

APPENDIX A

ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

1. Before starting, the supervisor to the candidate will need to know the latest university rules and regulations relating to higher degree programs.
2. Supervisors should have adequate knowledge, enhanced theoretical and conceptual framework, and is up to date in the field of research of the candidate.
3. Supervisors should be knowledgeable about the work schedule provided for the completion of a research project so that it complies with the provisions of certain degrees. This is to ensure the smooth running of the candidate's research project.
4. Supervisors are responsible for providing relevant and adequate guidance and academic support to students during the supervision period to enable the candidate to carry out excellent research and writing. This responsibility includes guiding the careful planning of the research, the background and library research, the need to attend courses to complete the research, including scientific methods. Awareness about the impact of fraud and plagiarism should be informed to the candidate.
5. Supervisors should interact with the candidate at least two (2) times per month in the first semester and once (1) a month for the next semester. For the first meeting, the supervisor and the candidate must talk face to face, while, the next meeting may be conducted via other methods such as on-line.
6. Supervisors are responsible to ensure that candidates could communicate with relevant experts should the research area requires so. In certain cases, an additional supervisor or consultant may be appointed.
7. Each supervisor should be appointed to the candidates should know their responsibilities respectively and explained to the candidates on the aspects that will be monitored. In the event that two (2) supervisors were appointed for each candidate, the effective working relationship between all parties needs to be maintained together.
8. Supervisors need to help candidates in the preparation with regards to the presentation at conferences, seminars, meetings and workshops.
9. Supervisors are encouraged to record every meeting and discussion with the candidate about the study and research of the candidate by providing and updating the file on record of achievement and progress of research projects for each candidate.

10. Supervisors should evaluate the progress of the candidates by getting a written report and monitor the performance in a relative manner according to the quality set for a certain degree. Candidates should be informed if the quality of her work did not reach the required standard. If progress of the candidates is not satisfactory, the supervisor must take action to help the candidates improve their performance. Progress report for each semester for each candidate must be submitted by the supervisor to the Academic / Faculty / Institute / Centre as scheduled.
11. Supervisors should help candidates in academic writing, presentations in conferences and submitted for publication. For all the academic papers submitted for publication, written jointly by the supervisor and candidate, both have to agree to publish them together.
12. Supervisors need to help manage and secure any funds (example: Vote PPP, UMRG etc.) for research projects.
13. Supervisors must ensure work safety rules are followed during the research and are carried out in accordance with health and safety ethics policy specified by the University.
14. Supervisors should provide constructive and critical comments on the candidate's drafts of the thesis within a reasonable time and advise the candidate regarding the format of the thesis as specified by the University.
15. Supervisors should suggest and advise the Post Graduate Office of the RC in the process of nomination and evaluation of expertise of internal and external examiner. The supervisors also need to ensure that there are no delays in the process.

The Role of Supervisor in the Board of Examiners

1. 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 candidate. The supervisor does not function as an examiner.
2. The supervisor's attendance in the Board of Examiners shall be by invitation only.
3. Supervisors are expected to provide supervision reports in the required format within a specified time to the Post Graduate Office for the Board of Examiners meeting.
4. The supervisor should also help the candidates on the corrections to be done based on the comments raised by the Board of Examiners and continue to oversee the candidate in cases where the thesis is referred back for further study.