



CENTRE FOR POSTGRADUATE STUDIES

GUIDELINES FOR SUPERVISION



Contact Information

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1. Principles of supervision

- 1.1. AIMST University provides supervision and guidance for each postgraduate student through the appointment of an experienced supervisor.
- 1.2. Appropriate supervision must be provided and maintained throughout the research period.
- 1.3. Formal co-supervision or field supervision arrangements must be made to cater for the possible absence of the main supervisor.
- 1.4. The co-supervisor or field supervisor must be involved in the student's research, with the research from the commencement of candidature to ensure that minimal disruption takes place when the coordinating supervisor is unable to continue with the supervision.
- 1.5. It is expected that, in conjunction with the Faculty and the University Board of Postgraduate Studies, supervisors undertake their responsibilities fully as outlined in this document and the University policy on Postgraduate and ensure that they fulfill all academic and administrative requirements promptly and satisfactorily.
- 1.6. All supervisors should not have conflict of interest with the student.

2. Selection and nomination of supervisors

- 2.1. All supervisors must be a full-time staff of the University and the main supervisor is appointed from the respective Faculty of the University. (*Appendix 1: Appointment of Supervisor Form*)
- 2.2. If the proposed supervisor is not specialized in the respective field, then a co-supervisor must be appointed from the other Faculty/ unit having the necessary knowledge, time, commitment and access to resources to undertake the supervision.
- 2.3. If the main supervisor has the necessary knowledge, time, commitment and access to resources but is not an experienced supervisor, an experienced co-supervisor must be appointed.
- 2.4. If the main supervisor has the necessary knowledge, commitment and access to resources but not the necessary time to give adequate supervision (e.g. is a Head of Unit/ Faculty, is supervising a large number of research students or has heavy teaching or other commitments), a co-supervisor must be appointed.

- 2.5. All the supervisors and/or co-supervisors should have research expertise and experience relevant to the area of the student's proposed research and provide evidence of continuing and active involvement in research programmes.
- 2.6. All the supervisors and/ or co-supervisors are expected to hold a University appointment for the duration of the course.
- 2.7. A supervisor must have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a Doctoral Degree
- 2.8. Where a supervisor is without the required qualification, a supervisor must have at least five year experience: (a) in teaching and research; or (b) as a co-supervisor.
- 2.9. All the supervisors should hold a qualification at least equivalent to the level of qualification being supervised and have an appropriate record of scholarly publications.
- 2.10. A Faculty member who is also a student of higher degree enrolled at AIMST University or any other University may not undertake supervision for another student at the same level. It is to be noted that supervisors who are enrolled students in a PhD program, and are supervising students for the degree of masters do not undertake sole or main supervision of these students.
- 2.11. Joint supervision across Faculty or from other University is permissible.
- 2.12. Where it is appropriate to appoint a supervisor from outside the University, who has particular expertise unavailable within the University, an additional supervisor (Field Supervisor) must be appointed by the Faculty, as appropriate.
- 2.13. All the supervisors and co-supervisors (AIMST or Other University) must provide their curriculum vitae or other supporting material to the Faculty Postgraduate coordinator.
- 2.14. The number of supervisors is limited to one main supervisor and two co-supervisors officially. However, additional co-supervisors may be appointed when the need arises subject to Faculty approval.
- 2.15. A student may have subject experts for his guidance and could be acknowledged in his/ her thesis or given a publication (decision solely dependent on the supervisors and the students)
- 2.16. It must be possible to ensure that all supervisors involved in the research of a student's project are able to meet regularly and agree on the direction of study.
- 2.17. Field Supervisor can be appointed from other universities or relevant field of practice who has/have access into advance facilities to enhance student's research.

