

APPLICATION FOR APPOINTMENT/ CHANGE/ DISCONTINUATION OF MAIN SUPERVISOR/ INTERNAL CO-SUPERVISOR

Research & Postgraduate Study Unit
Centre for Mathematical Sciences

1. STUDENT

- Click, download and fill-up:

<https://ips.ump.edu.my/index.php/en/student/academic/download-form-research-course-work> > **Application for Appointment / Change / Discontinuation Of Main Supervisor/ Internal Co-Supervisor/ External Co-Supervisor/ Field Supervisor (UMP (IPS) R-04)**

1. The change of supervisor can be done not more than once during the period of candidature.
2. Remaining supervision period must not be less than three (3) months before submitting the Notice of Thesis Submission in IPS Online. (if not, MPSU approval)
3. Change of supervisor must be done before the week 13 of Semester.
4. If there are changes in research title, the UMP (IPS) R-03 form must be submitted.

3. STUDENT

- E-mail the form to PSM's admin two weeks prior to JPSF meeting.

**Incomplete form will be returned to the student and may delay the process.*

**E-mail PSM Admin:*

*nuramalina@ump.edu.my ,
nizamsemail@ump.edu.my*

Requirements of Main Supervisor.

1. Ph.D:

- a) Obtained Degree of Philosophy (Ph.D) with 2 years' experience in teaching and research **AND** graduated one Master or Ph,D student by research mode **OR**
- b) Obtained Master degree with 5 years' experience in teaching and research **AND** graduated one Master or Ph,D student by research mode

2. Master:

- a) Obtained Degree of Philosophy (Ph.D) **OR**
- b) Obtained Master degree with 5 years' experience in teaching and research **AND** experienced at least as co-supervisor of Master student by research mode.

2. SUPERVISOR

- Verification form New main Supervisor / Internal Co-Supervisor.
- Verification from Current Main Supervisor/ Internal Co-Supervisor.
- Return the form to student.

4. FACULTY

- Received complete form of UMP (IPS) R-04 from student.
- JPSF Meeting for the endorsement of the proposed examiners.
- MF Meeting for the approval of the proposed examiners.
- Proposal Defense arrangement by Faculty.
- Notification to Institute of Postgraduate Studies (IPS)

**JPSF - Jawatankuasa Pengajian Siswazah
Fakulti*

**MF - Majlis Fakulti*

Availability of new appointment/ change/ discontinuation at student and Main Supervisor/ Internal Co-Supervisor e-community view:

**E-community > Student Management >
IPS Postgraduate Supervision**