errors
- The work must represent some level of sophistication and not a mere rough draft.

Remember, your SV is NOT your **EDITOR!!!!!!!!!!!!!!!!!!!!!!**

3. Supervisors expect to have regular meetings with their research students

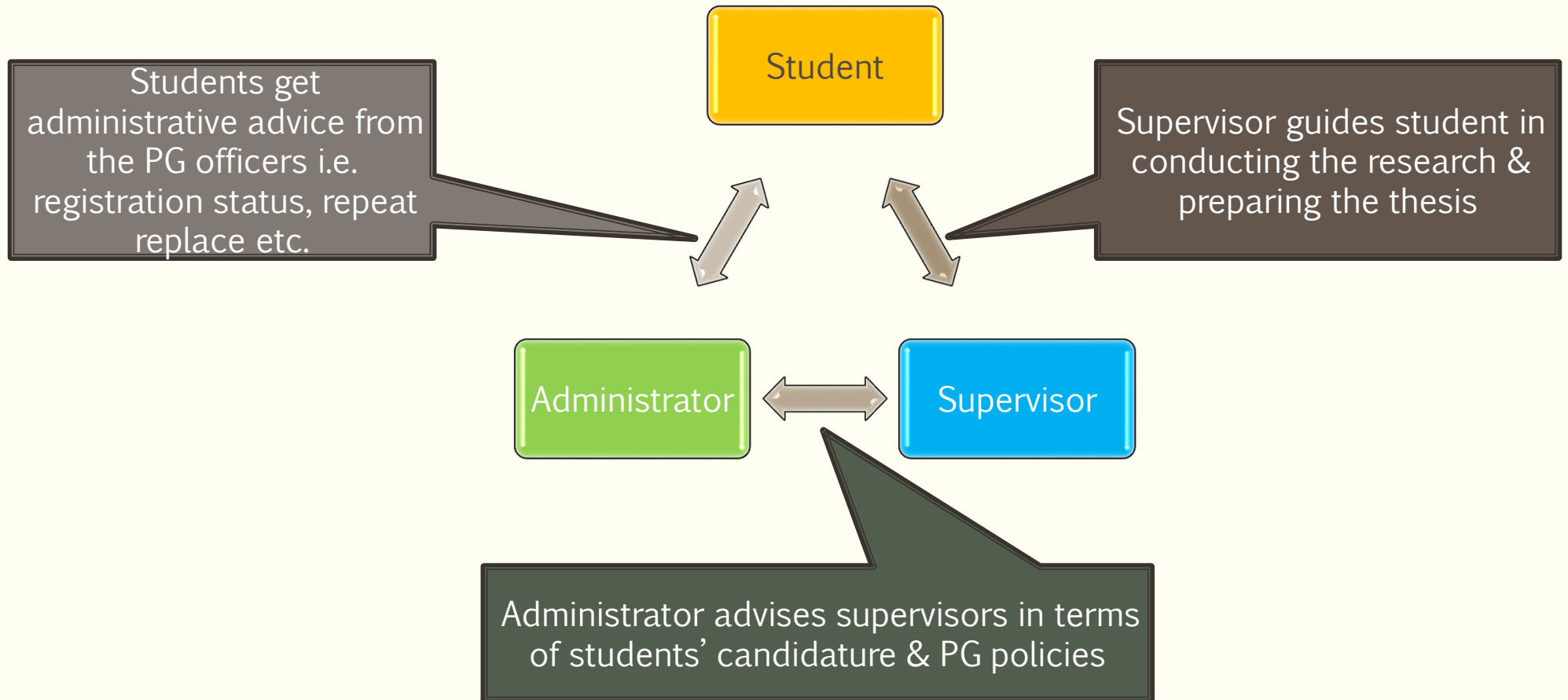
- Agree on **how** the meetings shall be done.
 - **How – frequency, medium**
- At the end of every meeting, agree on the date for the next one.
- A week before the eventual date, send a **VERY SOFT REMINDER**.
- You may want to recapitulate the things that you want to discuss
- You may want to ask if you should find out on other additional things.

4. Supervisors expect their research students to be honest when reporting on their progress

- Remember, **HONESTY IS THE BEST POLICY!!!!**

Student-Supervisor-Administrator Relationship

Student-Supervisor-Administrator Relationship



Last words

“It is important that research students eventually realise that it is **DETERMINATION & APPLICATION**, rather than **BRILLIANCE** that are needed [to succeed in a PhD endeavour]”

(Phillips et.al, 2001, p.31)



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May Allah ease your tasks and grant you success. All the best!!!

