



## **SUPERVISION POLICY OF POSTGRADUATE CANDIDATE, UNIVERSITY OF MALAYA**

### **1. Introduction**

The purpose of this supervision policy is to:

- (1) explain the criteria for the appointment of the supervisors as well as the role and responsibilities of the supervisors towards the candidates from all modes of Master's & Doctoral programmes.
- (2) Assist the Responsibility Centre (RC) in making plans for the workload of the academic staff, and the intake of candidates with consideration to the available infrastructure.
- (3) Ensure that the quality of supervision is assured and the research produced by the candidate is consistent with the mission and vision of the University.
- (4) Explain the role and responsibilities of the candidates and supervisors throughout their programme of study and research activities as given in Appendix 1.

### **2. Qualification Levels of Master's and Doctoral Degree in the Malaysian Qualifications Framework (MQF)**

#### **(1) Level 7 Master's Degree**

Description of Level 7 Master's Degree as outlined in the MQF document is as in Attachment 1.

#### **(2) Level 8 Doctoral Degree / PhD**

Description of Level 8 Doctoral Degree / PhD as outlined in the MQF document is as in Attachment 1.

### **3. Appointment of Supervisor**

Appointment of Supervisor shall fulfil the following criteria:

- (1) At least two (2) Supervisors are encouraged to supervise a candidate. If only one (1) Supervisor is appointed, the Supervisor must be a full time academic staff and must have experience of supervising until graduation, at least two (2) candidates.
- (2) The minimum qualification for the appointment of a supervisor is as follows:

#### Master's Programme

- (a) At least one (1) Supervisor appointed shall have a minimum qualification of one level higher than the degree level enrolled in by the candidate i.e. a doctoral degree.

- (b) If any of the supervisors appointed is without the required qualification, he must have at least five (5) years' experience:
  - (i) in teaching and research; or
  - (ii) as a co-supervisor.
  
- (c) \*For Clinical Masters' programme at the Faculty of Dentistry, the appointed supervisor must have at least a Clinical Masters qualification in the related field and two (2) years' experience:
  - (i) recognized as an expert in the field; and
  - (ii) in teaching and research; or
  - (iii) as a co-supervisor.

### Doctoral Programme

- (a) At least one (1) of the Supervisors appointed for a Doctoral candidate must have a minimum qualification of the equivalent degree level enrolled in by the candidate and at least two (2) years' experience:
  - (i) in teaching and research; or
  - (ii) as a co-supervisor.
  
- (b) \*For Clinical Doctoral programme at the Faculty of Dentistry, the appointed supervisor must have at least a Clinical Masters qualification in the related field and three (3) years' experience:
  - (i) recognized as an expert in the field; and
  - (ii) in teaching and research; or
  - (iii) as a co-supervisor.

*\*Source - Programme Standards: Dental Specialties*

- (3) Visiting academic staff may be appointed as co-supervisor for Master's and Doctoral candidates.
  
- (4) Appointment of supervisor must be in line or relevant with the field of research/discipline of the candidate. If the candidate's research comprises of different disciplines, a supervisor from the related discipline must also be appointed.
  
- (5) For collaborative programmes in the form of joint degree, dual degree and double degree, a supervisor must be appointed from both institutions. The number of supervisors appointed must be based on an agreement between both institutions.
  
- (6) For doctoral industry programme, besides an academic supervisor, a co-supervisor from industry must also be appointed.
  
- (7) Supervisors suggested by prospective candidates are given priority to supervise, except if the RC feels that other supervisors are more qualified to supervise.

- (8) Academic staff on sabbatical leave may be allowed to supervise the candidate provided the sabbatical leave does not affect the supervision. However, based on specific reasons, the supervisor may apply to the RC not to supervise the candidate while on sabbatical leave and the approval is at the discretion of the RC.
- (9) Supervisors from among the academic staff to be appointed, must have a minimum duration of service of not less than the candidate's minimum duration of study i.e at least twelve (12) months for Master's candidates and twenty-four (24) months for doctoral candidates.

If the duration of service is less than the candidate's minimum duration of study, the appointment of a co-supervisor is compulsory.