3. Changes in Supervision

- 3.1. Students may request changes in supervision during candidature, and may seek advice on this matter from the Faculty PG Coordinator, Dean of the Faculty and University Board of Postgraduate Studies. (*Appendix 2: Change in Candidature Form*)
- 3.2. The application for change in supervisor must be endorsed by the current active supervisor and the proposed new supervisor.
- 3.3. The application must be approved by the Dean of the Faculty with the advice from the Faculty PG committee.
- 3.4. Application for changes in supervision must be made in writing to the University Board of Postgraduate Studies through the Dean of the Faculty for approval.
- 3.5. If the main supervisor moves temporarily or permanently to another location for employment or research purposes, the supervisor is not eligible to be the main supervisor. However, he/she can serve as a co-supervisor if his/her knowledge and commitment is really required by the student or the new main supervisor. However, the change in main supervisor is subjected to Faculty or University Board of Postgraduate Studies approval.

4. Policy on frequency of contact and feedback

- 4.1. The recommended minimum amount of formal contact for a full time student is fortnightly. The type and amount of contact between supervisors and students varies within and between faculties, and depends on a variety of factors including developing experience and expertise of the students and the stage of candidature.
- 4.2. For a part-time student, the recommended minimum amount of formal contact is fourteen days in a year.

5. Arrangements during the absence/ end of contract of a supervisor

- 5.1. When the main supervisor without any co-supervisor is on extended leave for more than four consecutive weeks, a co-supervisor must be nominated.
- 5.2. If the main supervisor intends to terminate or do not wish to renew his/her contract, then a change of supervisor, need to be done.
- 5.3. When there is more than one supervisor, the co-supervisor remaining on campus will normally assume the primary responsibility for supervision.

6. Roles and Responsibilities of supervisor, co-supervisor and field supervisor

6.1. Supervisor must report their student's research progress, be it satisfactory or unsatisfactory, to the Dean of Faculty/Centre.

6.1.1. The Main Supervisor

- 6.1.1.1. Facilitates appropriate access to the supervisory team and any other relevant member of staff deemed necessary for successful completion of the study.
- 6.1.1.2. Ensures the student participates in programs conducted by the Faculty or University.
- 6.1.1.3. Ensures adequate resources and equipment for the student for the research purposes are available at the Faculty and facilitate access to other facilities as required.
- 6.1.1.4. Advises/suggests qualified examiners for his/her student's thesis to the Dean of Faculty / Centre.
- 6.1.1.5. Ensures student thesis is prepared according to prescribed guidelines and take every step to ensure its authenticity (*bona fide*).
- 6.1.1.6. Ensures student progress in the enrolled program is satisfactory and to report any poor progress to the Dean of Faculty / Centre.
- 6.1.1.7. Ensures supervisor's report on student progress is submitted to the Centre on time.
- 6.1.1.8. Ensures the student fulfills the graduation requirement before the submission of thesis.

6.1.2. Co-Supervisor

- 6.1.2.1. Contributes his/ her expertise that is related to the student's research.
- 6.1.2.2. Takes over temporarily the role of the main supervisor or should the latter be absent for an extended period.
- 6.1.2.3. The co-supervisor should also step in if conflict arises between the main supervisor and the student with the directives from the Dean of the Faculty.
- 6.1.2.4. Assists in finding a suitable replacement for the main supervisor should the position be relinquished.

6.1.3. *Field Supervisor*

- 6.1.3.1. To facilitate and obtain access into the facilities available at his/her site of practice for the student's research.
- 6.1.3.2. To provide input on the student's research proposal, if necessary.
- 6.1.3.3. To provide supervision and guide the student's research work carried out at his/her site of practice.

7. Application Process for Supervisor Registration

- 7.1. To apply for supervisor registration, Academic Staff must submit the completed Supervisor Registration form. (*Appendix 3: Supervisor Registration Form & Appendix 4: CV Template*)
- 7.2. The completed form must be endorsed by the Faculty Postgraduate Committee and the Dean of the Faculty. Nominations by the Faculty should then be forwarded to the University Board of Postgraduate Studies for final approval and endorsement by the Senate.
- 7.3. Supervisors who are registered will be required as part of the conditions of initial and continuing registration, to comply at all times with the Statutes, Rules and By-laws of the University, and with all policies adopted by the Board of Postgraduate Studies and the University Senate.



