UNIVERSITI PENDIDIKAN SULTAN IDRIS

SULTAN IDRIS EDUCATION UNIVERSITY

GUIDELINES FOR SUPERVISION OF GRADUATE STUDIES PROGRAM

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INSTITUTE OF GRADUATE STUDIES
SULTAN IDRIS EDUCATION UNIVERSITY

222 Senate Meeting Amendment No.5/2023
Dated 16 Mei 2023

Introduction

Supervision is the process of guiding, researching, writing, presenting and examining thesis/dissertation of a postgraduate student. The quality of supervision depends on the interaction between supervisor and student and how far each of them knows their responsibilities.

Definition

1. **Full-Time Staff:** Academicians with permanent or contract appointment (minimum one year) under the appointment of the University.
2. **Terminating/retired staff:** Academicians who are no longer serving the University.
3. **Main Supervisor:** An academician proposed by the faculty and approved by the Graduate Studies Committee to supervise the student's dissertation/thesis.
4. **Co-Supervisor/Associate Supervisor:** An academician who is appointed together with the Main Supervisor proposed by the faculty and approved by the Graduate Studies Committee to supervise the research and preparation of the student's dissertation/thesis.

1. Appointment of Supervisor

1.1 Faculty/Responsibility Centre (PTj) and Institute of Graduate Studies (IPS) must recommend to the Postgraduate Committee (JPS) an appointment of a Main Supervisor from among the University academic staff to guide and supervise a candidate.

1.2 Faculty/Responsibility Centre (PTj) can suggest to JPS the appointment of a Co-Supervisor from among the University academic staff or from another university (referred to as Associate Supervisor) with the required credential, if necessary.

1.3 The main and co-supervisors must play active roles in the supervision process. In the joint supervision process, both main and co-supervisors must be involved in certifying the progress of the student.

1.4 The criteria for selecting the Main Supervisor and Co/Associate Supervisor are as follows:-

Minimum Qualifications for Supervisory Appointment	
Doctor of Philosophy	
Main Supervisor	**Co / Associate Supervisor**
i. The Main supervisor must have a Doctor of Philosophy degree and at least: a) two (2) years teaching and researching experience; **AND** b) as a co-supervisor at Doctor of Philosophy level; **OR** c) as co-supervisor at Masters level until Graduation. ii. If the Main Supervisor only has Master's Degree, an extensive experience in research is required in addition to criteria (i)(a) and (i)(b) or (i)(c). iii. An academic staff may be appointed as Main Supervisor subject to research grants from the University or external parties obtained or as Co- supervisor who meets the specified criteria. iv. When there is only one academic staff member who is the supervisor for a student, the supervisor must be a permanent academic staff member. v. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff member.	i. Co/Associate Supervisor must have the Doctor of Philosophy Degree. ii. If the Co/Associate supervisor only has Master's Degree, an extensive experience in research is required. iii. If the Co/Associate supervisor is from the industry or practitioner, he must have a Master's Degree and at least 10 years' experience in the field and corresponding to the level of the thesis. iv. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff.

1.4.1.1 Academicians who are over 60 years of age cannot be appointed as the new Main Supervisor.

1.4.1.2 Retired or contract academicians cannot be appointed as Main Supervisor but can be appointed as Co-supervisor.

1.4.1.3 For special cases that require special expertise and the University does not have academics qualified for a Doctor of Philosophy in that field, the Graduate Studies Committee may consider supervisors without a Doctor of Philosophy as Co-Supervisors and his role is only to provide insights and guidance in those areas of specialisation.

1.4.1.4 The research skills, experience and specialisation of a supervisor must be in line with the student's field of research.

