

UPM RESEARCH SUPERVISOR SUPPORT AND DEVELOPMENT

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Universiti Putra Malaysia (UPM) aims to develop a research education environment that positions it as a leader in Malaysia. Within the overarching philosophy of the University, the specific principles for supervisor development include: respect for the professionalism of staff and candidates; recognition of global and national research in doctoral curriculum and pedagogy in all programmes; and taking into account findings from rigorous evaluation and quality assurance at UPM.

Recognising the range of supervisory staff, including those new to research supervision, the University has a strong commitment to support all staff in the important role of supervising candidates. As such it is providing an extensive programme of workshops, and seminars to assist supervisors in their practice. This programme includes:

- The newly required two half-day workshops for any new staff member wishing to chair a PhD supervisory panel: *Introduction to Research Supervision*, and *Preparing Your Student for Examination* are required. A third required course, *Examining the Written Thesis and the Viva* is for staff who wish to be PhD examiners.
- An annual programme of 2.5-3 hour workshops covering all aspects of supervision and involving local and international guest presenters for all supervisory staff.
- Faculty conversations organised by Deputy Deans where members of staff meet together to discuss particular issues related to supervision, often facilitated by one of the faculty's excellent supervisors. Faculty conversations will provide a rich source of support as more senior and experienced supervisors are invited by their Deputy Dean to discuss supervisory issues with their colleagues.
- The existing mandated induction to academic practice for new staff to UPM provided by CaDe (www.cade.upm.edu.my/penerbitan).
- The two day optional workshop offered by CaDe.

The tentative programme for the coming 12 months is outlined below, specific dates, times and venues will be available through monthly emails to all UPM supervisors.

** Sessions marked with an asterisk are those that are required for supervisory Chairs/examiners*

Date	Workshops
November 2014	<ul style="list-style-type: none"> ▪ Launch of New Supervisor Programme ▪ Introduction to Research Supervision* ▪ Preparing Your Student for Examination* ▪ Examining the Written Thesis and the Viva* ▪ Mentoring Less Experienced Co-supervisors
December 2014	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Providing Quality Feedback
January 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations
February 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Introduction to Research Supervision * ▪ Preparing Your Student for Examination* ▪ Examining the Written Thesis and the Viva*
April 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations
May 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Chairing the Viva at UPM ▪ Managing Expectations with Candidates and Co-supervisors, Particularly on Research ▪ Introduction to Research Supervision * ▪ Preparing Your Student for Examination* ▪ Examining the Written Thesis and the Viva* ▪ Ethics Approval and Candidate Research

June 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Supporting Students on Their Research Journey ▪ Providing Quality Feedback on Writing ▪ Supporting Students with Their Writing ▪ Mentoring Less Experienced Colleagues ▪ Supervising in Cross-cultural Situations ▪ Setting and Monitoring Milestones
July 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations
August 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Selecting Examiners ▪ Introduction to Research Supervision * ▪ Preparing Your Student for Examination* ▪ Examining the Written Thesis and the Viva* ▪ Managing Expectations with Candidates and Co-supervisors ▪ Chairing the Viva at UPM
September 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations
October 2015	<ul style="list-style-type: none"> ▪ Faculty Conversations ▪ Extensive Evaluation of the Programme and Planning for 2016
November 2015	<ul style="list-style-type: none"> ▪ Proposed Malaysian Postgraduate Research Conference Hosted by UPM

OUTLINE OF TOPICS

Introduction to Research Supervision*

This workshop will introduce participants to some of the main issues related to the successful management of candidature including: clarifying expectations, outlining milestones and an overview of some of the key concerns for staff new to supervision.

Preparing Your Student for Examination*

Research suggests that thesis examination can be the most stressful aspect of candidature and that adequate preparation is a particularly important role of the supervisor. This preparation includes the consideration of audience, and ensuring that the candidate understands the role of examination. This workshop will address a number of strategies which will help supervisors in preparing candidates for the examination process.

Examining the Written Thesis and the Viva*

Being a thesis examiner is one of the more important professional responsibilities of being an academic. Many inexperienced examiners express concern at having to examine their first few theses. This workshop will provide opportunities for inexperienced supervisors to learn about issues related to examining the written theses and being an examiner in the Viva.

Mentoring Less Experienced Co-Supervisors

The research indicates that one of the most effective ways of learning to be a supervisor is to be mentored by a more experienced colleague in a co-supervisory role. This workshop will address issues of both how to mentor less experienced colleagues and how to seek mentoring from co-supervisors.

Providing Quality Feedback

Feedback lies at the heart of any learning experience. Students tend to be concerned by a lack of clear directions, while supervisors tend to complain about the lack of take-up of feedback. In this seminar, we will discuss traps to avoid and tips to ensure

successful feedback practices in supervision. This workshop draws on recent research in the field and explores language use in feedback.

Chairing the Viva at UPM

Research indicates that the Viva is often the most stressful experience of candidature. An accomplished Chair of the Viva panel can ensure that not only is the experience a meaningful one for the candidate and the examiners but that the result is fair and acceptable to all. This workshop will address strategies for how to successfully chair a Viva at UPM.

