

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

SUPERVISORY SKILLS WORKSHOP 2014



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PRESENTATION OVERVIEW

1. Introduction
 - General scope of responsibilities
2. Appointment of SV
3. Appointment of SV Committee
4. Administrative Matters
 - After your appointment
 - Prior to submission of thesis
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5. Conclusion



INTRODUCTION

General scope of responsibilities

Do's:

1. Consistently manage and monitor supervisees
2. Maintain ethical supervisor-supervisee relationship & interaction
3. Advise students on scholarly activities i.e. seminar presentation, conference
4. Prepare students for comprehensive examination & proposal defence
5. Guide students to produce quality research of acceptable standards. Beware of plagiarism.
6. Publication (Sem.1 2014/15)



INTRODUCTION

General scope of responsibilities

Don'ts:

1. Use student's research materials for own publication
2. Vague or lack of clarity when commenting on supervisee's work
3. Inconsistency in judging supervisee's work
4. Does not provide reasonable consultation time
5. Solicit the student to nominate him/her as supervisor for self-interest

APPOINTMENT OF SUPERVISOR

- Principle / Main SV
 - Max of 8 students at one time
 - One PG student (PhD or Ms) = 1 credit hour of academic workload – also applicable to Co-SV
 - The calculation of credit starts when student registers for Thesis Writing
 - The calculation ends when student's status changes to Thesis Examination = Viva
 - SV may claim overtime on extra workload based on teaching assignment NOT on supervision.



APPOINTMENT OF SUPERVISORY COMMITTEE

- Max of 3 people – 1 Main SV & 2 Co-SVs



- Chairman (Co-SV) – Prof / Assoc Prof
- Main SV- Asst Prof
- Co-SV

- An Asst Prof can become the Main SV for a Master student.



APPOINTMENT OF SUPERVISORY COMMITTEE

- A Co SV or Field SV of other than IIUM teaching staff may be appointed when:
- The research is interdisciplinary in nature
- The research is a collaborative effort of various establishments
- The person possesses specific essential knowledge for the research
- All appointments must be approved by the KPGC.



ADMINISTRATIVE MATTERS

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AFTER YOUR APPOINTMENT

1. REGISTRATION OF STUDENTS.

- Advice on activation of student's candidature
- Semester Registration.(On-line/Manual Registration)
- Submit The Research Progress Report
(before end of week 4 of the semester)
- *Students must maintain registered status until they submit the Completion Form*



AFTER YOUR APPOINTMENT

- Graduation requirement (satisfactory in any one or combination)
 - i. Fulfillment of language graduation requirement (KOM only)
 - ii. Courses
 - iii. Practical training, practicum, fieldwork, etc
 - iv. Comprehensive examination
 - v. Thesis, dissertation, research paper, etc
 - vi. Publication- at least 1 paper accepted in a journal prescribed by the Kulliyyah (Sem1 2014/15)



PRIOR TO SUBMISSION OF THESIS

- Notification Form
- Appoint examiners
- Completion Form
- Turn-it-in
- Publication (beginning Sem.1, 2014/15)
- Viva process
 - In DEC



AFTER SUBMISSION OF THESIS

- Viva process
 - In DEC / MEC
 - Role of Post-Viva SV
- Copyright of the Thesis



CONCLUSION

- A SV's responsibilities is a huge AMANAH.
- Does not deal with the research per se but the whole academic progress of the student
- Hence, must be familiar with:
 - IIUM Thesis/ Dissertation Manual
 - IIUM Code of Ethics for Staff
 - Student Disciplinary Rules
 - Policies on Academic Integrity
 - CPS Policies & Regulations

