



UMS
UNIVERSITI MALAYSIA SABAH

GUIDELINES ON POSTGRADUATE STUDENT SUPERVISION 2022 (RESEARCH MODE) UNIVERSITI MALAYSIA SABAH



Transforming Ideas into Reality

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**GUIDELINES ON POSTGRADUATE STUDENT SUPERVISION 2022
(RESEARCH MODE)
UNIVERSITI MALAYSIA SABAH**

TABLE OF CONTENTS

PREFACE	3
PART I – SUPERVISION	4
1.1 Introduction	
1.2 Types of Supervision	
1.3 Role of Supervisor	
1.4 Appointment of Supervisor	
1.5 Responsibilities of Supervisor	
1.6 Responsibilities of Student	
1.7 Responsibilities of Faculty/Centre/Academy/Institute	
1.8 Responsibilities of Postgraduate Centre	
PART II – CHANGE OF SUPERVISOR	13
2.1 Introduction	
2.2 Process on Change of Supervisor	
PART III – MONITORING OF STUDENT’S PROGRESS	15
3.1 Introduction	
3.2 Monitoring Method	
REFERENCE	19
Appendix A	
Appendix B	
Appendix C	
Appendix D	
Appendix E	
Appendix F	
Appendix G1	
Appendix G2	
Appendix H	
Appendix I	

PREFACE

These guidelines are called 'Guidelines on Postgraduate Student Supervision 2022' (Research Mode) Universiti Malaysia Sabah. These guidelines intend to provide guidance on the supervisory process to supervisors, students and Faculty/Centre/Academy/Institute for postgraduate studies at Universiti Malaysia Sabah.

These guidelines apply to each supervisor and student on or after the effective date of these guidelines. These guidelines should be read together with the current UMS Postgraduate Regulations.

PART I

SUPERVISION

1.1 Introduction

Supervising is the process of guiding and monitoring the progress on research, writing, presentation and examination of a postgraduate student's thesis. The quality of supervising depends on the interaction between supervisor-student as well as the extent to which supervisor and student understand their respective roles and responsibilities.

1.2 Types of Supervision

Supervision can be done by a supervisor, or a group of two (or more) supervisors.

- a. **Individual Supervision**
Individual supervision is where a supervisor is assigned to guide the research, writing, presentation and examination process of a Master's or Doctoral student's thesis.

- b. **Joint Supervision**
Joint supervision involves a group of two or more supervisors, one supervisor will be appointed as the Principal Supervisor and the other supervisor as the Co-Supervisor to guide the research, writing, presentation and thesis examination of a Master's/Doctoral student. The Principal Supervisor must be from among the University's lecturers.

1.3 Role of Supervisor

The role of the Main Supervisor and Co-supervisor are as follows:

- a. **Main Supervisor**
The Main Supervisor is fully responsible for the management and direction of the research. The Main Supervisor must perform all supervisory responsibilities as listed in these guidelines. The Main Supervisor should also act as the coordinator coordinating feedback from the Co-supervisor, under Joint Supervision. In addition, in an effort to train trainees, the Main Supervisor can also be a mentor to the Co-supervisor.

- b. **Co-supervisor**
A Co-supervisor is appointed to contribute specific expertise to student research. The Co-supervisor is responsible for supporting the role of the Main Supervisor, providing a second opinion towards the student's research and ensuring that supervisory duties would still continue even in the absence of the

Main Supervisor. In addition, in an effort to train trainees, the Co-supervisor can also be the mentee to the Main Supervisor

1.4 Appointment of Supervisor

The number of supervisors assigned to supervise a postgraduate student varies according to programme requirements. However, the appointment of a supervisor is determined based on the niche area of research as submitted by the student through their research proposal submitted along with the application form. The process of appointing supervisors must be done according to the rules set and through the Faculty/Centre/Academy/Institute's Postgraduate Committee.

Regulation 6.2 The Criteria for the Appointment of Supervisors in the current Postgraduate Regulations set out a number of conditions for the appointment of supervisors.

1.5 Responsibilities of Supervisor

The supervisory process involves a relationship that requires trust and a sense of mutual respect between supervisor and student. Students are entitled to receive quality guidance, advice, and assistance in their efforts to achieve academic excellence. In performing their task of supervising student's research, supervisors should;

- i. Understand and comply with the rules, policies and Postgraduate Regulations currently in use;
- ii. Expose students to understand all current rules, policies, Postgraduate Regulations and all relevant University guidelines, including policies in relations to research ethics, intellectual property rights, safe work practices, publishing, copyright and authorship;
- iii. Ensure that communication with students is maintained throughout the period of supervision through meeting sessions as agreed including seminars in accordance with the requirements of the Faculty/Centre/Academy/Institute where each supervisor appointed must know their respective responsibilities and inform students about the aspects included in the supervision;
- iv. Ensure that students can contact the supervisor when necessary;
- v. Provide guidance on the nature of research and standards to be achieved, programme planning, research, relevant literature and its sources, research methods and techniques, management of research data, and direct students to follow required training programmes or courses;
- vi. Ensure that the research is original and the topic is personally researched by the students themselves;