1.4.1.5 An academic staff must take a supervisory course before they can be appointed as supervisors.

1.4.2 Master's Degree with Research Mode

Minimum Qualifications for Supervisory Appointment	
Master's Degree with Research Mode	
Main Supervisor	**Co/Associate Supervisor**
i. The Main supervisor must have a Doctor of Philosophy Degree. ii. If the Main Supervisor only has a Master's Degree in the field, the Main Supervisor must have at least: a) five (5) years of experience in teaching and research or publication ; **AND** b) experience as a Co-supervisor for Master's Degree students. iii. An academic staff may be appointed as Main Supervisor subject to research grants from the University or external parties obtained or as Co- supervisor who meets the specified criteria. iv. When there is only one academic staff member who is the supervisor for a student, the supervisor must be a permanent academic staff member. v. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff member.	i. Co/Associate Supervisor must have the Doctor of Philosophy Degree. ii. If the Co/Associate Supervisor only has a Master's Degree in the field, the Co/Associate Supervisor must have at least one (1) year of experience in teaching and research or publication. iii. If the Co/Associate supervisor is from the industry or practitioner, he must have a Master's degree and at least five (5) years' experience in the field and corresponding to the level of the thesis. Qualifications of a recognised professional body may be considered. iv. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff member.

1.4.2.1 Academicians who are over 60 years of age cannot be appointed as the new Main Supervisor.

1.4.2.2 Academicians who have retired and not reappointed in the University service scheme can only be appointed as Co-Supervisors if they want to continue their supervision.

1.4.2.3 The research skills, experience and specialisation of a supervisor must be in line with the student's field of research.

1.4.2.4 Academicians must take a supervisory course before they can be appointed as supervisors.

1.4.3 Master's Degree with Research and Coursework Mode:

Minimum Qualifications for Supervisory Appointment Master's Degree with Research and Coursework Mode	
Main Supervisor	**Co/Associate Supervisor**
i. The Main supervisor must have a Doctor of Philosophy Degree. ii. If the Main Supervisor only has a Master's Degree in the field, the Main Supervisor must have at least: a) five (5) years of experience in teaching and research or publication ; **AND**; b) experience as a Co-supervisor for Master's Degree students. iii. An academic staff may be appointed as Main Supervisor subject to research grants from the University or external parties obtained or as Co- supervisor who meets the specified criteria. iv. When there is only one academic staff member who is the supervisor for a student, the supervisor must be a permanent academic staff member. v. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff member.	i. Co/Associate Supervisor must have the Doctor of Philosophy Degree. ii. If the Co/Associate Supervisor only has a Master's Degree in the field, the Co/Associate Supervisor must have at least one (1) year of experience in teaching and research or publication. iii. If the Co/Associate supervisor is from the industry or practitioner, he must have a Master's degree and at least five (5) years' experience in the field and corresponding to the level of the thesis. Qualifications of a recognised professional body may be considered. iv. When there is more than one academic staff member who is a supervisor for a student, one of the supervisors must be a permanent academic staff member.

1.4.3.1 Academicians who are over 60 years of age cannot be appointed as the new Main Supervisor.

1.4.3.2 Retired or contract academicians cannot be appointed as Main Supervisor but can be appointed as Co-supervisor.

1.4.3.3 The research skills, experience and specialisation of a supervisor must be in line with the student's field of research.

1.4.3.4 Academic staff must take a supervisory course before they can be appointed as supervisors.

1.5 The appointed supervisor shall carry out supervisory duties until the student graduates. If a replacement is required, this new appointment must be made within the following period:

a) One year (1 year / 12 months) before the end of service.
b) Three (3) months before the original supervisor withdraws.

1.6 If the appointed Main Supervisor is a foreign academic staff, a Co-supervisor from among the local academic staff must be appointed.

1.7 Academicians appointed as Main Supervisors/Co-Supervisors may continue their supervision after they have completed their service/retired from the University. The supervision can be continued for students who have at least submitted an initial thesis and the students' status is Dissertation Reviewed.

1.8 The appointed supervisor must not have any relationship or affiliation with the candidate, for example; spouse or close relatives.

1.9 *The recommended appointments of supervisors are as follows: (JPS)

Bil.	Programme	Appointment of Supervisor
1.	Doctor of Philosophy Degree	A supervisor with the position of Prof./Assoc. Prof. A Co-supervisor may be appointed if the student's study requires expertise in other areas.
2.	Masters Degree with Research Mode	One (1) Supervisor only. A Co-supervisor may be appointed if the student's study requires expertise in other areas.
3.	Masters Degree with Research and Coursework Mode and Coursework Mode	One (1) Supervisor only.

