

SUPERVISION GUIDELINES FOR OFFSHORE PROGRAM

1. General Guidelines

- 1.1 Registration: Semester Basis (Students are strongly advised to register at the beginning of the new semester only)
- 1.2 All fees need to be paid upfront prior to registration

2. Roles and Responsibilities of Students

2.1 Rules and Regulation

Students are expected to

- a) be responsible for all his/her research activity and to ensure his/her candidacy for the degree desired is sustained;
- b) be familiar, right from the outset, with all Regulations relevant to their study and the Code of Postgraduate Practice and its provisions;
- c) make certain, right from the beginning, that their research is conducted in the proper manner expected of good research practice and likewise with the presentation of the research findings;
- d) be in the know of their responsibilities as stipulated in the Health and Safety at Work Act, if appropriate;
- e) discuss and co-sign the Student/Supervisors (Main and Co-Supervisor) Agreement with their Supervisors (Main and Co-Supervisor)(s) confirming understanding of roles and responsibilities stipulated in this Code of Good Postgraduate Practice before time exceeds three months from the date of registration;
- f) pay fees and other relevant bills, for example, accommodation fees in a timely manner;
- g) abide by any requirement pertaining to matters of ethics in conduct, and matters of collection, retention and disclosure of data;
- h) comprehend and comply with guidelines relating to infringement of privacy, protection of intellectual rights and property, and procedures for occupational health and safety, and with University legislation that is relevant with such legislation as including regulations, rules and policies;

- i) register and pass for Research Methodology course in the first semester after registration;
- j) register and achieve at least grade C for Malaysian Culture and Malay Language (LKM111) course prior to graduation.

2.2 **Interaction with Supervisors (Main and Co-Supervisor)**

The student should

- a) observe the elements of trust, mutual respect, non-confrontational and honesty, and responsiveness to comments in the interaction with the Supervisors (Main and Co-Supervisor)s;
- b) keep a record of Supervisors (Main and Co-Supervisor) consultation meetings that have been validated by the relevant Supervisors (Main and Co-Supervisor)y team member;
- c) seek the help of the Supervisors (Main and Co-Supervisor) to explain the guidance that he/she needs, and ensure that throughout the research period, he/she regularly meets the Supervisors (Main and Co-Supervisor) to discuss the research. Ideally contact should be maintained through meetings that are set after every meeting with the Supervisors (Main and Co-Supervisor)(s). However, where physical presence at the School/Centre is not necessary or appropriate, contact must be maintained via telephone or email;
- d) agree upon a timetable of meetings and/or contact at the start of the research project. The frequency can be amended throughout the course of the research project, but agreement has to be reached between both parties before any changes are made;
- e) Inform the Supervisors (Main and Co-Supervisor) of changes, whether of a personal nature or of other circumstances, that might hinder the work progress;
- f) take the initiative to alert the Supervisors (Main and Co-Supervisor) promptly of any problems or difficulties encountered;
- g) keep track of the progress of work after consultation with the Supervisors (Main and Co-Supervisor); the progress entails early submission of work to the Supervisors (Main and Co-Supervisor) to enable the Supervisors (Main and Co-Supervisor) to provide comments and feedback for amendment of the draft before the student moves to another stage of his/her research;

- h) feel free to consult any lecturer other than those in his/ her supervisory team for additional guidance after discussions with his/her supervisors.
- i) prepare proposals, submissions and presentations relating to the research project as required after discussions with the Supervisors (Main and Co-Supervisor);
- j) ask to change Supervisors (Main and Co-Supervisor) or to have another assessment arrangement should the student realizes that a personal relationship has developed between the student and the Supervisors (Main and Co-Supervisor).

2.3 Progress Review

- a) Because the research and the thesis belong to the student, he/she should be responsible for the progress of his/her work in the quest and training to become independent researchers.
- b) The student is expected to read widely on the subject to master the research project well and to be very familiar with the steps involved in research
- c) The University requires that the student complete and submit at the closing of each semester a report of their Progress.
- d) The student should access the end of semester progress report by his/her Supervisors (Main and Co-Supervisor) and attend to the issues raised in the report with the Supervisors (Main and Co-Supervisor).

2.4 Training and Development

- a) Students should undertake appropriate training and/or attend courses which will enhance their research capacity, writing skills and language proficiency.
- b) Students should do a training needs analysis in consultation with the Supervisors (Main and Co-Supervisor) and identify the relevant courses to take for their personal and professional development.
- c) Participation in school events including research seminars and any other related events is encouraged as part of training and development but not at the expense of their research progress.

