



SUPERVISION POLICY OF POSTGRADUATE CANDIDATE, UNIVERSITY OF MALAYA

1. Introduction

The purpose of this supervision policy is to:

- (1) explain the criteria for the appointment of the supervisors as well as the role and responsibilities of the supervisors towards the candidates from all modes of Master's & Doctoral programmes.
- (2) Assist the Responsibility Centre (RC) in making plans for the workload of the academic staff, and the intake of candidates with consideration to the available infrastructure.
- (3) Ensure that the quality of supervision is assured and the research produced by the candidate is consistent with the mission and vision of the University.
- (4) Explain the role and responsibilities of the candidates and supervisors throughout their programme of study and research activities as given in Appendix 1.

2. Qualification Levels of Master's and Doctoral Degree in the Malaysian Qualifications Framework (MQF)

(1) Level 7 Master's Degree

Description of Level 7 Master's Degree as outlined in the MQF document is as in Attachment 1.

(2) Level 8 Doctoral Degree / PhD

Description of Level 8 Doctoral Degree / PhD as outlined in the MQF document is as in Attachment 1.

3. Appointment of Supervisor

Appointment of Supervisor shall fulfil the following criteria:

- (1) At least two (2) Supervisors are encouraged to supervise a candidate. If only one (1) Supervisor is appointed, the Supervisor must be a full time academic staff and must have experience of supervising until graduation, at least two (2) candidates.
- (2) The minimum qualification for the appointment of a supervisor is as follows:

Master's Programme

- (a) At least one (1) Supervisor appointed shall have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a doctoral degree.

- (b) If any of the supervisors appointed is without the required qualification, he must have at least five (5) years' experience:
 - (i) in teaching and research; or
 - (ii) as a co-supervisor.

- (c) *For Clinical Masters' programme at the Faculty of Dentistry, the appointed supervisor must have at least a Clinical Masters qualification in the related field and two (2) years' experience:
 - (i) recognized as an expert in the field; and
 - (ii) in teaching and research; or
 - (iii) as a co-supervisor.

Doctoral Programme

- (a) At least one (1) of the Supervisors appointed for a Doctoral candidate must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least two (2) years' experience:
 - (i) in teaching and research; or
 - (ii) as a co-supervisor.

- (b) *For Clinical Doctoral programme at the Faculty of Dentistry, the appointed supervisor must have at least a Clinical Masters qualification in the related field and three (3) years' experience:
 - (i) recognized as an expert in the field; and
 - (ii) in teaching and research; or
 - (iii) as a co-supervisor.

**Source - Programme Standards: Dental Specialties*

- (3) Visiting academic staff may be appointed as co-supervisor for Master's and Doctoral candidates.

- (4) Appointment of supervisor must be in line or relevant with the field of research/discipline of the candidate. If the candidate's research comprises of different disciplines, a supervisor from the related discipline must also be appointed.

- (5) For collaborative programmes in the form of joint degree, dual degree and double degree, a supervisor must be appointed from both institutions. The number of supervisors appointed must be based on an agreement between both institutions.

- (6) For doctoral industry programme, besides an academic supervisor, a co-supervisor from industry must also be appointed.

- (7) Supervisors suggested by prospective candidates are given priority to supervise, except if the RC feels that other supervisors are more qualified to supervise.

- (8) Academic staff on sabbatical leave may be allowed to supervise the candidate provided the sabbatical leave does not affect the supervision. However, based on specific reasons, the supervisor may apply to the RC not to supervise the candidate while on sabbatical leave and the approval is at the discretion of the RC.
- (9) Supervisors from among the academic staff to be appointed, must have a minimum duration of service of not less than the candidate's minimum duration of study i.e at least twelve (12) months for Master's candidates and twenty-four (24) months for doctoral candidates.

If the duration of service is less than the candidate's minimum duration of study, the appointment of a co-supervisor is compulsory.

