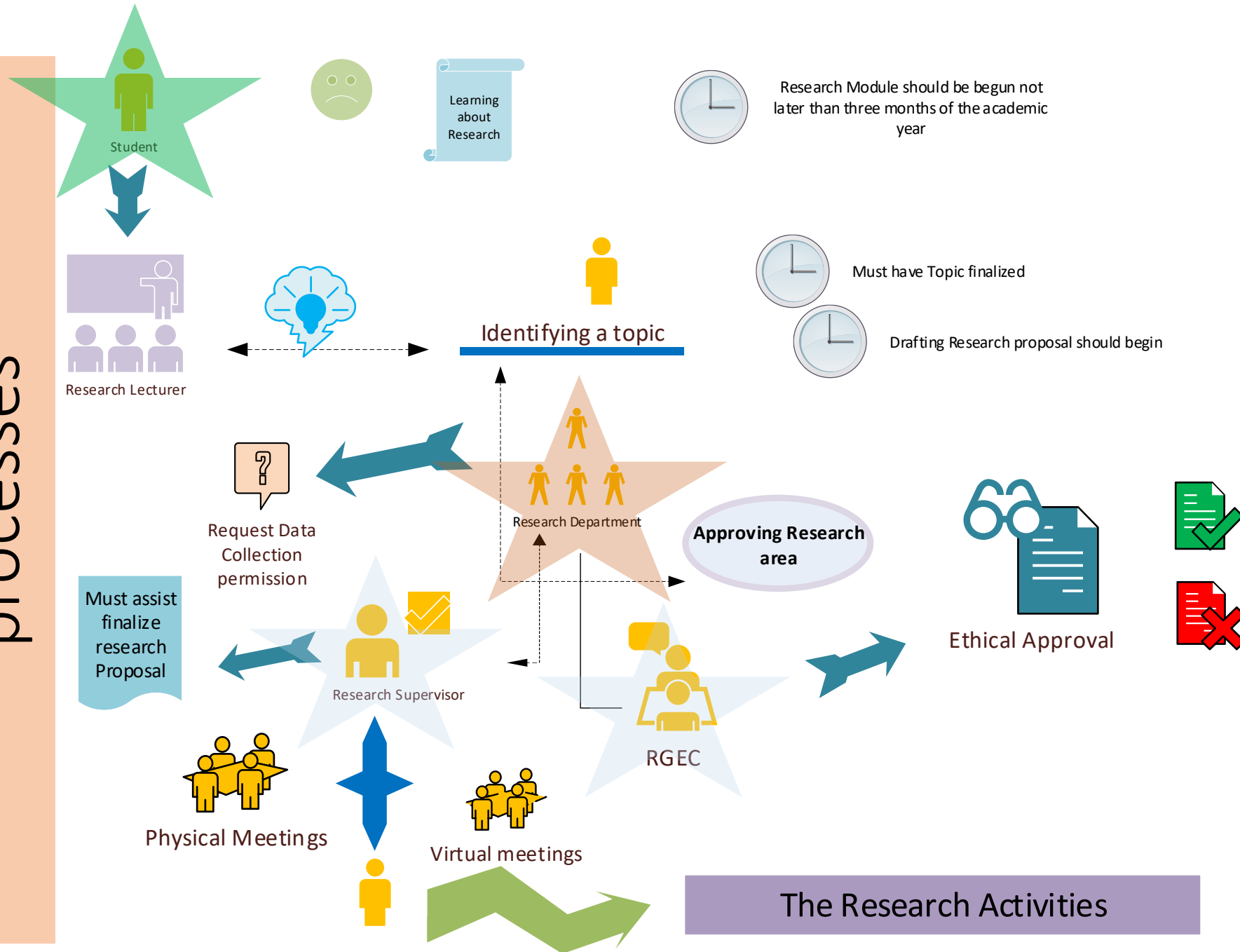# MIC GUIDELINES FOR STUDENT RESEARCH SUPERVISION

Presented by MIC Research Cell

Key Principles

- promote an environment that is open and conducive to effective and responsible learning and research

- Good Governance of research activities

- Ensuring well-being all partners involve in research activities

- Excellence in pursing research

First Look at research processes

Student

Learning about Research

Research Module should be begun not later than three months of the academic year

Research Lecturer

Identifying a topic

Must have Topic finalized

Drafting Research proposal should begin

Request Data Collection permission

Research Department

Approving Research area

Ethical Approval

Must assist finalize research Proposal

Research Supervisor

RGEC

Physical Meetings

Virtual meetings

The Research Activities

ROLES AND RESPONSIBILITIES

RESEARCH DEPARTMENT MEMBERS

- Comprise of Deans of Faculties, Research Coordinator, Branch Manager, and the lecturers assisting the students in various modules relating to research

