



KUPTM GRADUATE SUPERVISION GUIDELINE 2019

PART 1

INTRODUCTION

1.1 OBJECTIVES

This Graduate Supervision Guideline meant to provide guidance and reference in supervising graduate student at Faculty / Institute of Graduate Studies for Master and PhD tertiary research at Kolej Universiti Poly-Tech MARA (KUPTM).

This guideline applies to all supervisors and students registered for Master and PhD program before or after the effective date of its implementation. It must be read together with the Postgraduate Academic Regulations, Kolej Universiti Poly-Tech MARA.

1.2 DEFINITION

Definition used in this guideline for every statement or word are referred to the definition stated in Academic Regulations for Graduate Programmes 2019, Kolej Universiti Poly-Tech MARA.

Unless the contexts of the meaning need to be addressed seperatedly;

“Dissertation” means the original research document that has been submitted by the candidate in fulfilment the award for Master Degree / Doctor of Philosophy either by research of mix-mode;

“Doctor of Philosophy” means a recognition awarded by the University to the candidate that has fulfilled all the requirement for Doctor of Philosophy degree or other Doctor degree that has been approved by Senate;

“Master Degree” means recognition awarded by the University to the candidate that has fulfilled all the requirement for Master Degree or equivalent that has been approved by Senate;

“Department” means any department or centre that has been established within the faculty to manage programs;

“Committee of Graduate Studies” means that the Committee of Graduate Studies that has been established to manage the program of the Faculty/Institute of Graduate Studies. The committee comprised of Dean of the Faculty, Director of the Institute or its representative, Director of Centre / Head of Unit and Programme Cordinator (related programme);

“Supervisory Committee” means a committee that comprised of a university lecturer appointed as chairman and having minimum of two (2) committee members as members to the committee. Supervisory Committee roles are to supervise research and thesis/dissertation preparation, guide and evaluate the candidate performance;

“Head of Programme / Programme Coordinator” means that any lecturer that has been appointed by the University to manage the operation of certain programme;

“Course” means that subjects that has been offered to comply in the programme

“Course Work Mode” means that any program conducted focus on the course work approach;

“Mix-mode or Course Work and by Research” means that the programme is conducted in both course work and by research approach.

“Course Work and Practicum/Clinical Work as well as Case Study and/or by Research” means that the programme having the component of Course Work and Practicum or Clinical Work as well as research.

“By Research Mode” means that the programme is focus by research approach.

“Students” means that any candidate registered for any graduate studies programme at KUPTM.

“Internal Examiner” means that any KUPTM lecturer that has been appointed by the Fakulti / Institute to evaluate the achievement of potential researcher;

“External Examiner” means that any external lecturer or experts from other university that has been appointed to evaluate the achievement of potential researcher;

“Academic Advisor” means that any lecturer that has been appointed by the Faculty / Institute of Graduate Studies to guide the student for selection of courses and monitor his/her performance;

“Industrial Advisor” means that any expert from Industry / other University that has been appointed by KUPTM to guide and assist the student in the selected field;

“Supervisor” means that any KUPTM lecturer or external expert that has been appointed to supervise research work and preparation of thesis/dissertation as well as guide and evaluate the candidate achievement. The supervisor can be from the main supervisor and /or co-supervisor, or Supervisory Committee or External Supervisor which has been stated in the KUPTM Academic Regulation.

“Main Supervisor” means that any KUPTM lecturer that has been appointed as individual or as leader of two supervisors to supervise research work and guide thesis preparation as well as evaluate candidate achievement by research mode approach.

“Co-supervisor” means that any KUPTM lecturer that has been appointed together with the main supervisor to supervise research work and guide thesis preparation as well as evaluate candidate achievement.

