***Appendix 1***

**

**UNIVERSITI MALAYA**

***POSTGRADUATE PROGRAMME SUPERVISOR-CANDIDATE***

***UNDERTAKING OF RESPONSIBILITIES***

*This letter of undertaking defines the supervision relationship between*

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|  | *and* |
|  |  |  |
| *(Name of Supervisor 1)*  |  | *(Name of Candidate)* |
|  |  |  |
| *(Name of Supervisor 2)* |  | *(Registration No.)* |
|  |  |  |
| *(Name of Supervisor 3)* |  |  |

*for the programme of*

 *(Name of Master’s or Doctoral programme registered)*

*at*

 *(Name of Academy/Institute/Faculty/Centre)*



*The following section outlines the roles and responsibilities of Supervisor and Candidate in order to ensure the quality of supervision, and that the research produced by the candidate is consistent with the mission and vision of the University, pursuant to the Supervision Policy of Postgraduate Candidates (latest version).*

*Please read the following and sign where indicated on the last page of the letter of undertaking.*

*The appointed supervisor shall exercise his role and responsibilities as set out below:*

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

1. *Supervisors should know the regulations with respect to postgraduate programmes including:*
2. *UM (Master’s Degree)Rules and Regulations (latest edition); or*

*UM (Doctoral Degree)Rules and Regulations (latest edition);*

1. *Code of Research Ethics In the University of Malaya;*
2. Kod Etika Universiti Malaya;
3. *University of Malaya Policy on Authorship;*
4. *Intellectual Property and Commercialisation Policy (latest edition) and Intellectual Property (IP) and Commercialisation Policy Manual;*
5. *Publication Guidelines for Postgraduate Candidates (Research Mode) In Fulfilment of Graduation Requirements;*
6. *Any other resolutions approved by the Senate from time to time.*
7. *Supervisors should ensure every research activity of the candidate is planned and conducted according to the specified time frame.*
8. *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.*
9. *Awareness regarding the implication of academic breach of conduct and plagiarism must be explained clearly to the candidate.*
10. *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.*
11. *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.*
12. *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.*
13. *Supervisors shall ensure candidates have obtained approval from the Universiti Malaya Research Ethics Committee and/or relevant agency before beginning data collection (if applicable).*
14. *Supervisors should assist candidates in the arrangement and preparation with regards to presentations at conferences, seminars, meetings and workshops.*
15. *Supervisors should record every meeting and discussion with the candidate about the study and research of the candidate via the online system.*



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

1. *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.*

1. *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.*
2. *Supervisors may assist in managing and securing funds for research projects of the candidate (if applicable).*
3. *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*.*
4. *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.*
5. *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.*

1. *Supervisor shall ensure the research of the candidate is original and conducted by the candidate and the thesis/disseration/research report of the candidate is free from plagiarism (refer to* Garis Panduan Menangani Kes Plagiat oleh Pelajar/Calon*).*
2. *Supervisors are responsible to assist the candidate to prepare for the presentation of the viva voce (if any).*
3. *Supervisors must ensure that no communication is made with any Examiners during the examination of candidate’s thesis/dissertation to avoid conflict of interest.*
4. *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.*
5. *Supervisors are responsible to maintain confidentiality of all matters pertaining to this examination.*

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 ***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.*

*The candidate shall be responsible for his candidature and research throughout his status as a candidate in the University of Malaya as set out below:*

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***ROLE AND RESPONSIBILITIES OF THE 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);*

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



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

1. *The candidate must plan and ensure there is sufficient time to conduct their research and write their thesis/dissertation/research report.*

1. *The candidate shall ensure that their candidature is always active by renewing their registration each semester.*
2. *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.*
3. *The candidate shall obtain approval and verification from the Supervisor for any publication made based on the research conducted.*
4. *The candidate is solely responsible for the content, writing of thesis/dissertation/research report, and viva voce presentation (if any).*
5. *The candidate is responsible for ensuring that all corrections are made within the specified time determined by the Committee of Examiners.*
6. *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).