- vii. Assist student in the process of obtaining data in terms of bureaucracy;
- viii. Guide student to prepare research schedules and monitor their research progress;
- ix. Provide advice on dates for relevant processes and stages of work so that the overall work can be completed on time;
- x. Systematically and closely monitoring the stages of research to ensure that data collection meet research needs to avoid errors, delays, and uncertainties;
- xi. Identify training needs and ensure student undergo the necessary training, and evaluate together the effectiveness of those trainings;
- xii. Expose student to the latest developments in related fields;
- xiii. Encourage student to refer to niche experts if necessary and additional supervisors can be appointed based on current needs;
- xiv. Provide guidance on how to conduct fieldwork for research involving fieldwork;
- xv. Get student to prepare written work by providing a reasonable time frame and to return the revised work by providing constructive feedback within a reasonable period of time;
- xvi. Consult with Co-supervisor to correlate differences of opinions and reach a consensus to safeguard the welfare of student;
- xvii. Arrange for presentations to enable student to get feedback from others at the Faculty/Centre/Academy/Institute and as a preparation for future presentations;
- xviii. Assess student progress and monitor student achievement according to the standard set, and report student progress in the Postgraduate Student Progress Report based on the date set in the academic calendar;
- xix. Ensure that student is informed in writing of any deficiencies either in relation to the progress or/and level of research;
- xx. Supervisor is required to keep supervisory records in the Integrated Student Information System (SMPB) – under the Student Meeting log or other written records by entering the matters discussed;

- xxi. Inform student on sources of information pertaining to matters related to administration, current Postgraduate Regulations such as rules regarding eligibility to extend the duration of study and sources of research funding;
- xxii. Discuss the format and style of thesis writing that are in force and ensure student follow the format and style of writing from the beginning;
- xxiii. Ensure student has a clear thesis writing schedule in line with the requirement set;
- xxiv. Closely monitor each stage of thesis writing to ensure student would be able to overcome any problems in writing;
- xxv. Provide guidance in thesis/dissertation writing process by reading their draft thesis and providing feedback;
- xxvi. Ensure student's thesis is free of plagiarism with not more than 30 percent text similarity;
- xxvii. Assists the Faculty/Centre/Academy/Institute in the process of appointing Examiner when the student has submitted the Notice of Thesis/Dissertation Submission;
- xxviii. Assist student in preparing for pre-viva at the Faculty/Centre/Academy/Institute level and viva-voce;
- xxix. Assist student to understand the examiner's comments and ensure all requirements are met before final submission;
- xxx. Discuss and plan for publication and explain the conditions for publication in accordance with the rules set by the University;
- xxxi. Advice and plan suitable conferences to be attended by student;
- xxxii. Inform student if the supervisor goes on leave or conducting research/assignments outside the University for a long period of time, and to provide contact information to enable student to contact their supervisor during that period of absence.

1.6 Responsibilities of Student

The supervisory process provides an opportunity for student to build their skills as researchers under the guidance of a supervisor. Supervisors have the right to demand a high level of commitment from students. As such, students should give positive feedback to the guidance, advice and assistance given by the supervisor. Students are also encouraged to strive to improve their ability in conducting research independently. As a postgraduate researcher, students need to:

- i. Comply with rules, policies, Postgraduate Regulations, and all guidelines specifically relating to the implementation of research; including policies pertaining to research ethics, intellectual property rights, safe work practices, publishing, copyright and authorship rights;
- ii. Discuss with supervisor and reach to an agreement on the meeting schedule;
- iii. Ensure there is clear and open communication with the supervisor throughout the supervisory process;
- iv. Talk to supervisor about research topics and schedules;
- v. Carry out tasks assigned by supervisor including reading up, research training or attending any required courses;
- vi. Ensure research progress is in line with the agreed schedule;
- vii. Discuss with supervisor problems or difficulties encountered including issues on access to resources and materials;
- viii. Keep records of research progress including records of meetings with supervisor and records of completed work/assignments in a log book that can be downloaded through the official website of UMS Centre for Postgraduate Studies;
- ix. Ensure written materials are submitted as scheduled by giving appropriate time to allow supervisors to provide feedback;
- x. Pay attention and take appropriate action to the feedback and guidance provided by the supervisor;
- xi. Acquiesce to the results made by Supervisors, Main Supervisor and Co-supervisor in the event of a difference in opinions;
- xii. Prepare a draft thesis and make corrections and improvements as suggested by the supervisor;

- xiii. Decide on an appropriate period for the submission of the planned thesis taking into account the views of the supervisor and ensuring that the duration set by the University is adhered to;
- xiv. Ensure the thesis submitted is free from plagiarism and complies with the requirements of the University;
- xv. Undertake responsibility and initiative to join any programmes organised by the Faculty/Centre/Academy/Institute to improve their personal skills;
- xvi. Participate and contribute to the research culture of the Faculty/Centre/Academy/Institute;
- xvii. Ensure all requirements for graduation are met;
- xviii. Always keep abreast with the postgraduate student calendar and important dates during the study period such as registration, study period, meeting schedule with supervisor, submission of thesis and other related matters;
- xix. Offer due recognition to individuals/organisations that had contribute significantly to student research in any publications;
- xx. Obtain consent and confirmation of the supervisor for any publication made based on researches conducted by UMS, even if the student has graduated;
- xxi. Consult and inform supervisor if student wish to take leave or postpone their studies (for example due to health reasons or personal problems);
- xxii. Complete and send the Postgraduate Student Progress Report according to the date specified in the academic calendar of the Centre for Postgraduate Studies, UMS;
- xxiii. Notify the Faculty/Centre/Academy/Institute if there are conflicts in supervision.

1.7 Responsibilities of Faculty/Centre/Academy/Institute

Faculty/Centre/Academy/Institute are responsible for providing research facilities and ensuring that the supervisory process is carried out in a professional manner.

