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Edition**

# **CENTRE FOR GRADUATE STUDIES Code of Practice 2021**

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UNIVERSITI SELANGOR  
Centre for  
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## **GUIDELINES FOR POSTGRADUATE SUPERVISION**

Guidelines for Postgraduate Supervision is issued to provide guidance to supervisors, students and faculty on the supervisory process at the postgraduate level conducted by the Centre for Graduate Studies (CGS), Universiti Selangor. This guideline should be read in conjunction with the Postgraduate Academic Handbook. The quality of supervision depends on the interaction between the supervisor and the student as well as the extent to which they understand their respective roles and responsibilities.

### **1.0 Appointment of Supervisor**

The faculty and the CGS shall recommend to the Postgraduate Committee (PGC) for an appointment of a supervisor to guide and supervise the candidate. The appointment of the supervisor is determined based on the field of research and expertise, which is based on the candidate's research proposal that is attached with the application form. The process of appointing supervisors must be done in accordance with the rules set by the MQA Standard and through the PGC. Generally, at least two supervisors are encouraged to supervise a candidate. The minimum qualifications for the appointment of a supervisor are as follows:

- **Doctoral Degree by Research**

- **Principal Supervisor**

- i. The principal supervisor must have a doctoral degree, **AND**
  - a. have at least 2 years of teaching experience and research; **AND**
  - b. have supervised master's or doctoral research candidate to completion.
- ii. Where a principal supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the Senate.
- iii. The supervisor must go through structured supervisor training\*.
- iv. The supervisor must be a full-time staff of Universiti Selangor.

- **Co-supervisor**

- i. Co-supervisor must have a doctoral degree.
- ii. Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to approval by the Senate.
- iii. A co-supervisor from the industry or practitioner (called as External Supervisor) must at least a master's degree and at least 10 years of experience in the field at a level appropriate for the thesis.
- iv. The co-supervisor must go through structured supervisor training\*.

- **Master's Degree by Research**

- **Principal Supervisor**

- i. The principal supervisor must have a doctoral degree.
- ii. Where the principal supervisor has a master's degree in the field, the principal supervisor must
  - a. Have at least 5 years' experience in teaching and research; **AND**
  - b. Has co-supervised master's candidate.
- v. The supervisors must go through structured supervisor training\*.
- vi. the supervisor must be a full-time staff of Universiti Selangor.

- **Co-supervisor**

- i. Co-supervisor must have a doctoral degree.
- ii. Where a co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching and research.
- iii. A co-supervisor from the industry or practitioner (called as External Supervisor) must at least a bachelor's degree and have at least 5 years of experience in the field at a level appropriate for the dissertation.
- iv. The co-supervisor must go through structured supervisor training\*.

- **Doctoral Degree by Coursework**

- **Principal Supervisor**

- i. The supervisor must have a doctoral degree, **and**
  - a) have at least 2 years teaching experience and research; **AND**
  - b) has supervised masters or doctoral research candidate to completion.
- ii. Where a supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to the approval of the Senate.
- iii. Supervisor from the industry or a practitioner must have at least a master's degree **and** at least 10 years of experience in the field at a level appropriate for thesis, **and** be appointed only as a co-supervisor.
- iv. The supervisors must go through structured supervisor training\*.
- v. The supervisor must be a full-time staff of Universiti Selangor.

- **Teaching Staff**

- i. The teaching staff must have a doctoral degree **and** at least 2 years of teaching experience.
- ii. Teaching staff from the industry or practitioners must have at least a master's **and** at least 10 years of experience in the field at a level appropriate for courses to teach practical/professional/hands-on components.

- **Master's by Coursework**

- **Principal Supervisor**

- i. The supervisor must have a doctoral degree.
- ii. Where the supervisor has a master's degree in the field, the supervisor must have at least 5 years' experience in teaching.
- iii. Supervisor from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation **AND** be appointed only as a co supervisor.
- iv. The supervisors must go through structured supervisor training\*.
- v. The supervisor must be a full-time staff of Universiti Selangor.