“External Supervisor” means that any lecturer or expert from other university that has been appointed as second supervisor or supervisory committee member to supervise research work and guide thesis preparation as well as evaluate the achievement of the candidate;

“Oral Examination” means that the defence examination whereby the candidate needs to present the outcome of the thesis research work to Oral Examination Committee;

“Programme” means that the courses in the Master or Doctoral programmes;

“Semester” means that allocated time period for certain session that has been decided by Senate;

“Senate” means that the Senate of Kolej Universiti Poly-Tech MARA;

“Session” means that date in the academic calendar year that has been decided by the Senate;

“Thesis” means that the original research document that has been prepared and submitted by the candidate for the doctoral award by research work and mix-mode approach.

“Universiti” means that Kolej Universiti Poly-Tech MARA (KUPTM)

PART II

SUPERVISION

2.1 Introduction

Supervision is to ensure appropriate guidance on research, writing and presenting thesis/dissertation defence has been given to the graduate student. Quality of supervision is very much relying on both parties' interaction and understanding their roles to fulfill the objective.

2.2 Type of Supervision

Supervision can be done by one supervisor, a group of two supervisors or supervisory committee.

2.2.1 Supervision by a supervisor

This system allows one supervisor to supervise research work, guide writing and presenting defence finding of the research work by graduate student.

2.2.2 Supervision by a group of two supervisor

This system involved two supervisors, a main supervisor and another is co-supervisor to supervise research work, guide writing and presenting defence finding of the research work by graduate student. Main supervisor must be lecturer from the Faculty / Institute of Graduate Studies where by the candidate has been registered or the lecturer from related field.

2.2.3 Supervision by Supervisory Committee

Supervision that involved Supervisory Committee has to appoint one main supervisor as chairman and more than one so-supervisors can be appointed to supervise research work, guide writing and presenting defence finding of the research work by graduate student. Chairman must be lecturer from the Faculty / Institute of Graduate Studies where by the candidate has been registered or the lecturer from related field.

2.3 Roles of Supervisor

Roles of main supervisor and co-supervisor as follows:

2.3.1 Main Supervisor

Main supervisor is full responsibility on the management and direction of the research work of the researcher and other related administration matters. Main supervisor has to fulfill all responsibility as stated in the Graduate Supervision Guideline. For the case of supervision being done by a group of two (2) supervisors or by supervisory committee, the main supervisor has to be the facilitator and also facilitate the feedback from Co-supervisor. Other than that, the main supervisor also can be the mentor to the co-supervisor to develop competency.

2.3.2 Co-Supervisor

Appointed Co-Supervisor has to share his/her expertise with the researcher. Co-Supervisor also must assist Main Supervisor to provide second view to the researcher during the absence of Main Supervisor. As to improve the competency, the Co-Supervisor can be the mentee to the Main Supervisor.

2.4 Supervision Requirement

Total number of supervisors required for supervision a graduate student may vary from one program to another. However, number of supervisors is based on the complexity of the research that has been proposed by the candidate via appropriate application procedures. The selection of the supervisor has to be done by the Graduate Committee of Faculty / Institute of Graduate Studies appropriately.

2.4.1 Academic Regulation, Kolej Universiti Poly-Tech MARA has established the following criteria for the selection of supervisors:

- (1) Main Supervisor for Master Program candidate must be:
 - (a) Having minimum of one level higher of academic qualification than the candidate i.e., Doctor of Philosophy.
 - (b) Should the supervisor does not comply with the required qualification, he/she must have minimum of five (5) years of experience in the related field.
 - (i) in the field of teaching and research; or

