

## APPLICATION FOR APPOINTMENT / CHANGE / DISCONTINUATION OF SUPERVISOR

The change of supervisor can be done not more than once during the period of candidature and the remaining supervision period must not be less than three (3) months before submitting the Notice of Thesis Submission in IPS Online. Change of supervisor must be done before the week 13 of Semester. If there are changes in research title, the UMP (IPS) R-03 form must be submitted.

### SECTION 1 (To be completed by Student)

#### 1. Student's Profile

Student Name	:				
Student ID	:		IC/Passport No.	:	
Programme	:				
Faculty	:				
Academic Status	:				(Progress result)
Current Progress	:				

#### 2. Details of Application

Application Matters	Justification	Supervisor's Verification
Appointment of a New Main Supervisor / Co-Supervisor		Comment:  Signature & Stamp:  Date:
Discontinuation of Main Supervisor / Co-Supervisor		Comment:  Signature & Stamp:  Date:
Appointment of Field Supervisor / Industrial Supervisor <b>(Please complete the Attachment I and enclosed with the CV)</b>		Comment:  Signature & Stamp:  Date:
Discontinuation of Field Supervisor / Industrial Supervisor		Comment:  Signature & Stamp:  Date:

Student's Signature :

Date:

**SECTION II (To be completed by Current Main Supervisor)**

Approved	Disapproved
Comment:  Date: Supervisor's Signature and Stamp:	

**SECTION III (To be completed by Deputy Dean Research)**

Approved	Disapproved
Comment:  Date: Signature and Stamp:	

**SECTION IV (To be completed by Dean of Faculty)**

Approved	Disapproved
Comment from Dean:  Date: Dean's Signature and Stamp:	

**SECTION V (To be completed by IPS)**

Within rules & procedures	Further actions to be taken:	
	MPSU & Senate Matters	Administration Matters
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed     Completed Date: <input type="checkbox"/> MPSU approval   <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <input type="checkbox"/> Senate to be informed     Completed Date:	<input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system Date: <input type="checkbox"/> Letter to Faculty Date: IPS Staff's Name:
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed     Completed Date: <input type="checkbox"/> MPSU approval   <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <input type="checkbox"/> Senate to be informed     Completed   Date:	<input type="checkbox"/> Verification by Dean of IPS Date: <input type="checkbox"/> Change status in the system Date: <input type="checkbox"/> Letter to Faculty Date: IPS Staff's Name:
Reasons:		
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval <span style="float: right;">(Signature &amp; Stamp)</span>	
Hereby, I verify that this student matter has been solved.  Date:  IPS Staff's Signature and Stamp:		

**\*Appointment of Field Supervisor / Industrial Supervisor**

No.	Name / Student. ID	Programme / Faculty	Semester/ Mode	Supervisor / Co Supervisor	Propose Field Supervisor	Research Title of student	Justification of Appoinment	Duration of Appointment
1.	Name : _____ _____ _____ _____ No ID: _____	Program : _____ _____ Faculty : _____	Semester: _____ Mode: _____	Supervisor : _____ _____ Co Supervisor : _____ _____ _____	Name : _____ _____ Office Address: _____ _____ _____ _____ _____ Contact: Tel : _____ E-mail : _____ Education: PHD: _____ MSC: _____ BSC: _____ Specialization/Research Area: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	_____ _____ _____	1.Compulsory to indicate the name or type of facilities/ equipment/ software used in the Lab:- i. _____ _____ ii. _____ _____ iii. _____ _____ 2. Any other research justification:- i. _____ _____ ii. _____ _____ iii. _____ _____	(Duration to use the facilities/equipment/ software etc)  Start Date: _____  End Date: _____

*\*to be completed for Field Supervisor or Industrial Supervisor Appointment only.*