- Ensure the prerequisite modules are covered

- research methods lecturer should assist the students in identifying areas of researchable topics during the module transaction

- research methods lecturer should develop student familiarization with the research policies and processes

- The research methods lecturer should assist the students in setting their course towards working on the proposal

- The Branch Manager must ensure that the relevant policies, forms and other relevant documents are provided

- The Branch Manager must ensure that the students are properly guided to submit the relevant documents

- The Branch Manager must assist the students in applying for data collection permissions and any other required approvals from relevant institutions. Moreover, it is the duty of the Branch Manager to ensure that permissions and approvals are obtained and communicated with the students.

- Meet the students as required and on request to review the student's progress and provide guidance to students and supervisors. *See Appendix III – Student's work plan requisite*

- Ensure that every student has a supervisor or advisor

ROLES AND RESPONSIBILITIES

Research Coordinator and Specific Roles

- The Research Coordinator is either a full time lecturer or a hired personnel for the specific purpose

- MIC Research Cell will approve appointment of Research Coordinators to each of the faculties FBMH, FLEA and FSIT depending on the level of research and the number of Research Students in each faculty

- Research Coordinator must maintain detailed database of the Research Students and the researches they conduct

- The Research Coordinator will take direct responsibility of attending to the following functions
    - Skill development workshops for research students are organized by the respective faculties or campuses and conducted.
    - Students are provided with all the necessary documents, forms and timelines by the faculties and Campuses.
    - Ensure the topic is finalized and students are attached with the supervisors.
    - Ensure all formalities relating to the supervisors are communicated and necessary documentation is completed by the faculties and Campuses.
    - Document all the transactions of the Research Supervisors systematically
    - Document Student Proposals and Final projects systematically
    - Provide a status report of Student Researches after each batch is completed.
    - Coordinate between the faculty, the students and the MIC Research Celll

ROLES AND RESPONSIBILITIES

Research Coordinator and Specific Roles

- The Research Coordinator must specifically ensure the following procedures are followed
  - The Data Collection Approval is sought from the relevant institutions by the faculties and campuses (**Letter R- 01S**)
  - Research Governance and Ethics Application Form is submitted by the students (**Form R- 01S**)
  - Research Governance and ethics Checklist is submitted by the students along with the prescribed documents
  - The students follow the proposals Development Guideline in compiling the proposal
  - In case if the student decides to bring changes to the approved research project, the request for amendment to approved research project form is submitted along with the revised proposal (**Form R- 02S**)
  - Participant Consent forms if necessary for the project, are submitted along with the final project (**Form R- 03S**)
  - Fill the project Progress Status report for each student at the end of term 2 and midway in term 3 of the research schedule (**Form R- 04S**)
  - If a student is found to violate any rules or crosses ethical standards, the Deviation or Violation reporting Form is filled and reported to the MIC Academic Committee (**Form R- 05S**)
  - At the Completion of the research project, the Study/Project Close out Report Form is filled and filed appropriately (**Form R- 06S**)

ROLES AND RESPONSIBILITIES

Research Supervisor and Specific Roles

- See main document for the specific roles.

