

Do's:-

1. Provide clear direction, focus, structure and expectations of the research project to be undertaken.
2. Brief the student on the learning outcomes of his/her graduate study programme and associated evaluations.
3. Remind the student of graduate studies regulations, working rules and ethics, safety procedures, as well as facilities available within the faculty and university. Also remind the student to regularly use and check his/her online portal, learning portal and email for notifications from the School of Graduate Studies.
4. Advise the student on courses they should register for, to not only enhance their knowledge, but develop their capability to conduct effective research.
5. Provide the student guidance on research to be undertaken, in terms of the standard expected of the research project, planning of the research programme, sourcing for relevant literature, and avoiding plagiarism. Additionally, the Committee must ensure that the student plans his/her research project in detail within the first few months of study, to ensure that he/she is able to submit his/her thesis within three years (or not later than four years for PhD candidates).
6. Advise the student on who he/she should appoint as members of their supervisory committee.
7. Schedule regular meetings to discuss the progress of the student's research project.

The other committee members should also make themselves available for the meetings at least three times per semester.

8. Be accessible to the student at other appropriate times when they may need advice. Set aside adequate time for the student (for example one hour per week) and remain contactable through other forms of communication, i.e., email, SMS, etc.
9. Request written work as necessary, and provide constructive criticism of that work within a reasonable time frame.
10. Encourage the student to disseminate and share their research findings and results through publication in high impact journals, and presentations in national and international conferences. Remind them that journal publication is compulsory, and is part of UPM's graduation requirements.
11. Ensure that the student submits his/her progress report before the deadline of each semester. The Committee must also evaluate student performance for the semester based on the contents of the report and comment on their progress.
12. Ensure that the student is made aware of any inadequacies, in terms of progress, or of work below the generally expected standard.

Don'ts:-

1. Providing delayed feedback to the student, or that which contradicts previous instructions. A supervisor should not provide overly negative feedback, which may result in the student feeling demotivated and unable to continue his/her course of study.
2. Being generally uncommitted and uninterested in the student's work, by withholding advice and guidance, by deliberately shirking from meetings with the student to enquire about his/her progress, and not being present when needed to guide the student in

developing his/her knowledge and skills. This is a show of disrespect on the part of the supervisor towards the student, and exhibits an inability to carry out the most basic duties of a supervisor.

3. Deliberately courting personal conflicts with other members of the Committee. This resulting conflict will leave the student frustrated, and may possibly result in the student being unable to complete his/her degree through no fault of his/her own.
4. Deliberately courting personal conflicts with the student. These conflicts will also put the student in a general state of uneasiness, and will inhibit the progress of his/her research project as it will leave him/her with no available resource for support, guidance and feedback.
5. Setting unrealistic expectations that do not take into account the student's range of capabilities and level of knowledge. By definition, students cannot be expected to be experts in their field by default, but are instead in the process of becoming experts. Supervisors should also take into account the limited time frame and resources that are binding the student, whether in terms of access to materials, exposure to authorities in his/her field of study, and the financial means to aid in the procurement of said materials and exposure.

6. Being selfish and disrespectful of a student's work, by abusing students for the supervisor's own gain. This abuse usually takes the form of the supervisor giving the student tasks to complete which are beyond the scope of the degree he/she is pursuing. Supervisors must remember that their students are adults who have chosen and/or paid for the pursuit of a higher degree, and must therefore be treated with a basic level of respect and fairness.

7. Not being up-to-date with the student's field of study. Supervisors must avoid giving ineffective advice resulting from a shallow or unfairly biased understanding of the student's field. Supervisors should keep abreast of developments in the field through readings and participation in relevant meetings in their areas.
8. Providing the student with conflicting and erroneous advice or instructions that have not been mutually agreed upon by all members of the Committee. This will not only confuse the student who is heavily dependent on guidance, but will also compound his/her already heavy workload with unnecessary tasks.

Qualities of Effective Postgraduate Supervisors:

1. Possesses knowledge and expertise in the field
2. Experienced and interested in supervision
3. Interested and enthusiastic about student's work
4. Good communication skills
5. Approachable and able to maintain good rapport with the student
6. Supportive and encouraging
7. Interested in the student's career

Important note

The advisor or chairperson of the supervisory committee is advised to constantly refer to the checklist issued by the Office of the Deputy Vice Chancellor (PU/S/SS-01) (Checklist for Chairperson of Supervisory Committee or Advisor or Programme Coordinator on Semester Registration for Postgraduate Students - http://reg.upm.edu.my/spk_upm/PU-S-web/BORANG-SPS/SS_SPS/PU-S-SS-01.PDF) in carrying out his or her supervisory activities.

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Tips and Guidelines on Responsibilities of the Advisor, Chairperson and Members of Supervisory Committee

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