CENTRE FOR POSTGRADUATE STUDIES APPOINTMENT OF SUPERVISORS

Section A: To be filled by the Candidate
Date: _____

CANDIDATURE DETAILS

Name : _____

ID number : _____

IC / passport number : _____

Degree / Programme : _____

Unit/ Faculty : _____

Title of the thesis : _____

Signature : _____

Section B: To be filled by Supervisor(s)

Main supervisor	Co-supervisor (1)	Co-supervisor (2)
I hereby agree to supervise the candidate throughout his/her research project. Signature:	I hereby agree to supervise the candidate throughout his/her research project. Signature:	I hereby agree to supervise the candidate throughout his/her research project. Signature:
Name:	Name:	Name:
Faculty:	Faculty:	Faculty:
Date:	Date:	Date:

Section C: To be filled by Unit - Head and PG Coordinator

Unit Head	Faculty PG Coordinator
I hereby confirm that the above-mentioned supervisor(s) fulfill(s) the requirements as per Section 2 of the Guidelines for Supervision. Signature:	I hereby confirm that the above-mentioned supervisor(s) fulfill(s) the requirements as per Section 2 of the Guidelines for Supervision. Signature:
Name:	Name:
Faculty:	Faculty:
Date:	Date:

Section D: To be filled by the Dean - ENDORSEMENT BY THE DEAN

I hereby approve / do not approve the appointment of the above mentioned supervisor(s), effective from _____.

Name and Signature with official stamp:

Date

Section E: To be filled by the Director - ENDORSEMENT BY THE DIRECTOR, CPS

I hereby endorse the appointment of the above mentioned supervisor(s), effective from _____.

Name and Signature with official stamp:

Date



CENTRE FOR POSTGRADUATE STUDIES CHANGE IN CANDIDATURE DETAILS AND STATUS FORM

Instructions to the candidate:

1. Any changes in candidature details or status must be **endorsed** by the **Main Supervisor**.
2. Please attach relevant document or proof in support of your application for change, e.g. offer letter, medical certificate

Section A: To be filled by the Candidate

CHANGE IN CANDIDATURE DETAILS AND STATUS

Name : _____

ID number : _____

IC / passport number : _____

Degree / Programme : _____

Faculty : _____

Main supervisor : _____

Co-supervisor : _____

I would like to request the following change in my candidacy:

<input type="checkbox"/>	Change of main / co-supervisor*
<input type="checkbox"/>	Change of thesis title / research topic / field*
<input type="checkbox"/>	Change of personal details* (mailing address, contact details, qualifications, marital status)
<input type="checkbox"/>	Conversion of candidature status from full-time to part-time
<input type="checkbox"/>	Conversion of candidature status from part-time to full-time
<input type="checkbox"/>	Conversion of candidature level from Masters to PhD degree (must be done within 12 months for full-time students and 24 months for part-time students)
<input type="checkbox"/>	Extension of candidature (must be made 2 months before expiration date of candidature) Duration of extension: _____ months (< 2 semesters) Expiration date: _____
<input type="checkbox"/>	Postponement of study (must have completed at least 1 semester) Duration of leave : _____ months (< 3 months) Registration date: _____
<input type="checkbox"/>	Reactivation of candidature (must be within 1 year from date of candidature termination) Date of termination of candidature: _____ Registration date: _____
<input type="checkbox"/>	Withdrawal from programme of study

* Please provide details of change:

Name of supervisor/ thesis title/ address (Old):

Name of supervisor/ thesis title/ address (New):

Section B: To be filled by Main Supervisor

ENDORSEMENT BY MAIN SUPERVISOR

I hereby support / do not support the candidate's application for change in his/her candidature details or status as indicated above.

Signature : _____ Date: _____
 Name : _____

Section C: To be filled by Unit Head and Faculty PG Coordinator

RECOMMENDATION BY Unit - Head

I hereby support / do not support the candidate's application for change in his/her candidature details or status as indicated above.

