

### Role and Responsibilities of Candidate

1. Candidates shall understand and fulfil all of the requirements stated in the offer letter, UM Rules and Regulations for postgraduate programmes and guidelines applicable to it:

Among the documents related are:

- (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) RC's Programme Handbook;
  - (8) Any other resolutions approved by the Senate from time to time.
2. The candidate shall meet regularly with the supervisor at least twice (2) a month in the first semester and once (1) a month for the following semesters. In the first meeting, supervisor and candidate shall discuss face-to-face, while the subsequent meetings may be conducted via online
  3. The candidate shall record every meeting and discussions with the supervisor on their study and research every time they meet.
  4. The candidate shall establish a good working relationship continuously with the supervisor.
  5. The candidate shall plan the project schedule, graduation requirements and comply with the maximum period of study.
  6. The candidate shall discuss and agree with the supervisor on time of consultation.
  7. The candidate shall discuss and get the supervisor's consent regarding his research scope.
  8. The candidate shall obtain approval to conduct data collection or information from any external party through the Supervisor.
  9. The candidate shall obtained approval from the Universiti Malaya Research Ethics Committee and/or any relevant agencies before beginning data collection (if applicable).
  10. The candidate shall submit the progress report at the very latest from the sixteenth week until the eighteenth week of every semester.
  11. The candidate shall notify their supervisor of any problems that may interfere with the research.
  12. The candidate shall engage in academic activities organized by the department/RC/University.

13. The candidate must plan and ensure there is sufficient time to conduct their research and write their thesis/dissertation/research report.
14. The candidate shall ensure that their candidature is always active by renewing their registration each semester.
15. The candidate shall obtain approval from the Supervisor to determine the thesis/dissertation title within two (2) months before submission of thesis/dissertation. For the research report, the determination of title shall be made one (1) month before submission.
16. The candidate shall obtain approval and verification from the Supervisor for any publication made based on the research conducted.
17. The candidate is solely responsible for the content, writing of thesis/dissertation/research report, and viva voce presentation (if any).
18. The candidate is responsible for ensuring that all corrections are made within the specified time determined by the Committee of Examiners.
19. The candidate shall ensure that the research is genuine and conducted by him only, fulfils the requirements of the University and also ensure the thesis/dissertation/research report is free from plagiarism (refer to *Garis Panduan Menangani Kes Plagiat oleh Pelajar/Calon*).
20. Candidates 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.