- (ii) experience as Co-Supervisor or Member of Supervisory Committee
 - (2) Main Supervisor for graduate doctoral program must be:
 - (a) 3 years experience in research after obtained the Doctoral degree;
and
 - (b) experience as Co-Supervisor or Member of Supervisory Committee
 - (3) Any lecturer that has been seconded to other organization, resigned or retired from the university, or lecturer from other university, or qualified individual from institution / industry can be appointed as Co-Supervisor or Member of Supervisory Committee.
 - (4) Any lecturer that on sabbatical leave cannot be appointed as Main supervisor during his/her sabbatical period.
 - (5) Student for the doctoral program that using either research mode or mix-mode must have minimum of two (2) supervisors of which one as Main Supervisor and another is Co-Supervisor.
 - (6) Student that using industrial research mode must have Co-Supervisor from Industry where the student is conducting the research.
 - (7) Based on the Senate acceptance, dean of graduate studies can appoint lecturer that has been seconded to other organization, resigned or retired from the university, or lecturer from other university, or qualified individual from institution / industry can be appointed as Main Supervisor or Member of Supervisory Committee.
- 2.4.2 In the situation, where the Main Supervisor has less than three (3) years of research experience, the faculty / institute is advised to appoint experience Co-Supervisor to support the supervision work.
- 2.4.3 In the situation, where the student being supervised by a group of two (2) supervisors or Supervisory Committee, those appointed supervisors should not be relatively connected.

2.5 Supervisor Responsibility

Supervision process required trust relationship and respect each other between supervisor and student. Student have the right to receive quality guidance, advice and leadership to achieve their academic excellence. In doing so, supervisor must:

- (1) Understand and abide all rules, policies and guidelines of the university;
- (2) Remind student on all regulations, policies, and relevance guidelines of the university with regards to research ethics, intellectual properties, safety at works and copyright and ownership;
- (3) Ensure good relationship with the student during the engagement via agreed meetings and seminars that in line with Faculty/Institute of Graduate Studies requirements;
- (4) Ensure that the student able to communicate and contact the supervisor when needed;
- (5) To provide guidance on scope and standard of research that must be achieved, planning of research program, relevant literature sources, research methodology and technique, management of research data and advice student to attend training or short courses where applicable;
- (6) To ensure the research was original and done the student himself.
- (7) To facilitate and minimize difficulties for data gathering;
- (8) To assist student in developing the research plan and monitor the research progress;
- (9) To monitor closely and systematically various level of research process ensuring data collection meeting the requirement and avoiding mistake, delay and confusion;
- (10) To identify the training need and ensure that the student has attended those training that have been evaluate for its effectiveness;
- (11) To draw the attention of the student on latest development of the related field interaction between the supervisor with other researchers or professionals;
- (12) To instruct the student refer to the expert where necessary;
- (13) To advise on how to conduct field research work;

- (14) To request the student to prepare progress written report within reasonable time given and to provide constructive feedbacks timely;
- (15) To discuss with Co-Supervisor and Advisor on differences and resolve amicably.
- (16) To arrange presentation session for the student to obtain feedbacks from member of the Faculty/Institute of Graduate Studies as part of presentation training;
- (17) To evaluate the progress of the student research work and to monitor the performance based on the established standard for the progress report of the candidate as requested;
- (18) To ensure the student being writtenly informed with regards to its progress of the level of the research;
- (19) To keep the supervision record with all issues discussed;
- (20) To instruct the student on information related to administration such as writing style, number of words, number of copies to be made, regulation on extension of studies, and source of research funding;
- (21) To discuss the format and writing style of thesis / dissertation that has to be followed from the beginning of the research work;
- (22) To ensure that the student having appropriate writing schedule for thesis/dissertation that meeting the requirement;
- (23) To monitor closely at each level of the thesis/dissertation writing to avoid complication later;
- (24) To guide on the thesis/dissertation writing via draft thesis/dissertation reading and feedbacks approach;
- (25) To ensure that the thesis/dissertation of the student is free from plagiarism;
- (26) To assist Faculty/Institute of Graduate Studies in the process of appointing Examiner when the student submits Thesis/Dissertation Notice;
- (27) To assist the student to prepare for oral examination;
- (28) To assist student to understand comments made by the Examiner and ensure that all requirement is fulfilled for final submission;