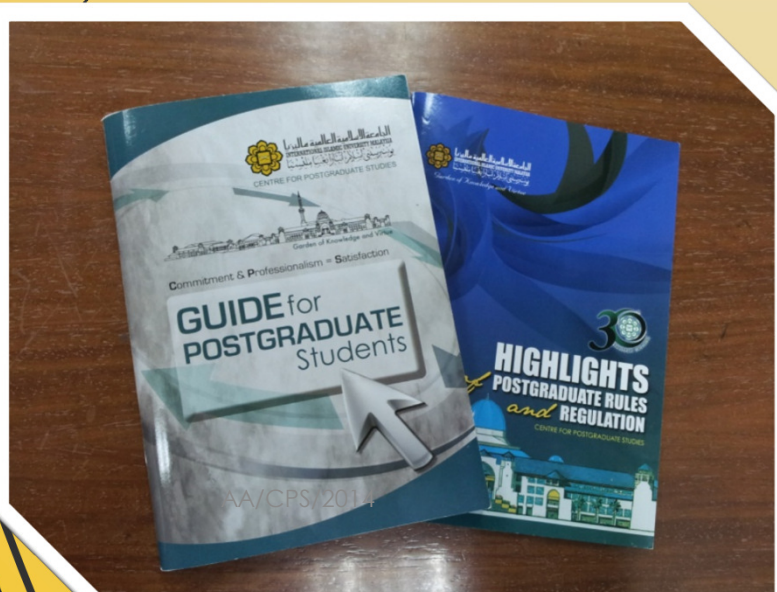


WHERE CAN YOU GET THE INFORMATION ?

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GUIDEBOOK & HANDBOOK

1. PG POLICIES AND REGULATIONS
(made available to students)
2. IIUM Code of Supervision
(Supervisor only)



CPS WEBSITE

2. ENSURE STUDENTS ADHERE TO:

- PG Policies & Procedures
- IIUM Thesis Manual
- Turn-it-in

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The screenshot shows a web browser window displaying the International Islamic University Malaysia (IIUM) website. The address bar shows the URL www.iium.edu.my/cps/resource-centre/media-downloads-0. The page features a navigation menu with links: HOME, PROGRAMMES & COURSES, ADMISSIONS & APPLICATIONS, BROWSE IIUM, LIFE IN IIUM, PEOPLE & STAFF, NEWS & UPDATES, and ABOUT IIUM. The main heading is "Centre for Postgraduate Studies". Below this, a breadcrumb trail reads "Home > Browse IIUM > Centre for Postgraduate Studies >". A sidebar on the left contains a list of links: About Us, Programmes, People, Prospective Students, Current Students, Academic Calendar, and a group of links under "pg resources" which includes "IIUM Thesis Manual", "IIUM Code of Supervision", and "Turnitin". The "IIUM Code of Supervision" link is circled in orange. The main content area is titled "IIUM Code of Supervision" and "IIUM CODE OF SUPERVISION FOR POSTGRADUATE THESIS AND DISSERTATION". It contains text explaining the code's purpose and a "DOWNLOAD - IIUM CODE OF SUPERVISION" button at the bottom right.

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www.iium.edu.my/cps/resource-centre/media-downloads-0

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Centre for Postgraduate Studies

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About Us
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Academic Calendar
pg resources
IIUM Thesis Manual
IIUM Code of Supervision
Turnitin
Resource Centre
Studying and Visiting
Check Status
IDA Decoder

IIUM Code of Supervision

IIUM CODE OF SUPERVISION FOR POSTGRADUATE THESIS AND DISSERTATION

This code of supervision sets out the policy of IIUM on responsibilities and good practice in all matters concerning postgraduate students' supervision.

This code should be read in conjunction with the IIUM Code of Ethics for Academic Staff and Students, (disciplinary Staff) Rules 2004, the Student Disciplinary Rules 2004 (Amended 2006) and the Policies on Academic Integrity.

The code lays down supervisory responsibilities that included commitment, consistency in managing and monitoring supervisee; maintaining ethical supervisor-supervisee relationship and interaction; and continuously engaged in developing oneself professionally.

DOWNLOAD - IIUM CODE OF SUPERVISION



QUESTIONS??