Faculty/Centre/Academy/Institute should;

- i. Ensure that information on rules, policies, Postgraduate Regulations and all guidelines are complied with by students;

- ii. Encourage the participation of supervisors in supervisory enhancement courses conducted by the University;
- iii. Ensure students have supervisors throughout the period of study and take appropriate action if the appointed supervisors are unable to perform their duties in supervising students or there are unsatisfactory supervision;
- iv. Organise appropriate course/skills training or seminars;
- v. Ensure that students have passed all courses as prescribed in the programme;
- vi. Appoint Individual Supervisor, Main Supervisor and Co-supervisor;
- vii. Propose the names of suitable supervisors according to the niche research area of the student;
- viii. Coordinate the appointment of Co-supervisors where this process is practiced by the Faculty/Centre/Academy/Institute that lead the supervision for cases involving supervision across the Faculty/Centre/Academy/Institute;
- ix. Conduct evaluation on proposal defence, research progress, and pre-viva;
- x. Maintain student files or records including progress reports, periodically;
- xi. Nominate names to appoint Internal and External Examiners nominated by the Supervisor;
- xii. Complete the plagiarism-free verification;
- xiii. Ensure that the thesis submitted is in accordance with the requirements stated in the UMS Thesis/Dissertation Submission and Writing (2018) UMS Style currently in use;
- xiv. Ensure that the publication conditions set by the University are complied with before a Degree is conferred;
- xv. Ensure compulsory publications are sourced from any research in the student thesis;
- xvi. As a reference for advice in cases where supervisor-student relationship encounters conflicts, and coordinating research programmes under negotiation process;
- xvii. Decide on actions to be taken if conflicts on supervision cannot be resolved between supervisor and student;

- xviii. Take charge of academic affairs and welfare of students throughout their study period;
- xix. Manage disagreements or conflicts of interest arise during the student's study period.

1.8 Responsibilities of Postgraduate Centre

The Centre for Postgraduate Studies acts as a coordinator that manages administrative matters and ensures that the supervisory process is conducted in an orderly manner.

The Centre for Postgraduate Studies should;

- i. Provide to the Faculty/Centre/Academy/Institute the latest Policies, Rules and Guidelines for supervisor and student reference;
- ii. Enforce Policies, Rules and Guidelines relating to student and research, and student's academic matters from time to time;
- iii. Appoint Main Supervisor and Co-supervisor proposed by the Faculty/Centre/Academy/Institute;
- iv. Keep student records including periodic progress reports by supervisor;
- v. Forward application for change of supervisor after obtaining approval from the Faculty/Centre/Academy/Institute Committee to the Centre for Postgraduate Studies Committee for approval and to take follow-up action;
- vi. Communicate information relating to student supervision to the Faculty/Centre/Academy/Institute, and the student;
- vii. Provide and update data and information relating to supervisors for the purpose of monitoring and improving the quality of supervision;
- viii. Appoint Internal and External Examiners proposed by the Postgraduate Committee of the Faculty/Centre/Academy/Institute;
- ix. Process students' applications sent to UMS Centre for Postgraduate Studies and provide information on results pertaining to students' application.

PART II
CHANGE OF SUPERVISOR

2.1 Introduction

Universiti Malaysia Sabah Regulations 2015 (Amendment No. 2 Rules 2021) provide guidance on the exchange of supervisors and/or supervisory categories. On the recommendation of the Dean/Director of the Faculty/Centre/Academy/Institute, the Dean of the Centre for Postgraduate Studies may appoint another supervisor.

Referring to Regulation 6.3, Universiti Malaysia Sabah Postgraduate Regulations 2015 (Amendment No. 2 Rules 2021) stated that:

- a. Students may apply for:
 - i. Change supervisor.
 - ii. Change of Supervisory Category.
 - iii. Add or remove Supervisors.

- b. The period allotted for the application process for Supervisor or Change of Supervisor Category, adding, removal of Supervisor or Supervision Category is within the first two (2) semesters (registered semester) for Master's students and four (4) semesters (registered semesters) for Doctoral students. However, application outside of this period is permitted if the Supervisor/Main Supervisor relocate, ceased working or retires, or sick or dies, or any reason approved by the Faculty/Centre/Academy/Institute.

- c. Supervisors may apply to withdraw from supervision within the first two (2) semesters for Master's students and four (4) semesters for Doctoral students.

- d. The Faculty/Centre/Academy/Institute is responsible for proposing a new Supervisor when there is a change of supervisor or a change in supervisory category.

- e. The Postgraduate Committee of the Faculty/Centre/Academy/Institute must approve the application for change, adding, removal or withdrawal of Supervisors or Supervisory Category.

2.2 Process on Change of Supervisor

- a. The Faculty/Centre/Academy/Institute must ensure that changes in supervision (especially the addition of supervisors) involving the Supervisor/Main Supervisor are thoroughly discussed with the Postgraduate Committee, taking into account the qualification, field, and workload of supervisor.
- b. The following are some of the factors that contribute to a change in supervision:
 - i. Supervisor-student communication issues
 - ii. Change of Faculty/Centre/Academy/Institute
 - iii. Change in student's research niche area
 - iv. Current supervisor's area of expertise does not correspond with the niche research area of the student
 - v. Supervisor no longer wants to supervise the student
 - vi. Supervisor moved to another university or institution
 - vii. The Main supervisor could not supervise the student for a period of time
 - viii. The supervisors have health issues that prevented them from supervising
 - ix. The supervisor resigns/retires
 - x. The supervisor passed away
- c. For cases b(v) to b(ix), supervisor must inform the Faculty/Centre/Academy/Institute in writing.
- d. If a change in supervision occurs, the Faculty/Centre/Academy/Institute must put forward an application by filling in the application form for add/change of supervisor and submit to the Centre for Postgraduate Studies after discussion and agreed by student supervisors and approved by the Faculty/Centre/Academy/Institute Committee.

