

## **SUPERVISION POLICY ON POSTGRADUATE RESEARCH CANDIDATES AT THE UNIVERSITI MALAYSIA PAHANG**

### **PURPOSE**

This policy was created with the following objectives:

- To explain the criteria for the appointment of the supervisor and the role and responsibilities of the supervisor to the candidate in the research mode.
- To assist the faculty in making plans for the infrastructure, the workload of the academic staff and intake of candidates.
- To ensure the quality of supervision is assured and that the research produced by the candidate is consistent with the mission and vision of the University.
- As a guide for academic staff and candidates in the Universiti Malaysia Pahang in executing the responsibilities as a supervisor and research candidate.

### **APPOINTMENT OF SUPERVISOR**

The appointment of a supervisor must meet the following criteria:

#### **MASTER'S DEGREE BY RESEARCH**

- A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a Doctoral Degree.
- Where a supervisor is without the required qualification, a supervisor must have at least five years experience:
  - In teaching and research; or
  - As a co-supervisor that has graduated a master student before.

#### **DOCTORAL DEGREE BY RESEARCH**

- A supervisor must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least two years experience:
  - In teaching and research; or
  - As a co-supervisor.
- The appointment of a Supervisor shall take into account the research skills and experiences which are consistent with the research field of the candidate

- Supervisors suggested by prospective candidates, are given priority to supervise, except in cases where the faculty feels that other supervisors are more qualified to supervise
- Academic staff on sabbatical leave may be allowed to supervise until the end of the leave, provided the leave does not affect the candidate's supervision. However, based on some specific reasons, the Supervisor may apply to not supervise the candidate while on leave and the decision is based on the discretion of the relevant RC
- For academic staff who will be coming to the end of their services, the RC should ensure that a replacement supervisor is appointed at least six (6) months prior to the end of the service date of the initial supervisor so that both of them can co-supervise without affecting the progress of the candidate's research
- Appointment of an external party (either academic or non-academic) as field-supervisors can be considered if the external party is able provide research facilities and the expertise which will in turn assist the candidates in their research
- Appointment of second supervisor among local academic staff is a must for the international candidate with the main supervisor is an expatriate with a contract position.
- Appointment of supervisors shall be managed by the RC in compliance with all the criteria specified in this policy. Appointment made shall take into account the space, resources and expertise to support and assist candidates, with their research
- If the appointment of a new supervisor is required for some reason, the appointment shall be made according to merit and this case is considered as a special case. This case cannot be referred to and be an example or a precedent for a case to come
- In the event of problems of supervision between supervisor and candidate, the faculty should address this problem. If the problem cannot be resolved, the matter may be submitted to the Dean, Institute of Postgraduate Studies for further action.

#### **RATIO BETWEEN SUPERVISOR AND CANDIDATE**

- The maximum ratio for candidates to obtain quality supervision is as follows:
  - Professor = 1:10
  - Assoc. Prof = 1:7
  - Senior Lecturer = 1:5
- Faculty may approve a higher maximum number of candidates provided that supervisor has shown excellent supervision performance.

## **CHANGE OF SUPERVISOR**

Change of supervisor can be implemented as follows:

- If there is strong justification and excuse, the candidate may apply to change the supervisor, not more than once during the period of candidature
- If there is a supervisor who did not perform the supervisory duties satisfactorily, the Dean of the Faculty may appoint any other qualified academic staff to replace the said supervisor

## **FAMILY LINKS**

- Supervisors appointed shall not have a close family link to the candidate
- Both the appointed supervisors also must not have any family relationship with each other

## **ROLE AND RESPONSIBILITIES OF THE SUPERVISOR**

- The appointed supervisor shall exercise his/her role and responsibilities as set out in Appendix A

## **ROLE AND RESPONSIBILITIES OF THE CANDIDATE**

- The candidate shall also be responsible for the candidature and research throughout their status as a student in the Universiti Malaysia Pahang as set out in Appendix B