*176th JPS Resolution No. 5/2021 dated 24 May 2021.

1.10 The appointment of this supervisor should be reviewed at the faculty level with reference to the Guidelines for the Workload of Supervision of Graduate Studies Program.

2. Replacement of Supervisor

Application for Replacement / Withdrawal		
Role	**Reason for Application for Replacement /Withdrawal**	**Action**
Supervisor	Personal/Study Leave/Sabbatical Leave/Post Doctoral/Sick Leave/Retire or other reasonable reasons	i. Issue an official letter to the Dean of the Faculty. ii. The proposed appointment of a new supervisor should be discussed at faculty level. iii. Supported application along with the nomination of a new supervisor must be submitted to the Dean of IPS for approval to the JPS Meeting. iv. The application must be made no later than 2 semesters before the final semester of study.
Student	Personal/Not appropriate to the field of study or other reasonable reasons	i. Complete the Supervisor Replacement Form which can be downloaded from the IPS website. ii. The original supervisor must be notified and agree to the replacement. If the original supervisor does not agree, the Dean of the Faculty may use his or her discretion to recommend the replacement application in the interest of the student subject to the suitability of the field. iii. The supported application form, together with the nomination of the new supervisor must be submitted to the Dean of IPS for approval to the JPS Meeting. iv. The application must be made no later than 2 semesters before the final semester of study.

3. Ethics and Responsibilities of Supervisor

3.1 Meetings between supervisors and students should be implemented and recorded as follows:

Supervisor	**Implementation**	**Medium**	**Record**
Main Supervisor	At least four (4) times in a semester	i. Face to face; ii. *Remote Supervision: Zoom, Webex, Google Meets, Google Classroom Microsoft Teams* Email, *Whatsapp, Telegram*, Social Media, Video Call or any other platform deemed appropriate	*LogBook* in MySIS
Main and Co-Supervisors	At least two (2) times in a semester (collectively)		

3.2 The implementation of *remote supervision* can use various appropriate mediums, and communication between supervisors and students must be clear and are able to reach an agreement in the discussion. If there is a failure in the implementation of remote supervision, supervisors and students must conduct supervision face to face to ensure that the ethics and responsibilities of supervisors can be implemented transparently and at the same time students can understand research ethics well.

3.3 The Main and Co- Supervisors are responsible for guiding students' research to produce a thesis or dissertation that meets the merits as well as preparing students to defend a thesis or dissertation during viva.

3.4 The Main Supervisor must ensure that students complete the Graduate Research Progress Report (LKPS) at the end of each semester. The LKPS must be completed by the student and certified by the Main Supervisor as follows:

Subject	Completion Period / Certified by LKPS	Tindakan
Student	Weeks 3 – 12 lectures	Fill in the LKPS within the prescribed period and ensure that the supervisor certifies the LKPS
Supervisor	Week 3 Lecture – 15 Examination	Ensure that all supervised students fill in the LKPS within the prescribed period.

3.5 Supervisors who are on leave (for various reasons) or need to conduct research / assignments outside the University for a period exceeding four (4) weeks need to inform the faculty and IPS to enable the supervisor to be contacted during the period if required.

3.6 For the cases in item 3.5, the faculty may appoint a temporary supervisor (to replace the Main Supervisor) for the purpose of validating the student's LKPS as follows:

i. Co-supervisor
ii. Head of Department
iii. Deputy Dean (Academic and International)
iv. Dean of Faculty

3.7 The Main and Co- supervisors may advise students to follow any course by audit.

3.8 The Main and Co- supervisors shall assist the student in planning the study plan.

3.9 The Man Supervisor must confirm in the Thesis Submission Notice Form that he is satisfied that the student has achieved *merit (in terms of content, language and format) to be submitted for examination purposes.

3.10 The Main Supervisor is also responsible for ensuring that all corrections/amendments as recommended by the Viva Committee Meeting has been made by the candidate as certified by the External and Internal Examiners.