- (29) To discuss and plan publication and also explain on requirement and regulation as writer which has been established by the university;
- (30) To advice and plan appropriate conference for the student to participate;
- (31) To inform the student prior of the supervisor on leave or other research work outside the university for a period of more than four (4) weeks and provide communication for the student to access the supervisor during those periods;

2.6 Student Responsibility

Supervision provide opportunity to the student to develop research skill under mentoring approach. Thus, the supervisor has the right to request high commitment from the student. The student has to show positive reaction to the guidance, advice and knowledge given by the supervisor to develop competence self manage researcher. As the graduate researcher, the student should be:

- (1) To follow regulations, policies and guidelines of the University, in particular those concerned with research implementation work, includes, communication ethics in research, intellectual property rights, safety at works, and copy rights and onwrships.
- (2) To discuss with the supervisor and agreed with the meeting schedules;
- (3) To ensure that the communication with the supervisor is open and clear during the supervision period;
- (4) To discuss with the supervisor on the research topic and schedule;
- (5) To carry out the task as has been arranged by the supervisor includes reading, training on research or attending any suitable courses where necessary;
- (6) To ensure the progress of the research is aligned with the agreed schedule;
- (7) To discuss any issues or difficulties with the supervisor includes the aspect of accessing inputs and materials;
- (8) To keep record on the progress of the research, includes meeting with supervisor and record of assignments/works completed;
- (9) To ensure that writing materials is submitted accordingly and timely for the supervisor to provide feedbacks accordingly;

- (10) To pay attention on all feedbacks and advice given by the supervisor;
- (11) To follow decision that has been agreed by Main Supervisor, Co-Supervisor and the Advisor on differences issues;
- (12) To prepare draft thesis/dissertation and make correction and improvement as proposed by the supervisor;
- (13) To decide when to submit the thesis/dissertation taking into consideration the advice by the supervisor and fulfilled the requirement set by the University;
- (14) To ensure that the submitted thesis/dissertation is free from plagiarism and meeting the University requirement;
- (15) To take responsibility and initiative to attend program for competency improvement that has been organized by the Faculty/Institute;
- (16) To participate in research towards developing research culture;
- (17) To ensure all administration requirement are fulfilled;
- (18) To ensure the requirement for publication has been fulfilled;
- (19) To recognize the contribution of Main Supervisor/Co-Supervisor/Supervisory Committee and University in any publication based on the research done;
- (20) To obtain agreement and endorsement of the supervisor for any publication based on research done at KUPTM, even though the student has been graduated;
- (21) To discuss and inform the supervisor on any leave application (example: due to health reason, or family matter).

2.7 Responsibility of Faculty/Institute (Graduate Studies)

Faculty/Institute Graduate Studies plays an important role as coordinator to facilitate research activities, manage administration issues and ensure that the supervision process being conducted in professional manner and well understood by all parties. Being coordinator, the Faculty/Institute of Graduate Studies should be:

- (1) To provide information with regards to regulations, policies and guidelines of the University that has to be followed by the students.
- (2) To encourage participation of supervisor in courses related to supervising at the University level;
- (3) To ensure that the student being well supervised during the course of the study and take necessary action on poor supervision works;
- (4) To provide research and library facilities to the students;
- (5) To organize suitable courses/skill trainings and seminars;
- (6) To ensure that the student has passed and completed all courses of the program;
- (7) To appoint Main Supervisor/Co-Supevisor/Supervisory Committee and/or Academic Advisor/Industry Advisor;
- (8) To approve the student research topic;
- (9) To ensure that the supervision process based on good practice supervision code and take necessary action on poor supervision work;
- (10) To keep student record includes progress report periodically from supervisor;
- (11) To ensure that supervision filing or supervision record book or other supervision record are updated;
- (12) To appoint Internal and External Examiner;
- (13) To conduct oral examination;
- (14) To conduct endorsement of free plagiarism;
- (15) To ensure that the thesis/dissertation submitted is complied to the University requirement;
- (16) To ensure that publication has fulfilled the requirement of the Faculty/Institute of Graduate Studies before the award of the doctoral degree;
- (17) To be independent and reference body for advisory on case of poor relation between supervisor and student;
- (18) To manage welfare of student during the study period.

