

THIRD SCHEDULE

[Rule 39 and Rule 40]

Criteria for Chairman of Supervisory Committee and Criteria for Members of Supervisory Committee

The criteria for Chairman or Members of the Supervisory Committee shall be as follows:

CRITERIA OF THE SUPERVISORY APPOINTMENT BASED ON POSITION AND QUALIFICATIONS

Post and qualification Appointment level	Professor Without a PhD Degree	Medical Associate Professor (DU) with Masters of Medicine and Veterinary Medicine Associate Professor with Diplomate of Veterinary Medicine (with research component)	Other associate professor without doctoral degree (PhD)	Medical lecturer (DU) with Master of Medicine and Veterinary Medicine lecturer with Diplomate of Veterinary Medicine (with research component)	Lecturer with a PhD Degree	Lecturer Without a PhD Degree	Research Fellow with a PhD Degree
Chairman of the PhD Supervisory Committee	Eligible	Eligible	Eligible provided that he has been appointed as a member of the Supervisory Committees and at least two of the supervised Master's students have graduated.	Eligible provided that he has been appointed as a member of the Supervisory Committees and at least two of the supervised Master's students have graduated.	Have experience in teaching and research for at least two (2) years and Has been a member of the Student Supervision Committee for the Masters or PhD programme until the student graduates	Have experience in teaching and research for at least two (2) years and Has been a member of the Student Supervision Committee for the Masters or PhD programme until the student graduates and	Appointment period as a Research Fellow is not less than three (3) years and experience in supervision.

						Has extensive experience in conducting research based on the H index (Scopus): Social Science : 1 Clinical Science/Medical: 1 Science and Technology: 3 or Have at least three (3) CIJ/IP publications from research or clinical work	
Members of the PhD Supervisory Committee	Eligible	Eligible	Eligible	Eligible	Lecturers with PhD Degrees are eligible to become PhD Student Supervisory Committee Members	Has extensive experience in conducting research based on the H index (Scopus): Social Science : 1 Clinical Science/Medical: 1 Science and Technology: 3 or Have at least one (1) CIJ/IP publications from research or clinical work Member from the Industry: Members from industry or practitioners must have a Master's and at least 10 years of working experience in the field equivalent to the student's thesis.	Appointment period as a Fellow is not less than one (1) year.

Chairman of the of the Masters Supervisory Committee	Eligible	Eligible	Eligible	Has been a member of the Supervisory Committee of a Master's student for at least one (1) semester.	A lecturer with a PhD is eligible to be the Chairman of the Master's Student Supervisory Committee	Have experience in teaching and research for at least five (5) years; and Has been a member of the Supervisory Committee of a Master's student for at least one (1) semester.	Appointment period as a Research Fellow is not less than two (2) years and experience in supervision.
Members of the of the Masters Supervisory Committee	Eligible	Eligible	Eligible	Eligible	A lecturer with a PhD is eligible to be the Chairman of the Master's Student Supervisory Committee	Have experience in teaching and research for at least one (1) year; Members from the Industry: Members from industry or practitioners must have a Bachelor's degree and at least five (5) years of working experience in the field equivalent to the student's thesis.	Appointment period as a Research Fellow is not less than one (1) year.

Note: For other professional qualification cases, the qualification to be the Chairman of the PhD Student Supervisory Committee is decided by the University's Graduate Studies Committee on a case by case basis.

CIJ – Citation Indexed Journal; IP – Intellectual Property

Explanation:

1. Subject to approval of the Dean, academic staff who are on sabbatical leave, research leave, or any other leave as may be approved by the University, whether within or outside Malaysia is allowed to be Chairman or member of the Supervisory Committee for:
 - (a) new students; or
 - (b) existing students for which he is the current Chairman or member of the Supervisory Committee.
2. Academic staff who is seconded to another agency for a period exceeding six (6) months, whether within or outside Malaysia, is allowed to be the Chairman or co-supervisor of the Supervisory Committee for new students- subject to the approval of the University.
3. For the purpose of paragraph 2, such academic staff who is seconded to another agency or is for unpaid leave, for a period exceeding six (6) months, shall include the academic staff undertaking the post doctoral programme.
4. Academic staff who will retire or resign from the University shall ensure the student under his supervision reconstitute the Supervisory Committee within three (3) months before his retirement or resignation from the service except for the students who has already submitted the Thesis Submission for Examination (GS-15a) form to the School.
5. A retired or resigned University academic staff but still in service at other Higher Education, agency or industry may only be appointed as member of the Supervisory Committee.

6. A retired or resigned University academic staff but is not in service at other Higher Education, agency or industry may only be appointed as additional member of the Supervisory Committee provided the academic staff is appointed under Amal PUTRA scheme and the appointment is exceeding the minimum quota of the Supervisory Committee.
7. Any Professor Emeritus (including those from outside UPM) may be appointed as the main supervisor or member of the Supervisory Committee, provided that one of the members of the Supervisory Committee must be a permanent academic staff member. Professor Emeritus appointed under paragraph 7 must comply with the University's regulations.
8. If the Professor Emeritus who is to be appointed under paragraph 7 above is still serving at a higher education institution/agency/industry, the Faculty must consider his workload as follows:
 - (a) If the position held by the Professor Emeritus does not require significant commitment to the higher education institution/agency/industry where he is currently serving, he may be considered for appointment as the Main Supervisor; or
 - (b) If the position held by the Professor Emeritus requires significant commitment to the higher education institution/agency/industry where he is currently serving, he may be considered for appointment as a member of the Supervisory Committee only.