Setting and Monitoring Milestones

Three years can seem like a long time for a candidate as they commence their programme, but time slips by quickly if they have not been able to develop with their supervisors a manageable and sensible set of milestones. This workshop aims to explain the critical nature of milestones and planning and to provide strategies for working with candidates in the development of realistic timelines.

Managing Expectations with Candidates and Co-Supervisors, Particularly on Research

The research indicates that a mismatch or lack of clarification regarding expectations between candidates, supervisors and supervisors on the team can lead to disharmony and supervisory difficulties and is one of the main causes of difficulty in the supervisory relationship. This workshop will provide strategies that can assist in co-supervision.

Supervising in Cross-Cultural Situations

As more academic staff move to other countries to work and students move from their home country to undertake doctoral studies the likelihood of the supervisory relationship being a cross-cultural one is substantially increasing. This workshops aims to provide an opportunity for more experienced staff to share their experiences and ideas related to cross-cultural supervision with colleagues.

Ethics Approval and Candidate Research

A critical aspect of learning to be a good researcher is a clear appreciation of ethics and integrity. This workshop will address these issues and how supervisors can ensure that the work of their candidates has received suitable ethics clearances.

Supporting Students in Their Research Journey

The supervisor-student relationship is paramount to successful completion of a research journey. Strategies to work together in supervisory teams, establishing and maintaining good supervisory relationships and practices will be the focus of this workshop.

Supporting Students with Their Writing

The focus will be on how supervisors can assist students to develop academic writing skills in a sustainable manner. Practical tips on having control over the writing process, control over self and strategies to write powerful texts will be discussed.

Selecting Examiners

The selection of examiners for the thesis examination is a critical role of the supervisory team with the research indicating that encouraging candidates to identify potential examiners is very helpful for them in clarifying their research. The workshop will discuss a number of helpful strategies.

INTERNATIONAL PRESENTERS

To support the extensive experience at UPM the following international presenters will contribute to the annual programme.

Prof Geoffrey Cordell

Professor Emeritus Geoffrey A. Cordell obtained his PhD in synthetic natural product chemistry at the University of Manchester in 1970. After two years as a NATO postdoctoral fellow at the Department of Chemistry, MIT, he joined the College of Pharmacy, University of Illinois at Chicago (UIC). A professor since 1980, he served as a Department Head for 12 years and as Interim Dean of the College of Pharmacy for almost three years. From 1984-5 he was an Associate Dean in the Graduate College and in 1986 became Assistant Vice Chancellor for Research responsible campus-wide for human and animal subject research, faculty seed grant funds, research policies, and reviewing promotion recommendations. He is the author of about 600 research publications, book chapters, comprehensive reviews, and professional publications, is the author of three books, with three more in progress, the editor of 37 books, including 29 volumes in the series *The Alkaloids: Chemistry and Biology*, is the Executive Editor-in-Chief of the *Chinese Journal of Natural Medicines*, and a member of the Editorial Advisory Board of twenty-six international scientific journals. He is a former President of the American Society of Pharmacognosy, and is also an Honorary Member.

Dr Claire Aitchison

Dr Claire Aitchison has been researching, publishing and supporting writing development for higher degree research students, early career researchers and academics for more than two decades. As a consultant, and at the University of Western Sydney, she has designed and taught researcher development programmes for higher degree students and supervisors, including courses, workshops and writing retreats for schools and research centres across most disciplinary fields at universities in Australia and abroad. She has an ALTC Citation for Outstanding Contribution to Student Learning (2008), shares the UWS Vice Chancellor's Award for Leadership in HDR Teaching Excellence (2011), and has two awards for her own

doctoral research in education. She has published widely on doctoral writing including editing two key texts: *Writing Groups for Doctoral Education and Beyond: Innovations in Practice and Theory* (Routledge, 2014) with Cally Guerin, and *Publishing Pedagogies for the Doctorate and Beyond* (Routledge, 2010) with Barbara Kamler and Alison Lee.

Dr Margaret Kiley

For many years Dr Kiley's research and teaching interests have been related to the curriculum, pedagogy, learning and assessment of research candidates. Margaret is a Visiting Fellow at the Australian National University, has a conjoint position at Newcastle University, Australia and is an adjunct professor at Universiti Putra Malaysia. In addition to working in Further/Higher Education in Australia, Indonesia, Malaysia and the UK she has presented workshops on research education and training in New Zealand, Canada and the USA.

Dr Vijay Mallan

Dr Vijay served as an Associate Professor in the Department of English, Faculty of Modern Languages and Communications, UPM, before taking up his current position as the Deputy Head of Department, Higher Education and Development Centre at University of Otago, New Zealand. Dr Vijay has extensive experience in both teaching and academic development specialising in postgraduate development and academic staff development at University of Otago and through consultancies in research-intensive Malaysian universities. His research interests are in feedback practices, doctoral examination, graduate attributes, peer support groups, and postgraduate support in doctoral education.



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