ROLES AND RESPONSIBILITIES

Research Student and Specific Roles

- See main document for the specific roles.
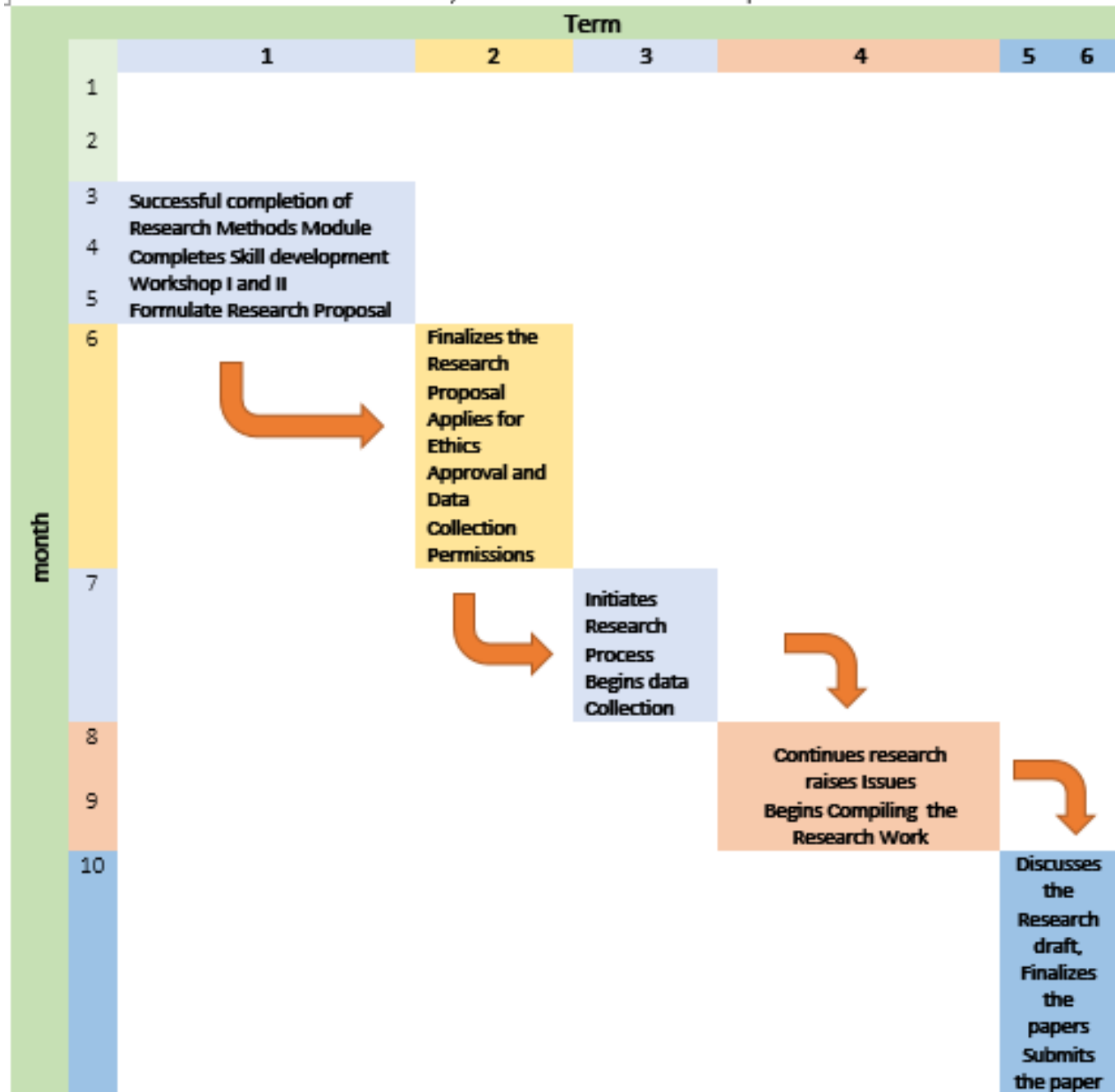
ROLES AND RESPONSIBILITIES

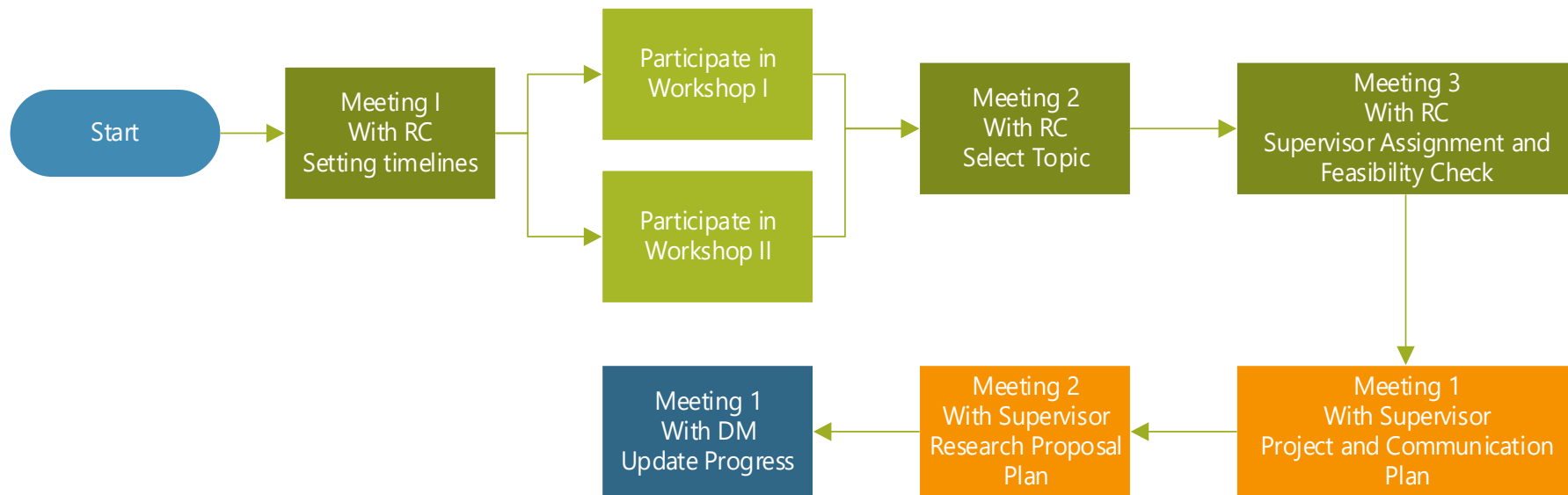**Research Governance and Ethics Committee (RGEC) and Specific Roles**