Name and Signature : _____ Date: _____

REVIEW AND RECOMMENDATION BY THE FACULTY POSTGRADUATE COORDINATOR

The Committee has reviewed the candidate's application for change in his/her candidature details or status and recommends the following:

Approved. Change in candidature details/status to be effective from _____

Not approved. Application for change will be considered after the following are fulfilled:

Name and Signature : _____ Date: _____

Section E: To be filled by the Dean of the faculty

ENDORSEMENT BY THE DEAN

I hereby approve / do not approve the candidate's application for change in his/her candidature details or status.

Change in candidature details/status to be effective from _____

Signature : _____ Date: _____
 Name : _____

Section F: To be filled by the Director, CPS

ENDORSEMENT BY THE DIRECTOR

The Board has reviewed the candidate's application for change in his/her candidature details or status on _____ and recommends the following:

Approved. Change in candidature details/status to be effective from _____

Not approved. Application for change will be considered after the following are fulfilled:

Name and Signature : _____ Date: _____



CENTRE FOR POSTGRADUATE STUDIES
SUPERVISOR REGISTRATION FORM

SUPERVISOR'S PERSONAL PARTICULARS

Name	:		
Academic Qualification	:		
Designation	:		
Staff ID number	:		
IC / passport number	:		
Contact No.	:	Office/ Extn:	H/P:
Email-ID	:		
Unit/ Faculty	:		
Date of Joining AIMST	:		
Postgraduate supervision - Masters	:	Current:	Completed:
Postgraduate supervision - PhD	:	Current:	Completed:
Research Experience	:		
Research Area Specialization (Please specify your field of research expertise)	:		
No. of paper publication	:		
Awards/ Recognition, if any	:		
No. of grants received	:		
Signature	:		Date:
<i>Please attach the latest CV in the format prescribed</i>			

RECOMMENDATION BY THE FACULTY

	Remarks, If any	Signature
Unit Head :		
Faculty PG Coordinator :		
Dean of the Faculty :		

ENDORSEMENT BY THE DIRECTOR, CPS

I hereby approve / do not approve the registration with effective from _____.

Remarks (if any)

Name & Signature	:	
Official Stamp	:	
Date	:	



**CENTRE FOR POSTGRADUATE STUDIES
CURRICULUM VITAE OF SUPERVISOR**

1	Name of the Lecturer					
2	Current Academic Position/ Designation					
3	Staff ID No					
4	Unit					
5	Contact Number (O) 04-4298000 Extn – HP :					
6	Email					
7	Date of joining AIMST					
8	Appointment Status Contract/ Permanent					
9	Citizenship					
10	IC/Passport Number					
11	Teaching Experience _____ yrs & _____ months					
12	Research Experience _____ yrs & _____ months					
13	Academic Qualification					
	Degree /Diploma Obtained	Field	Name of the College	Name of the University	Year of Graduation	
14	Teaching/ Work Experience					
	Name and Address of Employer	Position	Duration of Service	Year		
				Commence	End	
15	Teaching responsibilities					
	Subject/s	Academic level				
		Post Graduate		Degree	Diploma	Certificate
		Ph.D	Msc			

**CENTRE FOR POSTGRADUATE STUDIES
CURRICULUM VITAE OF SUPERVISOR**

16	Examinership			
	Title	Postgraduate/Degree	Year	University (International/National)
17	Research Work			
	Title	Year	Research Finding	Financial Assistance
18	Publications			
	Title	Year	Type of Publication	Publisher
19	Conferences/ Workshops/ Seminars			
	Title	Date/Year	Venue	Oral/Poster/Attendee

**CENTRE FOR POSTGRADUATE STUDIES
CURRICULUM VITAE OF SUPERVISOR**

20	Professional Memberships				
	Name of Professional Body	Duration of Membership		Type of Membership	Position
		Join	End		
21	Consultancy Work				
	Title	Year	Research Finding	Financial Assistance	
22	Academic Coordination				
	Coordination		Year & Batch	Subject	
23	Other Academic activities				
	Particulars				