**ROLE AND RESPONSIBILITIES OF THE SUPERVISOR**

1. Before starting, the supervisor to the candidate will need to know the latest university rules and regulations relating to higher degree programs.
2. Supervisors should have adequate knowledge, enhanced theoretical and conceptual framework, and is up to date in the field of research of the candidate
3. Supervisors should be knowledgeable about the work schedule provided for the completion of a research project so that it complies with the provisions of certain degrees. This is to ensure the smooth running of the candidate's research project
4. Supervisors are responsible for providing relevant and adequate guidance and academic support to students during the supervision period to enable the candidate to carry out excellent research and writing. This responsibility includes guiding the careful planning of the research, the background and library research, the need to attend courses to complete the research, including scientific methods. Awareness about the impact of fraud and plagiarism should be informed to the candidate
5. Supervisors should interact with the candidate at least two (2) times per month in the first semester and once (1) a month for the next semester. For the first meeting, the supervisor and the candidate must talk face to face, while, the next meeting may be conducted via other methods such as on-line
6. Supervisors are responsible to ensure that candidates could communicate with relevant experts should the research area requires so. In certain cases, an additional supervisor or consultant may be appointed
7. Supervisors should be appointed to the candidates should know their responsibilities respectively and explained to the candidates on the aspects that will be monitored. In the event that two (2) supervisors were appointed for each candidate, the effective working relationship between all parties needs to be maintained together
8. Supervisors need to help candidates in the preparation with regards to the presentation at conferences, seminars, meetings and workshops
9. Supervisors are encouraged to record every meeting and discussion with the candidate about the study and research of the candidate by providing and updating the file on record of achievement and progress of research projects for each candidate
10. Supervisors should evaluate the progress of the candidates by getting a written report and monitor the performance in a relative manner according to the quality set for a certain degree. Candidates should be informed if the quality of his/her work did not reach the required standard. If progress of the candidates is not satisfactory, the supervisor must take action to help the candidates improve their performance. Progress report for each semester for each candidate must be submitted by the supervisor to the Academic / Faculty / Institute / Centre as scheduled
11. Supervisors should help candidates in academic writing, presentations in conferences and submitted for publication. For all the academic papers submitted for publication, written jointly by the supervisor and candidate, both have to agree to publish them together
12. Supervisors need to help manage and secure any funds for research projects

13. Supervisors must ensure work safety rules are followed during the research and are carried out in accordance with health and safety ethics policy specified by the University
14. Supervisors should provide constructive and critical comments on the candidate's drafts of the thesis within a reasonable time and advise the candidate regarding the format of the thesis as specified by the University
15. Supervisors should suggest and advise the Faculty in the process of nomination and evaluation of expertise of internal and external examiner. The supervisors also need to ensure that there are no delays in the process

### **The Role of Supervisor in the Board of Examiners**

16. The role of supervisor in the Board of Examiners is as the advisor. The supervisor is not involved in any discussions relating to the results of work submitted by the candidate. The supervisor does not function as an examiner
17. The supervisor's attendance in the Board of Examiners shall be by invitation only
18. The supervisor should also help the candidates on the corrections to be done based on the comments raised by the Board of Examiners and continue to oversee the candidate in cases where the thesis is referred back for further study

**ROLE AND RESPONSIBILITIES OF THE CANDIDATE**

1. Candidates should understand and fulfil all of the conditions contained in the letter of offer, rules and regulations applicable to the program.
2. Candidates should interact with the supervisor at least two (2) times per month in the first semester and once (1) a month the next semester. For the first meeting, the candidate and supervisor should talk face to face, while, the next meeting can be conducted via other methods such as online.
3. Candidates shall record meetings and discussions on their research each time they meet with the supervisor.
4. Candidates should have a good working relationship with the supervisor.
5. Candidates must plan the project schedule and comply with the maximum period of study.
6. Candidates should discuss and agree with the supervisor on consultation times.
7. Candidates must submit progress as specified without falsifying the research outcome and is free of plagiarism.
8. Candidates must notify their supervisor of any problems that may interfere with the research.
9. Candidates shall engage in academic activities organized by the department, Faculty or IPS.
10. Candidates must plan and ensure sufficient time to do the research and write the thesis.
11. Candidates should ensure that their candidature is always active by renewing their registration each semester.
12. A candidate shall give three months' notice to the supervisor or inform the supervisor the date for submission of the thesis for examination purposes, so there is no delay in the appointment of examiners.
13. Candidates are solely responsible for the content, the presentation of thesis and viva-voce presentation.
14. Candidates are responsible for ensuring that corrections are made in a given period after the Board of Examiner's meeting / viva-voce and the Senate.