- (10) Academic staff who have left the service in the University and are still doing academic work elsewhere may be appointed as co-supervisors. The number of candidates supervised must be limited to five (5) persons who are in their final stage of studies i.e have completed the Candidature Defence.
- (11) The appointment of an external party (either academician or non academician) as co-supervisor/consultant may be considered if the external party is able to provide research facilities and expertise which will assist the candidate's research.
- (12) New academic staff must attend the enhancement courses or supervision training offered by the RC or the University. Existing academic staff are also encouraged to attend these courses.
- (13) The appointment of supervisors must be managed by the RC's *Jawatankuasa Ijazah Tinggi (JKIT)* in compliance with all the criteria specified in this policy. Appointment made must take into account expertise and supervision limit as well as infrastructure facilities (laboratory/studio/clinical facility and space) and finance (if related) to support candidates research.
- (14) In the event of a conflict of interest between the supervisor and candidate (i.e – threat to the research integrity or relationships), the Head of the RC can terminate the appointment of the academic staff as supervisor.
- (15) For any appointment of supervisor that does not meet the criteria as specified in this policy, the RC must submit an application with strong justification to the Deputy Vice Chancellor (Academic & International) for consideration and approval.

#### **4. Supervision Limit**

- (1) The ratio of actual posts to the weightage of supervision of a postgraduate candidate is as follows:
  - Visiting Academic Staff 1:3
  - Research Fellow 1:3
  - Lecturer 1:5
  - Senior Lecturer 1:7
  - Associate Professor 1:10

- Consultant 1:5
- Jusa C Professor 1:15
- Jusa B Professor 1:20
- Jusa A Professor 1:25

The following table should be used as a guide to determine the supervision weightage:

<b>Mode of Study &amp; Research Weightage (%)</b>	<b>Candidate Supervision Weightage</b>
Coursework (70:30)	1/3
Mixed Mode (50:50) (60:40) (70:30)	2/3
Research (100)	1
Clinical (Medical) (50:50)	1/2
Clinical (Dentistry) (50:50)	1/2

- (2) There is no limit on the number of supervision assigned to Emeritus Professor, Adjunct Professor, and Honorary Professor, but appointments must be made alongside permanent academic staff.
- (3) The RC may approve a higher number of supervision provided the supervisor has shown excellent supervision performance.
- (4) The RC may also determine a different supervision limit from the above to meet the requirements of the RC or related professional bodies.

## **5. Appointment of Additional or Change of Supervisor**

Additional or Change of Supervisor can be implemented as below:

- (1) In the event where an additional supervisor or change of supervisor is required, and supported with appropriate justification, the RC with the consent of all parties, may appoint any other academic staff to supervise the candidate.
- (2) Applications may be submitted by the supervisor or candidate. A candidate is allowed to apply for a change of supervisor once during his candidature period. For this purpose, the candidate will need to complete the form as outlined in Attachment 2.
- (3) Applications must be submitted with strong justification at the beginning of the candidature i.e. before or on the 3rd semester of study. If the application is submitted late, there is a possibility the application will not be approved by the RC.

However, the RC can decide to add or change supervisor at the very latest, one month after Candidature Defence.

- (4) In the event of a conflict between the supervisor and the candidate, the RC shall take the following actions:
- (a) face-to-face discussions between the Deputy Dean of Postgraduate Studies, the Head of Department, the Supervisor and the candidate should be held to resolve the issue.
  - (b) If the problem cannot be resolved, the RC must appoint an Arbitration Committee. Membership of the Committee shall consist of the following:
    - (i) the Dean of the RC or any member of the Faculty appointed as Chairman
    - (ii) the Deputy Dean of Postgraduate Studies
    - (iii) the Head of Department / Program Coordinator
    - (iv) Two (2) appointed faculty members.
- The additional appointment of a member outside the University as an independent party may be made by the Dean of the RC (if necessary).
- The terms of reference of the Arbitration Committee are as in Attachment 3.
- (c) If the problem remains unresolved, the RC shall submit this issue to the Office of the Deputy Vice-Chancellor (Academic & International) for further action.

## **6. Family Links**

- (1) An appointed supervisor must not have a close family link with the candidate, for example, spouse, parents / in-laws and immediate relatives such as children or siblings.
- (2) The supervisors and consultants appointed also must not have any family link.

## **7. Role and Responsibilities of the Supervisor**

The appointed supervisor shall perform his role and responsibilities as outlined in Attachment A.

## **8. Role and Responsibilities of the Candidate**

Candidates must be responsible for their candidature and research throughout their status as a student in the University of Malaya as outlined in Attachment B.

## **9. Role and Responsibilities of the RC**

The RC shall play the role as a coordinator providing research facilities, managing administrative matters and ensuring that the supervision process is implemented in orderly manner. The role and responsibilities of the RC are outlined in Attachment C.