

### 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.