*Prohibition Against Plagiarism*

* 1. *A candidate cannot plagiarise any idea, writing, data or creations of another person.*
	2. *For the purpose of this subregulation, plagiarism includes:*
1. *any act of taking an idea, writing, data or creation of another person and claiming that the idea, writing, data or creation is his own product or creation; or*
2. *any attempt to promote or any act of promoting, in any form, that he is the originator or creator of any idea, writing, data or creation which in fact has been taken from other sources.*

* 1. *Without prejudice to the meaning of paragraph (2) above, a candidate is considered to have plagiarised when he:*
1. *has published, on his own, as the author; an abstract, article, scientific or academic paper, or book which is wholly or partly written by other people;*
2. *has incorporated himself or has allowed himself to be incorporated as co- author of an abstract, article, scientific or academic paper, or book, when he did not make any contribution to the written abstract, article, scientific or academic paper, or book;*

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

1. *has forced others to include his name in the list of co-researchers for a specific research project or in the list of co-researchers of a publication when he did not make any contributions that could qualify him as co-researcher or co-author;*
2. *has quoted academic data which is a research output that was carried out by other people, such as in laboratory findings or field work findings, or data obtained through library research, whether published or un-published, and has incorporated such data as part of his academic re-search without appropriate acknowledgement of the source;*
3. *has used research data obtained through a joint effort with other people, whether or not these people are staff or University candidate as part of a different academic research or has publication with himself as the sole author, without acquiring permission for the joint research before the commencement of his own research or before publishing the data;*
4. *has copied an idea or invention of someone else which has been saved in any mode, whether in written, print or available in electronic form, or in the form of slides, or in any form of teaching or research tool or in any other forms and has declared either directly or indirectly that he is the inventor of the invention or idea;*
5. *has translated the writing or creation of others from one language to another whether or not in whole or in part, and then submitted the translation in whatever form or manner as the writer or as his own creation; and*
6. *has cited ideas from writings or creations of others and made modifications without due reference to the original source and compiled the idea in such a way as if he is the creator of such ideas.*

*Candidate is hereby agrees and accepts as follows:*

*The University may claim ownership of IP created by enrolled students in pursuit of their studies where:*

1. *generation of the IP has involved substantial use of the University’s resources and/or services beyond that which is ordinarily provided to employee and students; or*
2. *generation of the IP has resulted from the use of pre-existing IP owned by the University; or*
3. *the new IP forms part of IP generated by a team of staff and students of which the staff or the student is a member; or*
4. *the IP has been generated as a result of specific project funding provided by the University.*

*For the purpose of this clause, “Intellectual Property” means any Intellectual Property (IP) protected by the laws of Malaysia and University of Malaya’s Policy, and includes patentable invention, know-how, copyright of works, design, layout design of integrated circuits, geographical indication, trademarks and plant variety.*

1. *The candidate is reminded that the information or data obtained during his candidature belongs to the University. Therefore, any publications using these data or information during his candidature and after the completion of the study, requires the consent and approval of the Vice Chancellor.*

***I have read the above and acknowledge the responsibilities as set by the* Universiti Malaya*.***

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| *Supervisor Signature (1)* |  | *Candidate Signature*  |
| *Name of Supervisor (1):* |  |  | *Name of Candidate:* |  |
| *Date:* |  |  | *Date:* |
|  |  |  |
|  |  |  |
| *Supervisor Signature (2)* |  |
| *Name of Supervisor (2):* |  |  |
| *Date:* |  |  |
|  |  |  |
|  |  |
| *Supervisor Signature (3)* |  |
| *Name of Supervisor (3):* |  |  |
| *Date:* |  |  |
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| ***IMPORTANT NOTE:*** *After the letter of undertaking is signed by the supervisor(s) and the candidate, the original document must be submitted to the Postgraduate Office of the respective Academy/Institute/Faculty/Centre. A copy of the signed document should also be kept by the supervisor(s) and the candidate as a record.* |