PART III

MONITORING OF STUDENT'S PROGRESS

3.1 introduction

Students are considered to Graduate on Time (GOT) if they successfully complete their studies within 8 semesters for Doctor of Philosophy Degree and 4 semesters for Master's Degree. The current Postgraduate Regulations specify the minimum and maximum study term.

3.2 Monitoring Method

The following methods are used to monitor student progress:

- a. Supervision-student meeting sessions
Supervisor-student meetings should be conducted as follows:
 - i. At least four (4) times per semester for full-time students, or as determined by the Faculty/Centre/Academy/Institute Postgraduate Committee;
 - ii. At least two (2) times per semester for part-time students, or as determined by the Faculty/Centre/Academy/Institute Postgraduate Committee;
 - iii. At least once (1) per semester with co-supervisor, or as determined by the Faculty/Centre/Academy/Institute Postgraduate Committee.

- b. Complete the research development report in the Integrated Student Information System (SMPB).
 - i. Supervisors must complete and report on the postgraduate student research progress in the Integrated Student Information System (SMPB);
 - ii. At the same time, the Main Supervisor must create a Supervision File to document student progress;
 - iii. The Main Supervisor's Supervision File should be kept up to date with notes on matters discussed during the supervisor-student meeting;
 - iv. Information recorded in the Supervision File shall be used as reference in preparing the LKPP;

- v. The Supervision File can be downloaded from the Centre for Postgraduate Studies' website that includes the following:

Appendix A	-	Student personal records and registration
Appendix B	-	Postgraduate student agreement that the postgraduate student must fill and sign in the presence of supervisor/supervisors during their first meeting
Appendix C	-	Schedule of supervisor-student meeting
Appendix D	-	Supervisor Records
Appendix E	-	Attendance record of seminars/colloquium/trainings
Appendix F	-	Writing records
Appendix G1	-	Graduate on Time (GOT) Timeline, Master's
Appendix G2	-	Graduate on Time (GOT) Timeline, Doctor of Philosophy

- c. Research Methodology Course (MP12303)

As a prerequisite for graduation, students must pass the Research Methodology Course (MP12303). Briefing for this course is conducted in the first and second week at the Centre for Postgraduate Studies. Meanwhile, the course is implemented and assessed in the third week to the fourteenth week at the Faculty/Centre/Academy/Institute. Students are encouraged to complete this course in the first semester or second semester during their study at the university.

- d. Proposal defence

After their proposal defence is approved, students must do a progress report periodically as determined by their respective Faculty/Centre/Academy/Institute.

- e. Postgraduate Student Progress Report (LKPP)

- i. Regulation 6.4.4, of the current Postgraduate Regulations stipulates that Supervisor or Main Supervisor must fill the LKPP and certify the assessment of the student's actual research performance according to the schedule specified in the academic calendar.
- ii. LKPP is prepared taking into account the progress of students as recorded in the Supervision Log in SMPB or Supervision File;

- iii. Faculty/Centre/Academy/Institute is encouraged to organise presentations that are evaluated by other lecturers besides their supervisors and co-supervisors, and is used as a reference when preparing the Postgraduate Student Progress Report.
- f. Colloquiums, Postgraduate Seminars or equivalent presentations
- i. Students should present their proposal defence, progress report and/or final research report in the colloquiums/seminars organised by the Faculty/Centre/Academy/Institute;
 - ii. Before conducting their research, students must present their proposal defence and approved by the Faculty/Centre/Academy/Institute;
 - iii. Presentations should be attended by supervisors, lecturers and other students to provide views and feedback;
 - iv. The assessor of the proposal defence and presentation i.e., at least two (2) lecturers excluding the supervisor should be appointed to assess the student presentation, and the student must be informed of the results.
- g. Pre-Viva
- i. Pre-viva must be held at the Faculty/Centre/Academy/Institute level prior to submitting the thesis to the Centre for Postgraduate Studies for examination;
 - ii. Student must hand in a Notice of Thesis Submission prior to their pre-viva presentation at the Faculty/Centre/Academy/Institute;
 - iii. Student must take into account the improvements suggested during the pre-viva;
 - iv. Pre-viva is certified by the Postgraduate Committee at the Faculty/Centre/Academy/Institute.
- h. Publication Conditions
- i. Students are required to publish journal articles as outlined in the current Postgraduate Regulations (based on the student's intake session);
 - ii. Journal articles are related to student thesis;

- iii. A publication MUST NOT be shared by two (2) or more students for the purpose of graduation.
-
- i. Postgraduate Student Questionnaire Form
 - i. Student evaluation of the supervisory system as a whole should be provided to look at students' current needs;
 - ii. This assessment report is prepared based on students feedback as recorded in the Supervision File;
 - iii. Feedback regarding the services and supervisory system are provided to assess the response as a whole (Appendix H).

 - j. Mapping of overall programme learning outcome (PLO) for Research programme as attached in Appendix I.