PART III

MONITORING STUDENT PROGRESS

3.1 INTRODUCTION

Effective monitoring process is vital to ensure the student able to complete the study within the stipulated time given and abide to all regulations imposed. For doctoral degree program, student completed within **nine (9) semesters** is considered being graduated on time.

3.2 MONITORING METHOD

Student progress can be monitored via few approaches:

3.2.1 Preparation of Student Progress Report

- (1) Academic Regulation for Graduate, Kolej Universiti Poly-Tech MARA 2018 has stated that Main Supervisor or Chairman of Supervisory Committee must submitted complete progress report of the student to the Secretariat/Graduate Committee Faculty/Institute of Graduate Studies for every semester during the course of the study.
- (2) The progress report of the student is prepared and take into consideration the progress report of the student stated in the supervision file/supervision book/supervision record.
- (3) The Faculty/Institute of Graduate Studies is encouraging to organize presentation session that to be evaluated by other lecturer not only the supervisor so that the evaluation results can be reference to preparation of progress report of the candidate.

3.2.2 Meeting of Supervisor-Student

The meeting of the supervisor-student must be conducted as follows:

- (1) minimum four (4) time per month for science technical or as decided by the Faculty/Institute of Graduate Committee;
- (2) at least four (4) time per semester for social sciences or as decided by the Graduate Committee of Faculty/Institute of Graduate Studies;
- (3) at least four (4) time per semester for partime student;

- (4) at least once (1) time per semester with Supervisory Committee for student being supervised by the Supervisory Committee;
- (5) at least once (1) per semester for doctoral industrial student;

3.2.3 Presentation at Colloquium, Graduate Seminars or equivalent

- (1) Student should present the research proposal, progress report and/or final report of the research at the colloquium/seminar organized by the Faculty/Institute of Graduate Studies.
- (2) Presentation of research proposal should be presented before commence of the research.
- (3) Supervisor and other lecturers should attend the presentation to give constructive comments and inputs.
- (4) Independent evaluator should be appointed to evaluate the student presentation and the result of the evaluation must be informed the student.

3.2.4 Utilisation of Supervision File or Supervision Book or Supervision Record.

- (1) Supervision File or Supervision Book or Supervision Record can be used to documenting the student's progress. The Faculty/Institute of Graduate Studies can choose either to use Supervision File / Supervision Book or any form of record that can representing Supervision File/Supervision Book.
- (2) Supervision File / Supervision Book / Supervision Record must always be updated with issues discussed between the supervisor and the student.
- (3) Information in the Supervision File / Supervision Book / Supervision Record can be used as references to prepare for final progress report of the student.
- (4) Supervision File / Supervision Book contain the following:
 - (a) Student's profile and registration record;
 - (b) Graduate student agreement that must be completed and sign by the student and witness by the supervisors during their first meeting;
 - (c) Meeting schedule of supervisor-student;
 - (d) Supervision Record;
 - (e) Seminar / Colloquium / Training attendance record;
 - (f) Writing record;

PART IV

SUPERVISION AND CHANGE PROCEDURES/ADDITIONAL SUPERVISORS PROCESSES ISSUES

4.1 Supervision Processes Issues

These are among problems and challenges that may occur during the supervision process:

4.1.1 Communication Problems

(1) Communication problem between supervisor-student

Usually problems arise during supervision is caused by poor communication between supervisor and student. Communication problem can create unclear roles and responsibilities as well as different expectation between supervisor-student. Sometimes communication problem caused by language issues, especially for the student with Bahasa Melayu or English as both languages not their mother tongue. Incompatibility between supervisor and student can also create communication gap.

