SUPERVISION POLICY OF POSTGRADUATE CANDIDATES AT THE UNIVERSITY OF MALAYA

1. Purpose

This policy was created with the following objectives:

(1) 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 and the coursework and research modes.

(2) To assist the Responsibility Centre (RC) in making plans for the infrastructure, the workload of the academic staff and intake of candidates.

(3) 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.

(4) As a guide for academic staff and candidates in the University of Malaya in executing the responsibilities as a supervisor and research candidate.

2. Appointment of Supervisor

The appointment of a supervisor must meet the following criteria:

(1) It is encouraged to appoint at least two (2) supervisors for each candidate. If only one supervisor is appointed, the supervisor must have the experience of supervising until graduation at least two (2) candidates.

(2) The appointed supervisor must have a minimum qualification equivalent to the degree or at par with the program registered by the candidate.

(3) If the supervisor does not have the qualification stated, experience in the research field or related industry can be considered as the criteria for appointment as a Supervisor.

(4) The appointment of a Supervisor shall take into account the research skills and experiences which are consistent with the research field of the candidate.

(5)   Supervisors suggested by prospective candidates, are given priority to supervise, except in cases where the RC feels that other supervisors are more qualified to supervise.

(6)   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.

(7)   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.

(8)   For academic staff have left the service in University of Malaya but is still doing academic work elsewhere, they may be appointed as co-supervisor and the number of candidates supervised shall be limited to five (5) persons, where the candidates must be in their final stage of their studies.

(9)   Appointment of an external party (either academic or non-academic) as co-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.

(10)   Academic staff should attend training programs in supervision or enhancement courses prescribed by the University of Malaya.

(11)   If the RC would like to appoint a supervisor who is not in compliance with all the criteria of appointment specified in the policy, the RC shall submit a letter of application together with a strong justification to the Dean of Graduate Studies Institute of Graduate Studies for consideration and approval.

(12)   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.

(13)   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.

(14)	In the event of problems of supervision between supervisor and candidate, the RC should address this problem. If the problem cannot be resolved, the matter may be submitted to the Dean, Institute of Graduate Studies for further action.

3. Ratio between Supervisor and Candidate

(1)	The maximum ratio for candidates to obtain quality supervision are as follows: -

Research Fellow 1:3
Lecturer 1:5
Senior Lecturer 1:7
Associate Professor 1:10
Jusa C Professor 1:15
Jusa B Professor 1:20
Jusa A Professor 1:25

(2)	RC may approve a higher maximum number of candidates provided that supervisor has shown excellent supervision performance.

(3)	RC can also set a different maximum number of students from above to meet the requirements of relevant professional bodies.

(4)	In calculating the supervisory workload, three (3) candidates of the mixed-mode is equal to two (2) candidates of the research mode.

4. Change of Supervisor

Change of supervisor can be implemented as follows:

(1)	If there is strong justification and excuse, the candidate may apply to change the supervisor, not more than once during the period of candidature.

(2)	If there is a supervisor who did not perform the supervisory duties satisfactorily, the Dean of the RC may appoint any other qualified academic staff to replace the said supervisor.

5. Family Links

(1)	Supervisors appointed shall not have a close family link to the candidate.

(2)	Both the appointed supervisors also must not have any family relationship with each other.

6. **Role and Responsibilities of the Supervisor**

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

7. **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 University of Malaya 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. Each supervisor 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 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 (example: Vote PPP, UMRG etc.) 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 Post Graduate Office of the RC 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

1. 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.

2. The supervisor's attendance in the Board of Examiners shall be by invitation only.

3. Supervisors are expected to provide supervision reports in the required format within a specified time to the Post Graduate Office for the Board of Examiners meeting.

4. 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.

   Examples are as follows:

   (A)   Book of the University of Malaya (Master's Degree) Regulations 2010 and the University of Malaya (Master's Degree) 2010;

   (B)   Book of the University of Malaya (Degree of Doctor of Philosophy) 2007 and Regulations of the University of Malaya (Degree of doctor of Philosophy 2007);

   (C)   Program handbook, and

   (D)   Postgraduate Handbook.

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 or the RC.

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.