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LAMPIRAN A
APPENDIX A

FAIL PENYELIAAN PELAJAR
GRADUATE SUPERVISION FILE

REKOD PERIBADI CALON DAN PENDAFTARAN
CANDIDATE'S PERSONAL RECORDS AND REGISTRATION

Nama Calon: <i>Name of Candidate:</i>				
No. Matrik: <i>Matric No:</i>				
Status Pendaftaran: <i>Registration Status:</i>	Semester/ Sesi <i>Semester/Session</i>	Status (Sepenuh Masa/Separuh Masa /Gantung/Tangguh) <i>Status (Full Time/Part Time/Suspend/Differ)</i>	Semester/ Sesi <i>Semester/Session</i>	Status (Sepenuh Masa/Separuh Masa /Gantung/Tangguh) <i>Status (Full Time/Part Time/Suspend/Differ)</i>
	1.		5.	
	2.		6.	
	3.		7.	
	4.		8.	

Nama Program: <i>Name of Programme:</i>		
Fakulti/Pusat/Akademi/Institut: <i>Faculty/Centre/Academy/Institute:</i>		
Semester & Sesi Mula Mendaftar: <i>Semester & Session of Initial Registration:</i>	Semester & Sesi Dijangka Tamat: <i>Expected Semester & Session of Completion:</i>	
Nama Penyelia: <i>Name of Supervisor(s)</i>	1.	
	2.	
	3.	
	4.	
Kewarganegaraan: <i>Citizenship:</i>		
Alamat Semasa: <i>Current Address:</i>		
Nombor Telefon/ <i>Telephone Number</i>		
Pejabat/ <i>Office:</i>		
Bimbit/ <i>Mobile:</i>		
E-mel/ <i>E-mail</i>		
Pekerjaan & Majikan/ <i>Occupation & Employer</i>		
Penaja/ <i>Sponsor:</i>		
Tarikh Hantar Notis Serahan Tesis: <i>Date of Notice for Thesis Submission:</i>	Tarikh Peperiksaan Lisan/ <i>Date of Viva Voce:</i>	Tarikh Lulus Peperiksaan Lisan/ <i>Date of Passing the Examination:</i>



LAMPIRAN B
APPENDIX B

PERJANJIAN CALON SISWAZAH
CANDIDATE'S DECLARATION

Semester: _____ **Sesi/Session:** _____

Nama Calon/*Name of Candidate:* _____

No. Matrik/*Matric No:* _____

Nama Program/*Name of Programme:* _____

Jenis Pendaftaran (Sepenuh masa/Separuh masa) *Type of Registration (Full time/Part time):* _____

Fakulti/Pusat/Akademi/Institut
Faculty/Centre/Academy/Institute: _____

Status Pendaftaran/ *Registration Status:* _____

Tajuk Tesis/Disertasi/ *Title of Thesis/Dissertation:*

Nama Penyelia/*Name of Supervisor(s):*

- 1.
- 2.
- 3.
- 4.

SAYA BERJANJI UNTUK BERJUMPA DENGAN PENYELIA SEPERTI YANG DITETAPKAN OLEH FAKULTI/PUSAT/AKADEMI/INSTITUT BERDASARKAN JADUAL PENYELIAAN YANG TELAH DIPERSETUJUI. SAYA JUGA BERJANJI AKAN MENGHADIRI SEMUA SEMINAR SISWAZAH DAN KOLOKIUUM PENYELIDIKAN PASCASISWAZAH YANG DITETAPKAN OLEH FAKULTI/PUSAT/AKADEMI/INSTITUT.

I HEREBY DECLARE THAT I SHALL MEET MY SUPERVISOR(S) REQUIRED BY THE FACULTY/CENTRE/ACADEMY/INSTITUTE ACCORDING TO THE AGREED SUPERVISION SCHEDULE. I SHALL ALSO ATTEND ALL POST GRADUATE SEMINARS AND RESEARCH COLLOQUIUMS AS REQUIRED BY THE FACULTY/CENTRE/ACADEMY/INSTITUTE.

Tandatangan Calon/ *Candidate's Signature:* _____

Tarikh/*Date:* _____

Sila serahkan satu salinan kepada/ *Please submit a copy of this declaration to:*
Seksyen Pascasiswazah Fakulti/Pusat/Akademi/Institut / *Postgraduate Section in Faculty/Centre/Academy/Institute*



LAMPIRAN C
APPENDIX C

RANCANGAN PERTEMUAN PENYELIA-PELAJAR
SUPERVISOR-STUDENT MEETING SCHEDULE

Semester: _____ Sesi/Session: _____

Bil/No.	Tarikh/Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Tandatangan Calon/ *Candidate's Signature:* _____

Tarikh/Date: _____

Tandatangan Penyelia/ *Supervisor's Signature:* _____

Tarikh/Date: _____



LAMPIRAN D
APPENDIX D

REKOD PENYELIAAN
RECORD OF SUPERVISION

Semester: _____ Sesi/Session: _____

Bil/Number	Tarikh/Date	Semester	Sesi/Session:
<p>Catatan Penyelia/Pelajar: <i>Remarks by Supervisor/Student:</i></p>			
Tandatangan Penyelia/Supervisor's Signature		Tandatangan Pelajar/Student's Signature:	



LAMPIRAN F
APPENDIX F

REKOD PENULISAN
RECORD OF PUBLICATION

Artikel dalam Jurnal

(syarat penerbitan perlu dirujuk pada 'Kaedah Pengajian Pascasiswazah UMS' yang digunapakai)

Article in Journals

(*term of publication should be referred to 'Kaedah Pengajian Pascasiswazah UMS'*)

Pengarang/ Author	Tahun Year	Judul Artikel Article Title	Nama Jurnal Name of Journal	*Catatan *Remarks