- (10) Academic staff who have left the service in the University and are still doing academic work elsewhere may be appointed as co-supervisors. The number of candidates supervised must be limited to five (5) persons who are in their final stage of studies i.e have completed the Candidature Defence.
- (11) The appointment of an external party (either academician or non academician) as co-supervisor/consultant may be considered if the external party is able to provide research facilities and expertise which will assist the candidate's research.
- (12) New academic staff must attend the enhancement courses or supervision training offered by the RC or the University. Existing academic staff are also encouraged to attend these courses.
- (13) The appointment of supervisors must be managed by the RC's *Jawatankuasa Ijazah Tinggi (JKIT)* in compliance with all the criteria specified in this policy. Appointment made must take into account expertise and supervision limit as well as infrastructure facilities (laboratory/studio/clinical facility and space) and finance (if related) to support candidates research.
- (14) In the event of a conflict of interest between the supervisor and candidate (i.e – threat to the research integrity or relationships), the Head of the RC can terminate the appointment of the academic staff as supervisor.
- (15) For any appointment of supervisor that does not meet the criteria as specified in this policy, the RC must submit an application with strong justification to the Deputy Vice Chancellor (Academic & International) for consideration and approval.

4. Supervision Limit

- (1) The ratio of actual posts to the weightage of supervision of a postgraduate candidate is as follows:
 - Visiting Academic Staff 1:3
 - Research Fellow 1:3
 - Lecturer 1:5
 - Senior Lecturer 1:7
 - Associate Professor 1:10

- Consultant 1:5
- Jusa C Professor 1:15
- Jusa B Professor 1:20
- Jusa A Professor 1:25

The following table should be used as a guide to determine the supervision weightage:

Mode of Study & Research Weightage (%)	Candidate Supervision Weightage
Coursework (70:30)	1/3
Mixed Mode (50:50) (60:40) (70:30)	2/3
Research (100)	1
Clinical (Medical) (50:50)	1/2
Clinical (Dentistry) (50:50)	1/2

- (2) There is no limit on the number of supervision assigned to Emeritus Professor, Adjunct Professor, and Honorary Professor, but appointments must be made alongside permanent academic staff.
- (3) The RC may approve a higher number of supervision provided the supervisor has shown excellent supervision performance.
- (4) The RC may also determine a different supervision limit from the above to meet the requirements of the RC or related professional bodies.

5. Appointment of Additional or Change of Supervisor

Additional or Change of Supervisor can be implemented as below:

- (1) In the event where an additional supervisor or change of supervisor is required, and supported with appropriate justification, the RC with the consent of all parties, may appoint any other academic staff to supervise the candidate.
- (2) Applications may be submitted by the supervisor or candidate. A candidate is allowed to apply for a change of supervisor once during his candidature period. For this purpose, the candidate will need to complete the form as outlined in Attachment 2.
- (3) Applications must be submitted with strong justification at the beginning of the candidature i.e. before or on the 3rd semester of study. If the application is submitted late, there is a possibility the application will not be approved by the RC.

However, the RC can decide to add or change supervisor at the very latest, one month after Candidature Defence.

- (4) In the event of a conflict between the supervisor and the candidate, the RC shall take the following actions:
- (a) face-to-face discussions between the Deputy Dean of Postgraduate Studies, the Head of Department, the Supervisor and the candidate should be held to resolve the issue.
 - (b) If the problem cannot be resolved, the RC must appoint an Arbitration Committee. Membership of the Committee shall consist of the following:
 - (i) the Dean of the RC or any member of the Faculty appointed as Chairman
 - (ii) the Deputy Dean of Postgraduate Studies
 - (iii) the Head of Department / Program Coordinator
 - (iv) Two (2) appointed faculty members.
- The additional appointment of a member outside the University as an independent party may be made by the Dean of the RC (if necessary).
- The terms of reference of the Arbitration Committee are as in Attachment 3.
- (c) If the problem remains unresolved, the RC shall submit this issue to the Office of the Deputy Vice-Chancellor (Academic & International) for further action.

6. Family Links

- (1) An appointed supervisor must not have a close family link with the candidate, for example, spouse, parents / in-laws and immediate relatives such as children or siblings.
- (2) The supervisors and consultants appointed also must not have any family link.

7. Role and Responsibilities of the Supervisor

The appointed supervisor shall perform his role and responsibilities as outlined in Attachment A.