- **Teaching Staff**

- i. The teaching staff must have a doctoral degree.
- ii. Where the teaching staff has a master's degree in the field, the teaching staff must have at least 5 years' experience in teaching.
- iii. Teaching staff from the industry or practitioner must have at least a bachelor's degree **and** at least 5 years of experience in the field at a level appropriate for courses to teach practical/professional/hands-on components.

\*The training program should be designed to explain and explicate the roles, responsibilities, expectations, policies and rules of the HEP and interpersonal challenges in dealing with personal, cultural, academic and intellectual issues through a multitude of methods.

- **Additional terms**

- i. For special case requiring special expertise and the university does not have a qualified staff, the PGC may consider a supervisor without a PhD as a co-supervisor and his role is only to provide views and guidance in the field of specialization.
- ii. Lecturer who are currently registered as a student in any IHL, either full-time or part-time is not allowed to be a supervisor.
- iii. If the supervisor retires from Universiti Selangor, a new supervisor must be appointed. However, if his/her student has submitted/going to submit the thesis for viva voce, the supervisor is eligible to be retained as the supervisor.
- iv. If the principal supervisor transferred to other university and still undertaking academic post, he/she shall be appointed as co-supervisor.
- v. Supervisors are appointed based on high authority, expertise and professionalism, and can cross faculty.
- vi. Supervisors may not have a close kinship relationship with students.
- vii. Supervisors proposed by prospective candidates may be given priority for appointments, unless the faculty considers that other supervisors are more qualified to supervise.



- viii. The appointment of an external party as a co-supervisor/consultant may be considered if the party can provide research facilities and expertise that can assist the candidate's research.

## **2.0 Types of Supervision**

Supervision can be done by only one supervisor, a group of two or more supervisors based on need and approved by the PGC and Senate.

### **2.1 Supervision by a Supervisor**

The system of supervision by a supervisor is where only one supervisor is assigned to guide the research process, writing, presentation and examination of a postgraduate student's dissertation/thesis. The principal supervisor must be a full-time staff at Universiti Selangor.

### **2.2 Supervision by a group of two supervisors**

For a supervisory system involving a group of two supervisors, both supervisors are assigned to jointly guide the research process, writing, presentation and examination of a postgraduate student's thesis/dissertation. The principal supervisor must be a full-time staff at Universiti Selangor.

### **2.3 Supervision by more than two supervisors**

For a supervisory system involving more than two supervisors, all supervisors are assigned to jointly guide the research process, writing, presentation and examination of a postgraduate student's thesis/dissertation. The principal supervisor must be a full-time staff at Universiti Selangor.

## **3.0 Roles and Responsibilities of Supervisors**

3.1 The principal supervisor shall meet with students at least five times per semester. Each meeting must be recorded in the student's logbook (online). For students who have a co-supervisor, the joint meeting needs to be conducted at least twice per semester.

3.2 The supervisors are responsible for guiding student's research to produce a thesis/dissertation that meets the merits and preparing student to defend the thesis/dissertation during the viva.

3.3 The principal supervisor must ensure that students fill up the progress report at the end of each semester and is responsible for administrative matters.

3.4 The principal supervisor and co-supervisor shall assist the student in planning the study throughout the candidature.

3.5 The Principal Supervisor must confirm in the Thesis Submission Notice form that he is satisfied with the student achievement (in terms of content, language, and format) to be submitted for examination purposes.

3.6 The Principal Supervisor is also responsible for ensuring that all corrections/amendments as decided by the Panel Examiners during the viva-voce have been implemented by the candidate as recommended by the External and Internal Examiner.