*Catatan hendaklah dilengkapkan dengan memberikan maklumat mengenai badan pengindeksan bagi artikel yang diterbitkan seperti tidak diindeks atau diindeks oleh Scopus/WoS/ERA/MyCite

**Remarks should be completed by providing information on the indexing body of published articles such as non-indexed or indexed by Scopus/WoS/ERA/MyCite*

Kertas Kerja dibentangkan di Persidangan

Papers presented in Conference



Pengarang/ Author	Tahun Year	Judul Artikel Article Title	Persidangan Conference	Penganjur Organisers	Tempat Venue	**Catatan **Remarks

**Catatan hendaklah dilengkapkan dengan memberikan maklumat mengenai nombor ISBN prosiding (sekiranya berkaitan)

***Remarks should be completed by providing information on the proceeding ISBN number (if applicable)*

LAMPIRAN G1
APPENDIX G1





Graduate on Time Schedule (GOT) for Masters Candidate

Semester	Minggu/ Week	Aktiviti Activity/ Output	Tindakan/ Action		Tandatangan Pelajar/ Student's Signature	Tarikh/ Date
						
1	Week 1-2	<ul style="list-style-type: none"> Research Methodology Course (MP12303) registration through <i>Sistem Maklumat Pelajar Bersepadu</i> UMS Attend Research Methodology Course (MP12303) Completed Research Methodology Course (MP12303) 				
	Week 3-4	<ul style="list-style-type: none"> Familiarisation with and use of EndNote, Mandeley, Turnitin, editing softwares, and data analysis softwares 				
	Week 5-8	<ul style="list-style-type: none"> Detailed research proposal 				
	Week 9-12	<ul style="list-style-type: none"> Conducting literature review 				
	Week 13-17	<ul style="list-style-type: none"> Proposal presentation 				
	Week 18-21	<ul style="list-style-type: none"> Submission of progress report 				
	Week 22-29	<ul style="list-style-type: none"> Semester Break 				
2	Week 1-2	<ul style="list-style-type: none"> Conducting literature review Conducting pilot study/planning & setting up of experiment Start data collection (Optional) 				
	Week 3-4	<ul style="list-style-type: none"> Investigation and development of the proposed solutions. 				
	Week 5-8	<ul style="list-style-type: none"> Data analysis 				
	Week 9-12	<ul style="list-style-type: none"> Start writing on discussion 				

	Week 13-17	<ul style="list-style-type: none"> Attend Seminar/Conference 1 				
	Week 18-21	<ul style="list-style-type: none"> Submission of progress report 				
	Week 22-29	<ul style="list-style-type: none"> Semester Break 				
3	Week 1-2	<ul style="list-style-type: none"> Completing Literature review 				
	Week 3-4	<ul style="list-style-type: none"> Submission of Publication 1 				
	Week 3-4	<ul style="list-style-type: none"> Ongoing data analysis 				
	Week 5-8	<ul style="list-style-type: none"> Investigation and development of the proposed solutions 				
	Week 9-12	<ul style="list-style-type: none"> Attend Seminar/Conference 2 (optional) 				
	Week 13-17	<ul style="list-style-type: none"> Publication 1 (optional) 				
	Week 18-21	<ul style="list-style-type: none"> Submission of Progress Report Report should include data collection, findings, discussion and propose conclusion. Submit Notice for Submission of thesis 				
	Week 22-29	<ul style="list-style-type: none"> Semester Break 				
4	Week 1-2	<ul style="list-style-type: none"> Submission of Paper 2 and paper 3 (optional) 				
	Week 3-4	<ul style="list-style-type: none"> Finalise Thesis (all chapters) Publication acceptance 				
	Week 3-4	<ul style="list-style-type: none"> Readiness to submit thesis Submit thesis 				
	Week 5-8	<ul style="list-style-type: none"> Preparation of manuscripts for submission of publication 2 (optional) 				
	Week 9-12					
	Week 13-17	<ul style="list-style-type: none"> Viva voce 				
	Week 18-21	<ul style="list-style-type: none"> Submission of Paper 2 and paper 3 - optional Publication acceptance 				
	Week 22-29	<ul style="list-style-type: none"> Submit thesis after amendments and correction Graduate on Time 				

LAMPIRAN G2
APPENDIX G2

Graduate on Time Schedule (GOT) for PhD Candidate

Semester	Minggu/ Week	Aktiviti Activity	Tindakan/ Action		Tandatangan Pelajar/ Student's Signature	Tarikh/ Date
						
1	Week 1-2	<ul style="list-style-type: none"> Research Methodology Course (MP12303) registration through <i>Sistem Maklumat Pelajar Bersepadu</i> UMS Attend Methodology Course (MP12303) Completed research methodology course (MP12303) 				
	Week 3-4	<ul style="list-style-type: none"> Familiarisation with and use of EndNote, Mandeley, Turnitin, editing softwares, and data analysis softwares 				
	Week 5-8	<ul style="list-style-type: none"> Problem Identified 				
	Week 9-12	<ul style="list-style-type: none"> Conducting Literature Review Research proposal in detail 				
	Week 13-17	<ul style="list-style-type: none"> Introduction chapters 				
	Week 18-21	<ul style="list-style-type: none"> Submission of progress report 				
	Week 22-29	<ul style="list-style-type: none"> Semester Break 				
2	Week 1-2	<ul style="list-style-type: none"> Conducting literature review Conducting pilot study/planning & setting up of experiment Starting preliminary data collection (optional) 				
	Week 3-4	<ul style="list-style-type: none"> Thesis plan/outline of thesis 				
	Week 5-8	<ul style="list-style-type: none"> Proposal presentation 				