- RGEC comprise of the Research Coordinator, Dean and two additional members of the MIC Research Cell.

- RGEC is entrusted with the mandate of approving the ethical request of the research

- The student can begin the Research only after the ethical approval is communicated in writing.

RESEARCH TIMELINE

		Term					
		1	2	3	4	5	6

month		
1		
2		
3	Successful completion of Research Methods Module	
4	Completes Skill development Workshop I and II	
5	Formulate Research Proposal	
6		Finalizes the Research Proposal Applies for Ethics Approval and Data Collection Permissions
7		Initiates Research Process Begins data Collection
8		Continues research raises Issues Begins Compiling the Research Work
9		
10		Discusses the Research draft, Finalizes the papers Submits the paper

STUDENT WORK PLAN REQUISITE

Term 1

Start → Meeting I With RC Setting timelines →

- Participate in Workshop I
- Participate in Workshop II

→ Meeting 2 With RC Select Topic → Meeting 3 With RC Supervisor Assignment and Feasibility Check →

Meeting 1 With Supervisor Project and Communication Plan ← Meeting 2 With Supervisor Research Proposal Plan ← Meeting 1 With DM Update Progress

Term 2

Meeting 3 With Supervisor Discuss Draft proposal → Meeting 4 With Supervisor Proposal marking → Meeting 5 With Supervisor Finalize Proposal → Meeting 2 With DM Update Progress, meet mandatory paper work

Term 3

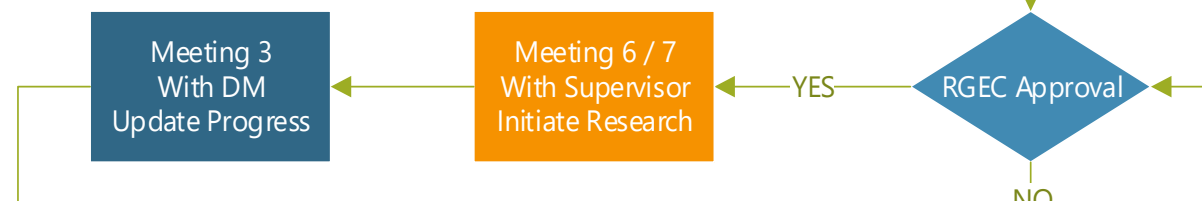Meeting 3 With DM Update Progress ← Meeting 6 / 7 With Supervisor Initiate Research ← YES ← RGEC Approval

NO

Student's work plan requisite

Further Note:

- Research Supervision is a time consuming and highly professional task. Research Supervisors are expected to provide assistance and guidance as stipulated in the MIC Guidelines for Student Research Supervision. The timeline of meetings are detailed in the Student's work plan requisite.

- Generally, by meeting, at MIC we recognize this as physical sittings with the supervisor and the student. However, in situations where a physical meeting is not possible, a relevant real-time meeting session using skype or any other online platform is acceptable.

- The student's work-plan requisite describes the various meeting points and meeting functions. Please note that, not all meetings are compulsory. The meetings marked as "PAID" are the compulsory meetings. However, it is highly recommended of the supervisor to communicate with the students at all meeting points. It is at the discretion of the supervisor to limit the unpaid meetings to mere correspondences through mail or any other means.

- If a student is not able to meet the minimum requirements through the standard number of paid meetings, additional meetings can be arranged at the expense of the student for additional supervisor charges.