2.5 Research Outcomes and Submission of Thesis

- a) Students are expected to disseminate widely their research findings through publications in reputable journals and other scholarly platforms
- b) Students should be made aware that, unless otherwise specified, all data collected and research outcomes during their candidature period at this university as well as the Intellectual Property Rights arising from a student's research work belongs to USM.
- c) Students should familiarise themselves with the University procedures for thesis submission.
- d) Upon completion of their research, students should take responsibility for a timely submission of their theses. One best practice would be the joint agreement of the Main Supervisors (Main and Co-Supervisor) and student with respect to the readiness of the thesis to be submitted.
- e) It is expected that students acknowledge the nature of all contributions made by other individuals/parties pertaining to their research in their thesis and publications where appropriate.
- f) Students should understand and comply with the USM Plagiarism Policy in order to avoid acts of plagiarism and academic dishonesty in all their publications and thesis.
- g) Fulfil all the graduation requirements including publication requirement.

2.6 Periods of Absence and Vacation

Students should

- a) obtain the permission of his/her Main Supervisors (Main and Co-Supervisor) prior to any periods of absence or vacation planned.
- b) upon approval by the Supervisors (Main and Co-Supervisor), obtain further permission from the Institute of Postgraduate Studies and the Vice-Chancellor for overseas research or protracted leave of absence.
- c) inform his/her Main Supervisors (Main and Co-Supervisor) promptly if research progress is impeded due to ill health or other grave cause.
- d) inform the Main Supervisors (Main and Co-Supervisor) any intention and decision to withdraw their candidature from the University.

3. Roles and Responsibilities of Supervisors and Supervisory Team

- 3.1 The roles and responsibilities of Supervisors and Supervisory Team are essential in ensuring students' research processes are well conducted.
- 3.2 Supervisors and Supervisory teams must report their students' research progress, be it satisfactory or unsatisfactory, to the Dean of the School/Centre/Institute.
- 3.3 The roles and responsibilities of the **Main Supervisor**
- a) Facilitates appropriate access to the Supervisory team and any other relevant member of staff deemed necessary for successful completion of the study.
 - b) Ensures the student participates in programmes conducted by the School or University to implement the Code of Practice for Postgraduate Students and regulations.
 - c) Ensures adequate resources and equipment for the student for research purposes are available at the School/Centre and facilitate access to other facilities as required.
 - d) Advises/suggests to the School/Centre, qualified examiners for his/her student's thesis
 - e) Ensures that co-supervisors are actively involved in the supervision process so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the Main Supervisor is unavailable.
 - f) The Supervisors (Main and Co-Supervisor) should create a conducive learning environment that protects the student's individuality, safety, and sense of comfort and belonging.
 - g) Discuss and co-sign the student Supervisors (Main and Co-Supervisor) agreement with his/her student confirming understanding the roles and responsibilities stipulated in this Code of Good Practice before time exceeds 3 months.
 - h) Supervisors (Main and Co-Supervisor) must meet physically at offshore location with students and supervisory team at least once within the students' candidature period. Subsequent meetings of the Supervisors (Main and Co-Supervisor), student and the supervisory team should be conducted virtually every two months. All cost incurred for main supervisor are to be borne by the respective School/Centre/Institute.

- 3.4 The roles and responsibilities of the **Co-Supervisor** (suggested by the offshore partner and appointed by USM)
- a) Co-Supervisor share the equal responsibilities as Main Supervisors, in term of supervision/guidance especially while the student is at the offshore location as stated in 3.3.
 - b) Takes over temporarily the role of the Main Supervisor should the latter be absent for an extended period or is found to suffer from a long-term health problem or passes away. The Co-Supervisor should also step in should the relationship between the Main Supervisor suffer a breakdown in the research process.
 - c) Assists in finding a replacement for the Main Supervisor should any of the circumstances in (b) arise. It is not expected or required that the Co-Supervisors becomes the Main Supervisor unless the former is found to be suitable academically to replace the Main Supervisor
 - d) Co-Supervisor is strongly advised to attend the viva-voce examination.

4. PhD Offshore Process*

Duration	Activities
Month 1-6	<ul style="list-style-type: none"> - Registration of Research Methodology course - Conducting preliminary study - Preparation and presentation of research proposal defence
Month 7-12	<ul style="list-style-type: none"> - Registration of Malaysian Culture and Malay Language (LKM111) - Data Collection - Data Analysis
Month 13-18	<ul style="list-style-type: none"> - Data Collection - Data Analysis
Month 19-24	<ul style="list-style-type: none"> - Data Collection - Data Analysis
Month 25-30	<ul style="list-style-type: none"> - Data Collection - Data Analysis

	<ul style="list-style-type: none">- Preparation of manuscript(s) for publication
Month 31-36	<ul style="list-style-type: none">- Writing/ Completing the first draft- Submission of Notice of Submission
Month 37-42	<ul style="list-style-type: none">- Submission of draft thesis- Viva-voce- Thesis Correction and submission of final thesis

*As a reference.