	Week 9-12	<ul style="list-style-type: none"> Submission of Publication 1 (review paper/experimental design) 				
	Week 13-17	<ul style="list-style-type: none"> 				
	Week 18-21	<ul style="list-style-type: none"> Submission of progress report 				
	Week 22-29	<ul style="list-style-type: none"> Semester Break 				
3	Week 1-2	<ul style="list-style-type: none"> Investigation and development of the proposed solutions. 				
	Week 3-4	<ul style="list-style-type: none"> Data collection 				
	Week 5-8	<ul style="list-style-type: none"> 				
	Week 9-12	<ul style="list-style-type: none"> Report writing (preliminary) 				
	Week 13-17	<ul style="list-style-type: none"> Presentation Progress/Seminar 1 				
	Week 18-21	<ul style="list-style-type: none"> Publication 1 				
	Week 22-29	<ul style="list-style-type: none"> Submission of Progress Report 				
4	Week 1-2	<ul style="list-style-type: none"> Data collection (ongoing) 				
	Week 3-4	<ul style="list-style-type: none"> 				
	Week 5-8	<ul style="list-style-type: none"> Data analysis 				
	Week 9-12	<ul style="list-style-type: none"> 				
	Week 13-17	<ul style="list-style-type: none"> Report writing 				
	Week 18-21	<ul style="list-style-type: none"> Submission of progress report (report should have preliminary data findings and some discussion) 				
	Week 22-29	<ul style="list-style-type: none"> Semester break 				
5	Week 1-2	<ul style="list-style-type: none"> Experimentation (ongoing) and/or data analysis (ongoing) 				
	Week 3-4	<ul style="list-style-type: none"> 				
	Week 5-8	<ul style="list-style-type: none"> Writing of thesis: update literature review, methodology, by chapters etc 				
	Week 9-12	<ul style="list-style-type: none"> Preparation of manuscripts for submission of publication 2 				
	Week 13-17	<ul style="list-style-type: none"> Submission of Publication 2 				
	Week 18-21	<ul style="list-style-type: none"> 				

	Week 22-29	• Submission of Progress Report				
6	Week 1-2	• Writing of thesis: Finalising Problem description, literature review, methodology, data analysis and discussion.				
	Week 3-4	•				
	Week 5-8	• Presentation Progress/Seminar 2 (optional)				
	Week 9-12	•				
	Week 13-17	• Publication 2				
	Week 18-21	•				
	Week 22-29	• Submission of Progress Report				
7	Week 1-2	• Notice of thesis submission				
	Week 3-4	•				
	Week 5-8	• Finalising complete thesis				
	Week 9-12	•				
	Week 13-17	•				
	Week 18-21	• Submit thesis				
	Week 22-29	• Submission of Progress Report				
	Week 22-29	•				
8	Week 1-2	•				
	Week 3-4	•				
	Week 5-8	• Viva voce				
	Week 9-12	• Amendment and correction of thesis				
	Week 13-17	•				
	Week 18-21	•				
	Week 22-29	• Submit thesis after amendment and correction.				
	Week 22-29	• Graduate on Time				

LAMPIRAN H
APPENDIX H

 UMS UNIVERSITI MALAYSIA SABAH	MAKLUMBALAS PELAJAR PASCASISWAZAH <i>POSTGRADUATE STUDENT'S RESPONSE</i>
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MAKLUMAT CALON <i>DETAILS OF CANDIDATE</i>	
NAMA <i>NAME</i>	NO. MATRIKS <i>MATRIC NO.</i>
PROGRAM PENGAJIAN <i>PROGRAMME OF STUDY</i>	DOKTOR FALSAFAH <input type="checkbox"/> SARJANA <input type="checkbox"/> <i>PHD</i> <i>MASTER</i>
NAMA PROGRAM PENGAJIAN <i>PROGRAMME'S NAME</i>	
JENIS PENGAJIAN <i>TYPE OF STUDY</i>	SEPENUH MASA <input type="checkbox"/> SEPARUH MASA <input type="checkbox"/> <i>FULL TIME</i> <i>PART TIME</i>
Penyelia/Penyelia Utama/Penyelia Bersama <i>Supervisor/Main Supervisor/Co- Supervisor</i> 1. _____ 2. _____ 3. _____	

Arahan : Sila bulatkan maklum balas yang paling sesuai
Instruction : Please circle the most appropriate response

- 1 - Sangat Tidak Berpuas Hati / *Very Dissatisfied*
- 2 - Tidak Berpuas Hati / *Dissatisfied*
- 3 - Neutral / *Fair*
- 4 - Berpuas Hati / *Satisfied*
- 5 - Sangat Berpuas Hati / *Very Satisfied*

1. Penyelia/ Supervisor

Saya mendapat penyeliaan ketika diperlukan dan diberikan bimbingan yang baik dalam menjalankan penyelidikan.
Supervision was available when I needed it. I was given good guidance in the topic selection and refinement.

1 2 3 4 5

2. Pembangunan Kemahiran/ Skill Development

Penyelidikan saya jalankan dapat mengembangkan lagi kemahiran yang diperlukan dalam aktiviti penyelidikan.
My undertaken research can further develop my skills that are essential in research activities.

1 2 3 4 5

Saya belajar mengembangkan idea secara lisan dan bertulis.
I learned to develop my ideas and present them in verbal and written work.

