



UNIVERSITY OF MALAYA
SUPERVISOR-SUPERVISEE
UNDERTAKING OF RESPONSIBILITIES

This letter of undertaking defines the supervision relationship between

_____ and _____
(Name of Supervisor 1) (Name of Supervisee)

_____ (Matric no.)
(Name of Supervisor 2)

(Name of Supervisor 3)

for the programme of

(Name of Master's or Doctoral programme registered)

at the

(Name of Academy/Institute/Faculty/Centre)

The following section outlines the roles and responsibilities of Supervisor and Supervisee in order to ensure the quality of supervision and that the research produced by the candidate is consistent with the mission and vision of the University, pursuant to the Supervision Policy of Postgraduate Candidates 2014.

Please read the following and sign where indicated on the last page of the letter of undertaking.

The appointed supervisor shall exercise his/her role and responsibilities as set out below:

ROLE AND RESPONSIBILITIES OF SUPERVISOR

General

- (1) Prior to commencing any supervision of candidates, supervisors should know the latest university rules and regulations with respect to higher degree programs.
- (2) Supervisors should be knowledgeable and have an enhanced understanding of theoretical and conceptual frameworks, and is up to date in the field of study of the candidate.
- (3) Supervisors should be knowledgeable about the work schedule provided for the completion of a research project so that it complies with the provisions of certain degrees. This is to ensure the smooth running of the candidate's research project.
- (4) Supervisors are responsible for providing relevant and adequate guidance and academic support to candidates during the supervision period to enable the candidate to carry out excellent research and writing. This responsibility includes providing guidance in careful planning of the research, background study and literature review, the need to attend courses to complete the research, including research methodology. Awareness about the consequences of fraud and plagiarism should be informed to the candidate.
- (5) Supervisors shall meet regularly with the candidate at least two (2) times per month in the first semester and once (1) a month for the following semesters. Supervisor and candidate shall meet face-to-face in the first meeting, and the subsequent meetings may be conducted via other forms of non-face-to-face communication methods such as via online communication.
- (6) Supervisors are responsible to ensure that candidates are able to communicate with relevant experts should the research area require so. In certain cases, an additional supervisor or consultant may be appointed.
- (7) Each appointed supervisor shall know his/her respective responsibilities and explain to the candidates on the aspects that will be supervised. In the event that two (2) supervisors are appointed for each candidate, the effective working relationship between all parties needs to be maintained together.
- (8) Supervisors should help candidates in the preparation with regards to presentations at conferences, seminars, meetings and workshops.
- (9) Supervisors are encouraged to record every meeting and discussion with the candidate about the study and research of the candidate by providing and updating the file on record of achievement and progress of research projects for each candidate. The record of meeting and discussion can be done via the online system.

ROLE AND RESPONSIBILITIES OF SUPERVISOR

- (10) Supervisors should evaluate the progress of the candidates by getting a written report from the candidate and monitor the achievement in a relative manner according to the quality set for a particular degree. Candidates shall be informed if the quality of their work does not reach the required standard. If the progress of the candidates is not satisfactory, supervisors must take action in helping the candidates to improve their performance. The progress report for each semester for each candidate must be submitted by the supervisor to the Centre of Responsibility as scheduled.
- (11) Supervisors should help candidates in academic writing, presentations in conferences and submission of papers for publication. With regards to all the academic papers submitted for publication, which are written jointly by the supervisor and candidate, both parties shall agree on publishing the joint papers.
- (12) Supervisors should help in managing and securing funds (example: Vote PPP, UMRG etc.) for research projects.
- (13) Supervisors should ensure that work safety rules are followed during the research and are carried out in accordance with health and safety ethics policy specified by the University.
- (14) Supervisors should provide constructive and critical comments on candidates' thesis/dissertation drafts within a reasonable time and advise the candidates regarding the format of the thesis/dissertation as specified by the University.
- (15) Supervisors should suggest and advise the Postgraduate Office of the Centre of Responsibility in the process of nomination and evaluation of expertise of External Examiner and Internal Examiner. The supervisors should also ensure that there are no delays in the process.

Role of the Supervisor in the Committee of Examiners

- (1) The role of the supervisor in the Committee of Examiners is as the advisor. The supervisor is not involved in any discussions relating to the results of work submitted by the candidate. The supervisor does not function as an examiner.
- (2) The supervisor's attendance in the Committee of Examiners shall be by invitation only.
- (3) Supervisors are required to provide supervision reports in the required format within a stipulated time to the Postgraduate Office for the Committee of Examiners meeting.
- (4) The supervisor should also help the candidate on the corrections to be done based on the comments raised by the Committee of Examiners and continue to oversee the candidate in cases where the thesis is referred back for further work.

The supervisee shall be responsible for his/her candidature and research throughout their status as a candidate in the University of Malaya as set out below:

ROLE AND RESPONSIBILITIES OF SUPERVISEE

- (1) Candidates shall understand and fulfil all of the requirements stated in the offer letter, rules and regulations applicable to the program.

Examples are as follows:

- (A) University of Malaya (Master's Degree) Rules 2014 and University of Malaya (Master's Degree) Regulation 2014;
 - (B) University of Malaya (Degree of Doctor of Philosophy) Rules 2007 and University of Malaya (Degree of Doctor of Philosophy) Regulation 2007;
 - (C) Program handbook, and
 - (D) Postgraduate Handbook.
- (2) Candidates shall meet regularly with the supervisors at least two (2) times per month in the first semester and once (1) a month for the following semesters. Candidates and supervisors shall meet face-to-face in the first meeting, and the subsequent meetings may be conducted via other forms of non-face-to-face communication methods such as online communication.
 - (3) Candidates shall record meetings and discussions on their research each time they meet with the supervisor.
 - (4) Candidates shall establish a good working relationship with the supervisors.
 - (5) Candidates shall plan the project schedule and comply with the maximum period of study.
 - (6) Candidates shall discuss and agree with the supervisor on consultation times.
 - (7) Candidates shall submit progress report at a specified time without falsifying the research outcome and ensure that their academic work is free of plagiarism.
 - (8) Candidates shall notify their supervisor of any problems that may interfere with the research.
 - (9) Candidates shall engage in academic activities organized by the department or the Centre of Responsibility.
 - (10) Candidates must plan and ensure there is sufficient time to conduct their research and write their thesis/dissertation.
 - (11) Candidates shall ensure that their candidature is always active by renewing their registration each semester.

ROLE AND RESPONSIBILITIES OF SUPERVISEE

- (12) Candidates shall give three months' notice to the supervisor or inform the supervisor of the date of thesis/dissertation submission for examination to avoid delay in the appointment of examiners.
- (13) Candidates are solely responsible for the content and the presentation of thesis/dissertation, as well as viva voce presentation.
- (14) Candidates are responsible for ensuring that corrections are made within the stipulated time after the Committee of Examiners meeting and/or viva voce and the Senate meeting.

I have read the above and acknowledge the responsibilities as set by the University of Malaya.

Supervisor's signature (1)

Supervisor's name (1):

Date: _____

Supervisee's signature

Supervisee's name:

Date: _____

Supervisor's signature (2)

Supervisor's name (2):

Date: _____

Supervisor's signature (3)

Supervisor's name (3):

Date: _____

***IMPORTANT NOTE:**

After the letter of undertaking is signed by the supervisor(s) and the candidate, the original document must be submitted to the Postgraduate Office of the respective Academy/Institute/Faculty/Centre. A copy of the signed document should also be kept by the supervisor(s) and the candidate as a record.