Initial meeting of supervisor and student should discuss each roles and responsibilities as well as the expectation. If the matter was not discussing during initial meeting, then it should be discussed now to ensure everybody understand their roles. Sometimes, issues on roles and responsibilities need to be discussed several times. Regular meeting of supervisor and student helps to minimize communication gap.

If the discussion between supervisor and student met dead-lock, then it should be referred to Faculty/Institute of Graduate Studies representative responsible for the research program as moderator to resolve the issues. Should the discussion unresolved, then the final option is to replace the supervisor.

Faculty/Institute of Graduate Studies must provide supervision ethical code as references to supervisor and student. Other than that, the faculty/institute also able to brief student on roles and responsibilities as well as expectation during research and supervision processes.

(2) Communication Problem between Supervisor-Student

Communication problem between supervisors may arise when there is different in opinion among Main Supervisor and Co-Supervisor or between

Co-Supervisors in Supervision Committee. When different opinion occurs, the Main Supervisor has to lead to resolve the differences for the benefit of the student. If necessary, Faculty/Institute of Graduate Studies representative for research program can also be invited during negotiation meeting. Problem on differences can be resolved when the supervision work was done professionally.

4.1.2 Problem Student

Problem faced by student usually caused by social and environmental issues such as insufficient fund, health, family problem or disturbance from external factor. Limited capability in research due to lack of reading on fundamental theories and demand of graduate thesis writing and unclear research study field because of misunderstanding and commitment needed at post graduate studies.

Student problem can be resolve via open and clear discussion between supervisor-student. Beside, provide advice and monitoring student research process, the Supervisor also can advice on social issues. Other then that, the supervisor also can encourage student to obtain assistant from relevant group in resolving the issues. For example; for case of financial, the supervisor can advice the student to apply for sponsorship via relevant agency. For limited knowledge assessment, the supervisor can request the student to attend courses and certain training organised by Faculty / Institute / University or other training provider.

Student that does not committed must be advised so that he/she could pay more attention. Other then that, the student can be issued with formal advice via Student Progress Report. Student can be issued with "Pass with Reminder" atau "Pass with Warning" for serious case. The Faculty/Institute of Graduate Studies can also support to have regular meeting with problem's student at the beginning of the semester as well as issue reminder notice to the student.

The student under research mode program can be issued with status "Fail and Dismissal" should the student received four (4) time "reminder" on progress report or received two (2) time "warning" or combination of two (2) time reminder and one (1) time "warning" during the course of the study will given the status of "Fail and Dismissal" at any semester.

Problem student will also be advised to defer their study in order for them to resolve their problem.

4.1.3 Problem Supervisor

(1) Supervisor too busy

Busy supervisor can affect the research progress of the student. The supervisor may be involved with consultancy activities outside university, too many researches works, uncontrol talks outside university, too many administrations works, and supervised too many students resulting unable to manage the time effectively.

One way to overcome, is to limit the number of students to be supervised. Faculty/Institute Graduate Studies to ensure that a supervisor does not supervised too many students at one time. Faculty/Institute Graduate Studies must set the maximum ratio of student to be supervised by a supervisor.

Otherwise, the student can be supervised by a group of two (2) supervisors or Supervisory Committee. Thus, the student can refer to Co-Supervisor when the Main Supervisor is busy with other duties. Meanwhile, the supervision that involved a group of two (2) supervisors or Supervisor Committee also able to train young lecturer to take the responsibility.

For supervisor that having problem to meet the student, other means of communication such as email, sms, telephone and etc., can be applied.

(2) Supervisor is not the expert in the graduate research

Research progress can be affected should the supervisor is not the expert in the field of student research proposal. Thus, the student will be unable to conduct research efficiently without clear advice from supervisor.