3.11 The supervisor should;

3.11.1 Understand and comply with University Rules, Policies and Guidelines;
3.11.2 Draw students' attention to all relevant University Rules, Policies and Guidelines, including policies regarding research ethics, intellectual property rights, safe work practices, as well as copyright and authorship;
3.11.3 Ensure that communication with students is maintained throughout the period of supervision through meeting sessions as agreed and seminar sessions in accordance with the needs of the Faculty/Institute;
3.11.4 Ensure students can contact the supervisor when necessary;
3.11.5 Provide guidance on the nature of research and the standards to be achieved, research program planning, relevant literature and resources, research methods and techniques, management of research data and directing students to follow required training programs and courses;
3.11.6 Ensure that students' research is original and done by the students themselves;
3.11.7 Assist students to obtain data or request data from relevant parties;
3.11.8 Assist students in preparing research schedules and monitor research progress;
3.11.9 Monitor the stages of the research process closely and systematically to ensure that data collection activities meet research needs and avoid the occurrence of errors, delays, and confusion;
3.11.10 Identify training needs and ensure students undergo the necessary training as well as evaluate together the effectiveness of training;
3.11.11 Draw students' attention to the latest developments in related fields as a result of supervisor interactions with other researchers or professionals;
3.11.12 Instruct students to refer to field experts if necessary;
3.11.13 Provide guidance on how to perform fieldwork in research involving fieldwork;
3.11.14 Ask students to prepare written work by giving a reasonable period of time and return the revised work by providing constructive feedback within a reasonable period of time;
3.11.15 Consult with Co-supervisor and Advisor to reconcile differences of opinion;
3.11.16 Evaluate student progress and monitor achievement according to the set quality as well as report student progress in the Candidate Progress Report according to the set date;
3.11.17 Ensure that students are informed in writing of any deficiencies either in relation to the progress or/and level of research;
3.11.18 Keep records of supervision by recording matters discussed;
3.11.19 Direct students' attention to sources of information on administrative matters such as writing style, number of words, number of copies required, rules regarding the extension of study period and sources of research funding;
3.11.20 Discuss the format and style of thesis/dissertation writing that needs to be followed and ensure that students follow the format and style of writing from an early stage;

3.11.21 Ensure that students have a clear thesis/dissertation writing schedule in line with the requirements set;
3.11.22 Closely monitor each stage of thesis/dissertation writing so that students can overcome the writing problems encountered;
3.11.23 Provide guidance in the thesis/dissertation writing process by reading the thesis/dissertation draft and providing feedback;
3.11.24 Assist the Faculty/Institute in the process of appointing examiners when students submit the Thesis/Dissertation Submission Notice;
3.11.25 Assist students in preparing for the Oral Examination;
3.11.26 Help students understand the Examiner's comments and ensure all requirements are met for final submission.
3.11.27 Discuss and plan publications and explain the requirements of authorship in accordance with the rules set by the University;
3.11.28 Provide guidance to students on the conditions of publication that must be met and sent according to the time period set by IPS;
3.11.29 Ensure that articles produced meet the requirements of publication and are relevant to the student's research topic field;
3.11.30 Advise and plan appropriate conferences for students to attend;

3.12 Inform students in advance if the supervisor is on leave or needs to conduct research/assignments outside the University for a period exceeding four (4) weeks and provide information to enable students to contact supervisors during that period.

4. Associate Supervisor

4.1 Associate Supervisors may be appointed from among academics or researchers from any external agency provided they meet the criteria in para 1.4. The role of the Associate Supervisor is as in para 3.3.

4.2 The appointment of an associate superviosr is intended for the benefit of the student's study whether as a researcher with a research grant, expertise/use of tools/instruments not available at UPSI.

5. Research Ethics

Supervisors should advise students to:

5.1 submit actual study data and authentic information.
5.2 interpret research data scientifically.
5.3 give due recognition to the contribution of the work or role of others either in terms of ideas or materials in any form or information or documentation of research results obtained.
5.4 keep the source of information provided by a person confidential if requested to do so by the informant either orally or in writing and use the information only for purposes permitted by the provider and in accordance with prevailing scholarly practice.
5.5 use financial allocations, resources or other facilities provided to him for research purposes in a trustworthy, honest and proper manner in accordance with the terms

agreed between the researcher and the university management or any financial contributor or research grant concerned.