8. Role and Responsibilities of the Candidate

Candidates must be responsible for their candidature and research throughout their status as a student in the University of Malaya as outlined in Attachment B.

9. Role and Responsibilities of the RC

The RC shall play the role as a coordinator providing research facilities, managing administrative matters and ensuring that the supervision process is implemented in orderly manner. The role and responsibilities of the RC are outlined in Attachment C.

Role and Responsibilities of Supervisor

1. Supervisors should know the regulations with respect to postgraduate programmes including:
 - (1) UM (Master's Degree) Rules and Regulations (latest edition); or UM (Doctoral Degree) Rules and Regulations (latest edition);
 - (2) Code of Research Ethics In the University of Malaya;
 - (3) *Kod Etika Universiti Malaya*;
 - (4) University of Malaya Policy on Authorship;
 - (5) Intellectual Property and Commercialisation Policy (latest edition) and Intellectual Property (IP) and Commercialisation Policy Manual;
 - (6) Publication Guidelines for Postgraduate Candidates (Research Mode) In Fulfilment of Graduation Requirements;
 - (7) Any other resolutions approved by the Senate from time to time.
2. Supervisors should ensure every research activity of the candidate is planned and conducted according to the specified time frame.
3. Supervisors are responsible for providing relevant and adequate guidance and academic support to candidates to enable the candidate to carry out research and writing. This responsibility includes guidance in careful planning of the research and completing the graduation requirements.
4. Awareness regarding the implication of academic breach of conduct and plagiarism must be explained clearly to the candidate.
5. Supervisors shall meet regularly with the candidate at least twice (2) a month in the first semester and once (1) a month for the following semesters. In the first meeting, the supervisor and candidate shall discuss face-to-face, while the subsequent meetings may be conducted via online.
6. Supervisors are responsible to ensure that the candidates are able to communicate with relevant experts should the research field require so. In certain cases, an additional supervisor or consultant may be appointed.
7. Each appointed supervisor shall know his responsibilities and advise to the candidate on the aspects that will be supervised. An effective working relationship must be established and maintained between all parties. Any difference in views, must be discussed and decided together.
8. Supervisors shall ensure candidates have obtained approval from the Universiti Malaya Research Ethics Committee and/or relevant agency before beginning data collection (if applicable).
9. Supervisors should assist candidates in the arrangement and preparation with regards to presentations at conferences, seminars, meetings and workshops.
10. Supervisors should record every meeting and discussion with the candidate about the study and research of the candidate via the online system.

11. The evaluation of progress report must be made latest between week sixteenth until week eighteenth in a semester. Supervisors will receive an online notification and should evaluate the candidate's progress within one (1) week from the date the progress report is received.

Supervisors should assist the candidate who do not show satisfactory progress during any semester to improve his performance.

12. Supervisors should assist the candidate in academic writing, presentations in conferences and submission of papers for publication. All academic papers submitted for publication, which are written jointly by the supervisor and candidate shall be agreed for joint publications.
13. Supervisors may assist in managing and securing funds for research projects of the candidate (if applicable).
14. Supervisors should ensure that work safety rules are followed during the research and are carried out in accordance with *Garis Panduan Keselamatan dan Kesihatan Pekerjaan Universiti*.
15. Supervisors should provide constructive and critical comments on candidates' thesis/dissertation/research report drafts within a reasonable time and advise the candidates regarding the format of the thesis/dissertation/research report as specified by the University.
16. Determination of title of thesis/dissertation shall be made between the supervisor and candidate within two (2) months before submission of thesis/dissertation. For research reports, the title determined shall be made at the very least one (1) month before submission.

Supervisor shall propose the name of the Examiner within this duration for RC's approval. The appointment of Examiner shall be made before the candidate submits his thesis/dissertation/research report. Supervisors should also ensure the thesis/dissertation/research report is submitted within the specified duration.