Graduate Committee of Faculty/Institute of Graduate Studies play an important role to match the student and supervisor so that the selected supervisor is the suitable expert for the graduate student research interest. Otherwise, the student can be supervised by a group of two (2) or supervisory committee or External Expert/Industrial Advisor can be appointed as Co-Supervisor. Main Supervisor or Chairman of Supervisory Committee can request to increase number of Co-Supervisor if necessary. Main Supervisor can allow the student to seek advice from other expert that are not the member of the supervisory committee. Should the student seek advice from other expert that is not the member of the Supervisory Committee/Industrial Advisor, then the acknowledgement must put in writing.

However, other option is that the Dean/Director Graduate Studies can appoint other supervisor should the supervisor unable to carry out his duties or the student can apply to change the supervisor.

(3) Supervisor is not up-to-date with latest knowledge

Outdated knowledge of supervisor is unable to perform his supervision duties effectively. Situation will become worst when the no other reference can be referred by the student.

Supervisor must equip himself with latest knowledge in their field through readings and attending trainings/courses/conferences. Faculty/Institute/University can assist to organize trainings/workshops/courses for the academic staffs.

(4) Supervisor does not allow the student to complete the study

Sometime, supervisor may not allow the student to complete the study eventhough the study has completed. In such situation, Faculty/Institute of Graduate Studies has to ensure that the student has been treat fairly.

Monitoring student record, presentation at Faculty/Institute of Graduate Studies with evaluation made by independent evaluator (not the supervisor) and the progress report of the student can translate whether the student is ready to submit his/her thesis/dissertation for examination.

(5) Supervisor retired, change work place or taking leave

Supervision process took quite sometimes. During such process, it may occur the supervisor retired, change work place (being seconded or transferred), or taking leave without pay.

To overcome this issue, Co-Supervisor can be appointed as Main Supervisor should the the student is being supervised by a group of two (2) supervisors or Supervisory Committee. If the student is being supervised by only one (1) supervisor then new supervisor has to be appointed.

KUPTM Graduate Academic Regulation 2019, does not allow lecturer that taking sabbatical leave to be appointed as the Main Supervisor during his/her sabbatical leave.

For a retired supervisor, the extention appointment of the supervisor can be made subject to the student is about to complete and submit the thesis/dissertation for examination.

4.1.4 Problem of no-chemistry between Supervisor-Student

Problem of no-chemistry between Supervisor-Student can occur. Thus, Faculty/Institute of Graduate Studies must resolve this issue amicably. Should the issue be unable to be resolved, then periodical meeting between Head of Graduate Program/Program Coordinator with the student to discuss on the research progress can be made to resolve the issue.

4.2 Procedure to Change/Add Supervisor

KUPTM Graduate Academic Regulation 2019, has decided that the following requirement for change or add supervisor:

- (1) Should the supervisor be unable to carry out his/her duties, then Dean/Director of Graduate Studies must appoint other lecturer to do the supervisory work for a reasonable period.
- (2) Main Supervisor or Chairman of Supervisory Committee can apply for change and/or add Co-Supervisor or Member of Supervisory Committee by officially write to Dean/Director of Graduate Studies.
- (3) Student can apply for change and/or add supervisor with condition that the student must put in writing to Dean/Director of Graduate Studies for approval.

PART V

CONCLUSION

This Supervision Guideline is prepared to assist supervision process for Graduate Program at Kolej Universiti Poly-Tech MARA.

Supervision is not about process or duty. Effective supervision is more than that, it covers commitment, dedication, responsibilities, concerned and leadership. However, more important is effective supervision able to fulfill self satisfaction once the student success to complete the study and be graduated with national aspiration, competent, competitive and innovative.

Oustanding outcome of the research that has been established in the thesis/dissertation able to promote KUPTM to be reputable research university and also able to promote Malaysia advancement via its mission of producing global entrepreneurial and sustainable graduate. However, in realization of the university and nation vision, we need very committed and dedicated supervisor to ensure the effectiveness of the research program at KUPTM.

