

ROLE AND RESPONSIBILITY OF THE RESPONSIBILITY CENTRE (RC)

The RC plays the role of a coordinator by providing facilities for research, managing administrative matters, examination requirements and ensuring that the supervision process is implemented in an orderly manner. As a coordinator of the Postgraduate programme, RC shall:

- (1) appoint Supervisor / Co-Supervisor / Consultant.
- (2) Ensure that all supervisors and candidates sign the Postgraduate Programme Supervisor Candidate Undertaking of Responsibilities (as in Appendix 1) during the first semester of study of the candidate and the original copy is kept by the Postgraduate Office.
- (3) Ensure supervisory processes are carried out in accordance with the *Kod Etika Universiti Malaya* and the Code of Research Ethics In the University of Malaya.
- (4) Provide facilities to candidates including research facilities and library facilities.
- (5) Ensure that the candidates receive appropriate supervision during their candidature period and take appropriate action in the event of unsatisfactory supervision.
- (6) Manage conflicts / conflicts of interest (if any).
- (7) Organize appropriate skills training courses and seminars for supervisors and candidates.
- (8) Ensure the candidate has met the necessary graduation requirements for the program of study.
- (9) Appoint Internal and External Examiners according to the mode of study of the candidate.
- (10) Implement the Committee of Examiners and provide the examiners' reports as well as any recommendations by the Committee of Examiners to the candidate.
- (11) Verify thesis / dissertation / research report is plagiarism free.
- (12) Ensure thesis / dissertation / research report submitted is in accordance with the requirements of the University.
- (13) Maintain confidentiality on all matters pertaining to examination.