3.7 Supervisors should:

- Understand and comply with University Rules, Policies and Guidelines;
- Remind student with all relevant University Rules, Policies and Guidelines, including policies regarding research ethics, intellectual property rights, safe work practices, as well as copyright and authorship;
- Ensure that communication with students is maintained throughout the period of supervision, either online or offline;
- Ensure that students can contact the supervisor when necessary;
- Provide guidance on the nature of research and standards to be achieved, research program planning, relevant literature and resources, research methods and techniques, research data management and direct students to follow required training programs or courses;
- Ensure that students' research is original and done by students themselves;
- Assist students in obtaining data or requesting data from relevant parties;
- Assist students in preparing research schedules and monitoring research progress;
- Monitor the stages of the research process closely and systematically to ensure that data collection activities meet research needs and avoid the occurrence of errors, delays, and confusion;
- Identify suitable training and ensure students undergo the necessary training;
- Draw students' attention to the latest developments in related fields as a result of supervisor interactions with other researchers or professionals;
- Instruct students to refer to experts in the field if necessary;
- Provide guidance on how to perform fieldwork in research involving fieldwork;
- Ask students to prepare written work by giving a reasonable period of time and return the revised work by providing constructive feedback within a reasonable period of time;
- Consult with co-supervisors and advisors to reconcile differences of opinion;
- Evaluate students' progress and monitor their achievement according to the requirements set by the CGS;
- Ensure that students are well informed of any problems related to their research work;
- Keep records of every session of supervision, and every matter discussed;
- Assist students with administrative matters such as registration week, progress report submission, writing style, number of words, number of copies required, rules regarding the extension of study period and sources of research funding;
- Discuss and ensure that students follow the format and style of writing from an early stage;
- Ensure that students have a clear thesis/dissertation writing schedule in line with the requirements set;
- Closely monitor each stage of thesis/dissertation writing so that students can overcome the writing problems encountered;

- Provide guidance in the thesis/dissertation writing process by reading the thesis/dissertation draft and providing feedback;
- Assist the faculty in the process of appointing the Examiner for the candidature defense and viva voce examination;
- Assist students in preparing for the Oral Examination;
- Help students with the Examiner's comments and ensure all requirements are met for final submission;
- Provide guidance, discuss and plan for students' publications and explain the requirements of authorship in accordance with the rules set by the university;
- Advise and plan appropriate conferences for students to attend.

#### **4.0 Research Ethics**

Supervisors should advise students to:

- submit actual data and authentic information.
- interpret research data scientifically.
- give due recognition to the contribution of the work or role of others either in terms of ideas or materials in any form of information or documentation.
- keep the source of information confidential if requested by the informant, either orally or in writing, and use the information only for purposes permitted by the provider.
- use financial allocations, resources or other facilities provided for research purposes in a trustworthy, honest and due manner in accordance with the terms agreed between the researcher and the university management or any financial contributor or research grant concerned.
- comply with ethics and rules in relation to; (i) research using humans, (ii) research using animals, and (iii) biosafety.
- request permission for the use of intellectual property from the relevant parties if necessary.
- ensure that the research results to be presented and published as required by the stakeholders.
- ensure that the right of authorship is complied with, which is to recognize the contribution of supervisors and students by listing the names of all parties involved in writing.

#### **5.0 Issues Throughout the Supervisory Process**

Here are some problems and challenges that may occur during the supervisory process:

##### **5.1 Communication problems**

- Communication problems between supervisors and students



Often problems that arise in the supervisory process are due to lack of communication between supervisors and students. Communication problem can lead to ambiguity about roles and responsibilities as well as conflicting expectations. Communication problems may also occur due to language problems. Apart from that, incompatibility between student-supervisors can also lead to communication gaps.

During the initial meeting between the supervisors and the student, the discussion should also touch on their respective roles and responsibilities. If this matter is not discussed during the initial meeting, then it needs to be discussed later in any meeting so that both parties are clear about their respective roles and responsibilities.

Discussions on these issues may need to be repeated to make sure students are really clear about their roles and responsibilities. Regular meetings between supervisor-students can also help to minimize the communication gap problems.

If discussions between supervisors and student fail to find any solution, then the representative of the faculty who is responsible for coordinating the research program is responsible to act as a mediator to negotiate this issue. If negotiations still fail, then the last option is to make a change of supervisor.

