

## 1. ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

Supervisors must report their students' research progress, be it satisfactory or unsatisfactory, to the Dean of the Faculty.

### 1. General Responsibilities

#### 1.1 The Main Supervisor

- i. Facilitates appropriate access to the other supervisors (if any) and any other relevant member of staff deemed necessary for successful completion of the study.
- ii. Ensures the student participates in programs conducted by the Faculty or University to implement the Code of Practice for Postgraduate Students and regulations.
- iii. Ensures adequate resources and equipment for the student for research purposes are available at the Faculty/Centre and facilitate access to other facilities as required.
- iv. Advises/suggests to the Faculty/Centre, qualified examiners for his/her student's thesis
- v. Ensures that the co-supervisors are actively involved in the supervision process so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the Main Supervisor is unavailable;
- vi. The supervisor should create a conducive learning environment that protects the student's individuality, safety, and sense of comfort and belonging.
- vii. Discuss and co-sign the student supervisor agreement with his/her student confirming understanding the roles and responsibilities stipulated in this Code of Good Practice before time exceeds 3 months.

#### 1.2 The Co-Supervisor

- i. Takes over temporarily the role of the Main Supervisor should the latter be absent for an extended period or is found to suffer from a long-term health problems or passes away. The Co-Supervisor should also step in should the relationship between the Main Supervisor and the student suffer a break down in the research process.
- ii. Assists in finding a replacement for the Main Supervisor should any of the circumstances in (i) arise. It is not expected or required that the Co-Supervisor becomes the Main Supervisor unless the former is found to be suitable academically to replace the Main Supervisor.
- iii. If the co-supervisor is from outside the University, approval of Faculty is needed.

### 1.3 Guidance on Research Project

- i. Makes clear to a student that the degree is awarded only for original work.
- ii. Gives guidelines with respect to the type of research that can be conducted, the quality and standard that should be achieved, the organization of research required, the research techniques and methods required, pertaining to health and safety (that would ensure students receive proper instructions and have access to appropriate training) and matters of ethics that may be necessary for the conduct of the research.
- iii. Vouches for the suitability and scope of research proposed for the degree sought, taking into account the funding, availability of resources, the timeline set by the University for a student to complete and submit the thesis, and the student's prior academic experience and qualification, and research inclination.
- iv. Helps the student to draw up a plan for conducting research, direct his/her focus to the essential aspects of research, and achieve a positive development in research through proper scheduling of work right from the start of the research.
- v. Advises the student on relevant literatures, methodologies and policies of the University with respect to academic integrity and convention, for example, the issue of plagiarism.
- vi. Advises on ethical and safety implications of work and facilitates for approval of the relevant Ethics Committees, both at the University and external bodies.
- vii. Clarifies to the student at the outset all matters regarding the ownership of Intellectual Property Rights of the research.

#### 1.4 Progress Review of Research

- i. Provides specific advice and guidance to ensure acceptable progress at successive stages of the work for a timely completion.
- ii. Highlights any inadequacy of progress and unsatisfactory standard of work to the students and recommends necessary action to rectify these situations.
- iii. Supervisors are encouraged to record every meeting and discussion with the student about the study and research of the student by providing and updating the file on record of achievement and progress of research projects for each student.
- iv. Monitors and submits progress reports in a timely manner through the PGCCPortal every semester or other alternative reporting mechanisms. Supervision reports will be considered by the University in the review and evaluation of any examination of which the result has been challenged or disputed, should such as a case arises.

#### 1.5 The Role of Supervisor in the Board of Examiners

- i. The role of supervisor in the Board of Examiners is as the advisor. The supervisor is not involved in any discussions relating to the results of work submitted by the student. The supervisor does not function as an examiner.
- ii. The supervisor's attendance is compulsory as he/she plays the crucial role to list all the corrections needed to be done by the students in the List of Corrections form. These include the corrections during the viva voce session and the reports from the internal and external examiners.
- iii. The supervisor must hand over the corrections list to the Chairman during the discussion on the student's result before the end of the viva voce session.
- iv. The supervisor should help the students on the corrections to be done based on the comments raised by the Board of Examiners and continue to oversee the student in cases where the thesis is referred back for further