5.6 comply with ethics and rules in relation to ; (i) research using humans, (ii) research using animals, (iii) biosafety as enforced at the University level.

5.7 request permission for the use of intellectual property from the relevant parties if necessary.

5.8 ensure that the research results are presented and published as required by the stakeholders.

5.9 ensure that the right of authorship is complied with, that is, recognise the contribution of supervisors and students by listing the names of all parties involved in the writing.

5.10 ensure that there is no conflict of interest in the appointment of Main supervisors/ Co-supervisors/Associate supervisors such as supervisors who have a close relationship with students or as respondents in data collection.

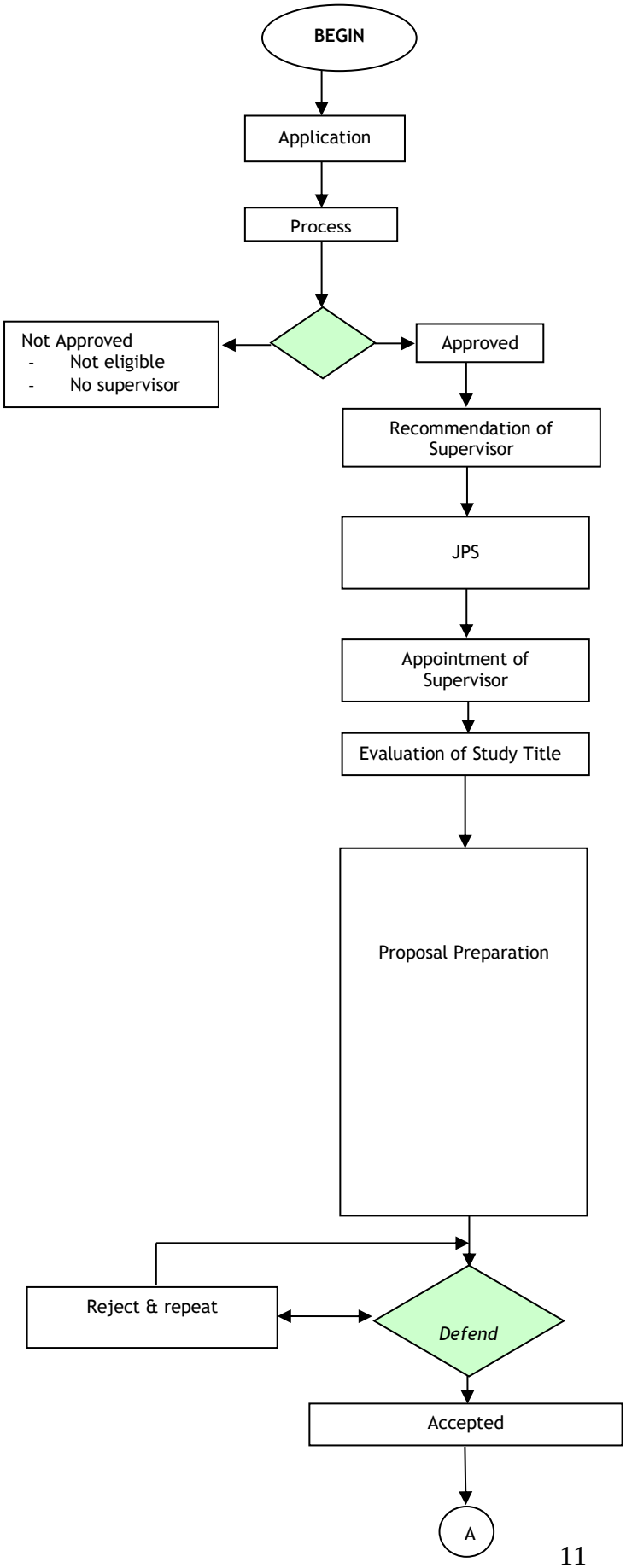
6.0 Thesis Writing

6.1 The thesis writing is in Malay or English.

6.2 The thesis/dissertation must be written in Malay or English relevant to the student's field of research. In certain circumstances, the Senate may approve a language other than Malay and English for the thesis/dissertation.

