

Universiti Tunku Abdul Rahman			
Manual Title : Change of Supervision Arrangement			
Procedure Number : QP-IPSR-PSU-034	Rev No: 1	Effective Date: 01/12/2023	Page No: 1 of 2

PROCEDURE MANUAL

(For process flow, see Flowchart34)

OBJECTIVE To outline the process of Change in Supervision Arrangement and appointment of additional Co-Supervisor/External Co-Supervisor

SCOPE Cover Postgraduate Programmes by Research and Mixed Mode

DEFINITION

IPSR	– Institute of Postgraduate Studies and Research
PSU	– Postgraduate Studies Unit in Institute of Postgraduate Studies and Research
FRDPC	– Faculty R&D and Postgraduate Committee
FBO	– Faculty Board
PSC	– Postgraduate Studies Committee
HoP	– Head of Programme

PROCESS NO.	DETAILS	INTERFACE	RESPONSIBILITY
34.1	<p>Student and supervisors to meet up for discussion and to fill up the FM-IPSR-PSU-046: Acknowledgement Change of Supervision Arrangement form, go to 34.2</p> <p>Remarks:</p> <ul style="list-style-type: none"> (i) Nominated new/additional Supervisor(s) should meet the requirement as per MQA Programme Standards and as per GD-IPSR-PSU-007 for external co-supervisor/external consultant (ii) In the event there is a dispute between Student and Supervisors, the matter will be brought to IPSR Director for arbitration together with Faculty. IPSR Director will make a binding decision on the dispute. 	Acknowledgement form	Student and Supervisors
34.2	Student submit the online application and upload the signed Acknowledgement form, go to 34.3	Online Application form	Student
34.3	Application forwarded to HoP to make recommendation to FRDPC/IRDPC, go to 34.4	Application form and Agenda Paper.	HoP
34.4	<p>FRDPC/IRDPC provides comments and recommendation on the application.</p> <p>If info supplied is insufficient, return to 34.3</p>	Application form and Agenda Paper.	FRDPC/IRDPC
34.5	<p>Faculty/ Institution Board considers the recommendation of FRDPC/IRDPC, and submit the application to IPSR with necessary agenda paper for tabling in PSC</p> <p>If info supplied is insufficient, return to 34.4</p>	Application form and Agenda Paper.	FBO/IBO
34.6	<p>PSC considers the Faculty's decision and makes decision</p> <ul style="list-style-type: none"> (i) If "Approved", go to 34.7; (ii) If "Rejected", go to 34.8; <p>If info supplied is insufficient, return to 34.5</p> <p>Remark All approved and rejected applications has to be tabled in Senate meetings for noting.</p>	Agenda paper from Faculty with supporting documents	PSC
34.7	<p>Follow-up actions by IPSR:</p> <ul style="list-style-type: none"> Key-in details of the New Supervision Arrangement in the assigned Online Form to generate auto email notification and appointment letters to candidate and supervisor(s) Update Database and Progress Monitoring System Submit to DACE Softcopy of Application and new appointment letters 	Online Form, Database & Progress monitoring system	<p>PSU officer Duration: 2 working days upon PSC approval</p>
34.8	Inform rejection via email c.c. to current supervisors, HoP and Deputy Dean.	E-mail	PSU officer Duration: 2 working days upon PSC approval

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Ref. No : IPSR/PSU/Flowchart34 Department : Institute of Postgraduate Studies And Research Process Title : Change of Supervision Arrangement	CODES FRDPC – Faculty Research & Development and Postgraduate Committee FBO/IBO – Faculty Board PSC – Postgraduate Studies Committee IPSR – Institute of Postgraduate Studies & Research
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