17. Supervisor shall ensure the research of the candidate is original and conducted by the candidate and the thesis/dissertation/research report of the candidate is free from plagiarism (refer to *Garis Panduan Menangani Kes Plagiat oleh Pelajar/Calon*).
18. Supervisors are responsible to assist the candidate to prepare for the presentation of the viva voce (if any).
19. Supervisors must ensure that no communication is made with any Examiners during the examination of candidate's thesis/dissertation to avoid conflict of interest.
20. Supervisors are responsible to assist the candidate to understand the comments of the Examiner and ensure all comments are acted upon before final submission is made.
21. Supervisors are responsible to maintain confidentiality of all matters pertaining to this examination.
22. Supervisors must sign the Postgraduate Programme Supervisor-Candidate Undertaking of Responsibilities as in Appendix 1. A copy of the signed document should be kept by all involving parties as record.

Role of the Supervisor in the Committee of Examiners

1. The role of the supervisor in the Committee of Examiners is to give his opinion on matters discussed but is not entitled to participate in the deliberation and decision on the examination result of the candidate's thesis/dissertation.
2. Supervisors are required to provide supervision reports in the required format within a stipulated time to the Postgraduate Office for the Committee of Examiners meeting.
3. Supervisors should also assist the candidate on the corrections to be made based on the comments raised by the Committee of Examiners.
4. Supervisors are responsible to maintain confidentiality of all matters pertaining to this examination.

Role and Responsibilities of Candidate

1. Candidates shall understand and fulfil all of the requirements stated in the offer letter, UM Rules and Regulations for postgraduate programmes and guidelines applicable to it:

Among the documents related are:

- (1) UM (Master's Degree) Rules and Regulations (latest edition); or
UM (Doctoral Degree) Rules and Regulations (latest edition);
 - (2) Code of Research Ethics in the University of Malaya;
 - (3) *Kod Etika Universiti Malaya*;
 - (4) University of Malaya Policy on Authorship;
 - (5) Intellectual Property and Commercialisation Policy (latest edition) and Intellectual Property (IP) and Commercialisation Policy Manual;
 - (6) Publication Guidelines for Postgraduate Candidates (Research Mode) In Fulfilment of Graduation Requirements;
 - (7) RC's Programme Handbook;
 - (8) Any other resolutions approved by the Senate from time to time.
2. The candidate shall meet regularly with the supervisor at least twice (2) a month in the first semester and once (1) a month for the following semesters. In the first meeting, supervisor and candidate shall discuss face-to-face, while the subsequent meetings may be conducted via online
 3. The candidate shall record every meeting and discussions with the supervisor on their study and research every time they meet.
 4. The candidate shall establish a good working relationship continuously with the supervisor.
 5. The candidate shall plan the project schedule, graduation requirements and comply with the maximum period of study.
 6. The candidate shall discuss and agree with the supervisor on time of consultation.
 7. The candidate shall discuss and get the supervisor's consent regarding his research scope.
 8. The candidate shall obtain approval to conduct data collection or information from any external party through the Supervisor.
 9. The candidate shall obtained approval from the Universiti Malaya Research Ethics Committee and/or any relevant agencies before beginning data collection (if applicable).
 10. The candidate shall submit the progress report at the very latest from the sixteenth week until the eighteenth week of every semester.
 11. The candidate shall notify their supervisor of any problems that may interfere with the research.
 12. The candidate shall engage in academic activities organized by the department/RC/University.

13. The candidate must plan and ensure there is sufficient time to conduct their research and write their thesis/dissertation/research report.
14. The candidate shall ensure that their candidature is always active by renewing their registration each semester.
15. The candidate shall obtain approval from the Supervisor to determine the thesis/dissertation title within two (2) months before submission of thesis/dissertation. For the research report, the determination of title shall be made one (1) month before submission.
16. The candidate shall obtain approval and verification from the Supervisor for any publication made based on the research conducted.
17. The candidate is solely responsible for the content, writing of thesis/dissertation/research report, and viva voce presentation (if any).
18. The candidate is responsible for ensuring that all corrections are made within the specified time determined by the Committee of Examiners.
19. The candidate shall ensure that the research is genuine and conducted by him only, fulfils the requirements of the University and also ensure the thesis/dissertation/research report is free from plagiarism (refer to *Garis Panduan Menangani Kes Plagiat oleh Pelajar/Calon*).
20. Candidates must sign the Postgraduate Programme Supervisor-Candidate Undertaking of Responsibilities as in Appendix 1. A copy of the signed document should be kept by all involving parties as record.