6.3 Thesis/dissertation writing guidelines should be read in conjunction with the thesis/dissertation writing guidelines in languages other than Malay and English.
[203rd Senate Meeting No. 7/2021 dated 6 July 2021]]

THESIS SUPERVISION PROCESS FLOWCHART



Admission to Graduate Studies Program

Submit to Faculty for evaluation and nomination of Supervisor

Faculty nominates appropriate supervisors

Issuance of offer letter to students with the name of the supervisor.
Note : scope & suitability of supervisor (correct thrust & no overlap)

Evaluation by Committee of Acceptance of Study Title at Faulty level

Proposal Preparation Committeel (JPSF)

* *Pre-Proposal*
* *Colloquium*
* *Colloquium*

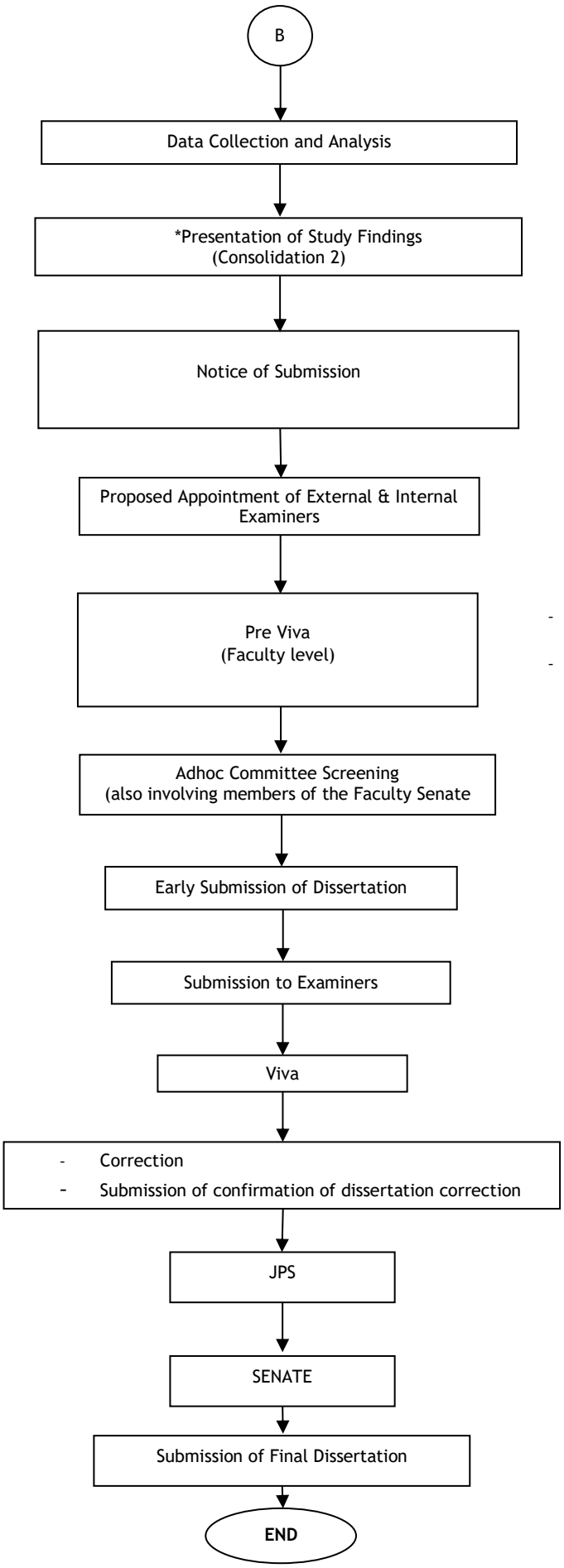
1) Proposal Preparation
   a) Consolidation

      i) Title denotes scope & method

      ii) Suitability of thrust, no duplication

   b) Acceptance/Rejection and Improvement of proposal

2) Certification & approval by the Faculty to defend *proposal* (*proposal defence*)



Students submit the Dissertation /Thesis Submission Notice to the IPS for the appointment of examiners after completing or almost completing the dissertation/thesis 3 months before the date of initial dissertation submission.

- Held within 3 months after the notice is submitted to IPS.
- The purpose is to provide initial preparation for students to face the real viva in addition to making improvements to the presentation