1 2 3 4 5

3. Atmosfera atau suasana / *Climate*

Fakulti/Pusat/Akademi/Institut memberi peluang untuk saya berinteraksi secara sosial dengan komuniti Fakulti/Pusat/Akademi/Institut.

The Faculty/Centre/Academy/Institute provided opportunities for me to socially interact with the Faculty/Centre/Academy/Institute's community.

1 2 3 4 5

4. Infrastruktur/ *Infrastructure*

Akses kepada ruangan kerja yang sesuai dan sokongan teknikal disediakan.

Access to suitable working space and technical support are provided.

1 2 3 4 5

5. Kemajuan Pelajar/Pembentangan Cadangan Penyelidikan/ Pemeriksaan Tesis *Research Progress/ Proposal Defence/ Thesis Examination*

Penilaian yang jelas pada proses kemajuan pelajar/pembentangan cadangan penyelidikan/pemeriksaan tesis.

Clear evaluation on the research progress/ proposal defense/ thesis examination process.

1 2 3 4 5

6. Kejelasan/ *Clarity*

Perkembangan pada pemahaman mengenai standard pengajian yang diharapkan.

Development of the understanding related to the expected standard of study.

1 2 3 4 5

7. Kebajikan / *Affair*

Kebajikan pelajar dipantau oleh Pusat Pengajian Pascasiswazah dan Fakulti/Pusat/Akademi/Institut.

Students affairs monitored by the Centre For Postgraduate Studies and Faculty/Centre/Academy/Institute

1 2 3 4 5

8. Keseluruhan Kepuasan Pelajar *Overall Student's Satisfaction*

1 2 3 4 5

9. Lain-lain Cadangan atau Komen *Other suggestions or Comments*

Catatan:

Remarks

Borang penilaian ini akan dilengkapkan oleh pelajar di setiap akhir semester.

This evaluation form will be completed by the students at the end of each semester.

LAMPIRAN I

APPENDIX I

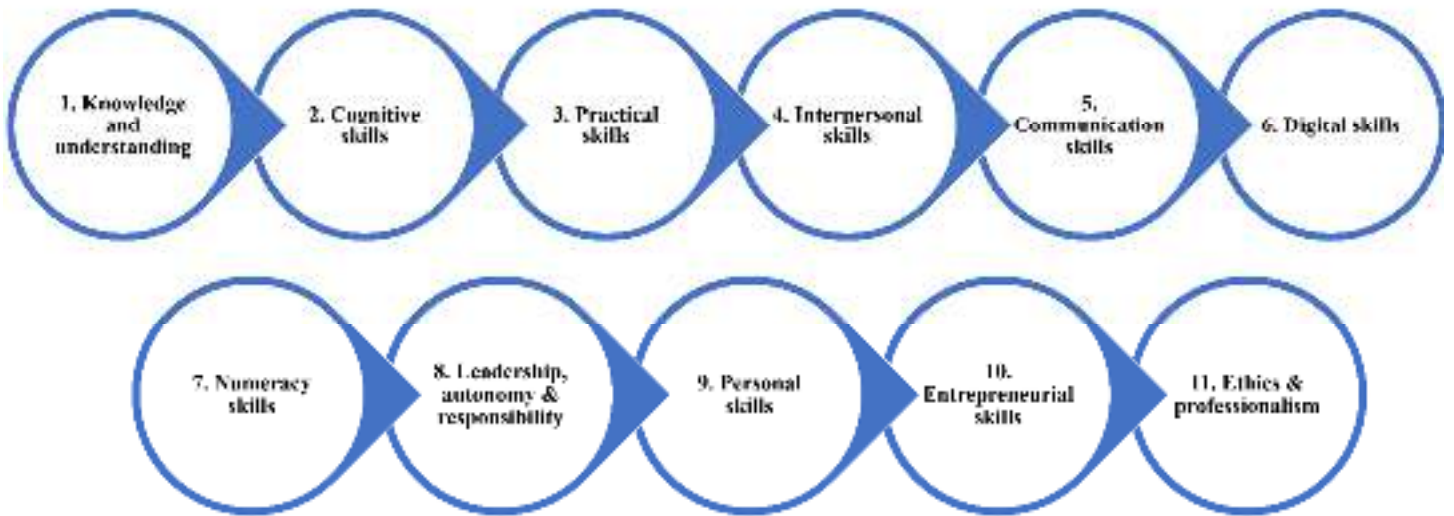
Pemetaan Hasil Pembelajaran Program (*Program Learning Outcome, PLO*)

PENGUKURAN		PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
No.	Pencapaian PLO	65%	65%	65%	65%	65%	65%	65%	65%	65%	65%	65%
1	Kursus Metodologi Penyelidikan (PPPS)	X	X			X	X		X			
2	Pembentangan kertas kerja (<i>Proposal</i>) (F/P/A/I)	X	X			X	X	X			X	X
3	Laporan Kemajuan Pelajar Pascasiswazah (PPPS)	X	X				X		X	X		
4	Kolokium Pascasiswazah (F/P/A/I)	X			X	X	X					X
5	Pra-Viva (F/P/A/I)	X	X		X	X	X				X	
6	Viva voce (PPPS)	X	X		X	X	X					
7	Tesis (PPPS)	X	X	X		X	X	X			X	X

Catatan:

- PPPS merujuk kepada Pusat Pengajian Pascasiswazah UMS
- F/P/A/I merujuk kepada Fakulti/Pusat/Akademi/Institut

Domains of Learning Outcomes (MQF 2nd Edition)





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