#### ➤ Communication problems between supervisors

Communication problems between supervisors may arise when there is a disagreement between the principal supervisor and co-supervisors, or between supervisory committee. In the event of disagreement, the principal supervisor must play a role in negotiating to reach a consensus in order to protect the welfare of the student. If necessary, a representative of the faculty who is responsible for coordinating the research program can be involved in the negotiation process. The problem of disagreement can be minimized if supervision is carried out professionally and with understanding.

## 5.2 Students with Problems

Problems faced by students can come from the social and environmental conditions of the students such as financial problems, health problems, family problems or interference from the external environment; limited ability in the field of study to be done due to lack of basic reading at the theoretical level and the overall requirements of graduate thesis writing; or the students' own careless attitude towards thesis writing and field of study because they do not understand the commitment required at the postgraduate level.

Student problems can be solved by having a clear and open discussion between the supervisor and the student. In addition to advising and monitoring the research process, supervisor can also advise the students on personal problems. Apart from that the supervisor can also request that the student refer to the relevant parties who can help to resolve problems encountered.



Students who do not show proper commitment should be advised to pay more serious attention. In addition, reminders can be given formally through the Progress Report.

The faculty can also help by holding a meeting session with students with problems at the beginning of each semester and giving reminders to students.

In addition, students with problems can also be advised to postpone their studies to solve the problem faced.

### 5.3 Supervisors with Problems

#### ➤ Supervisors are too busy

Supervisors who are too busy can affect the progress of students' research. Supervisors' busyness may be influenced by many factors such as supervisors engaging in consultations outside the university, too much research and talks outside the University without control, administrative tasks that too many as well as too many supervisees which causes the supervisor to not be able to manage the time well.

One way to overcome this problem is by limiting the number of supervisees. The faculty plays an important role in ensuring that a supervisor does not supervise too many students by setting the optimal student-supervisor ratio.

#### ➤ Supervisors retire, change jobs or on leave

The supervisory process takes a long time. Throughout the supervisory period there may be situations where the supervisor retires, changes places of work (seconded or moved) or is on leave (sabbatical, medical or unpaid leave). In this case, a co-supervisor can be automatically appointed as the principal supervisor if the student is supervised by a group of two supervisors or more. In situations where a student is supervised by only one supervisor, a new supervisor must be appointed. For retired supervisors, the appointment period of the supervisor can be extended if the student has submitted/expected to submit a thesis/dissertation for viva-voce examination.

## 6.0 Addition and Change of Supervisors

Change or addition of supervisors can be made based on the following conditions:

- i. If the supervisor is unable to carry out his/her duties after being appointed for certain acceptable reasons, the faculty shall appoint another supervisor to carry out the duties.
- ii. If problems as listed in 5.0 are encountered, the candidate may apply for a change of supervisor and the supervisor may also apply not to continue the supervision of the candidate concerned.
- iii. The change of supervisor can only be done ONCE during the study.

Students may apply for change and/or addition of supervisor by submitting an acceptable reason in writing to the Dean not later than three semesters for Doctoral degree program or two semesters for Master's program.

## CHECKLIST FOR APPOINTMENT OF SUPERVISORS

### A. DOCTORAL DEGREE BY RESEARCH

#### 1. PRINCIPAL SUPERVISOR/SUPERVISOR 1

NO.	CRITERIA	CHECK (PLEASE TICK)	REMARKS
1.	Academic Qualifications		
	Must have a doctoral degree; <b>AND</b>		
	have at least 2 years of teaching experience and research; <b>AND</b>		
	have supervised master's and doctoral research candidates to completion.		
	<b>OR</b>		
	Has only a master's degree, extensive experience in research is required; <b>AND</b>		
	Must have at least 2 years of teaching experience and research; <b>AND</b>		
	have supervised master's and doctoral research candidates to completion.		
2	Has attended a structured supervisor training		
3.	Full time staff		
4.	No kinship/relationship with the candidate		
5.	No. of existing supervisee		

#### 2. CO-SUPERVISOR/SUPERVISOR 2

NO.	CRITERIA	CHECK (PLEASE TICK)	REMARKS
1.	Academic Qualifications		
	Must have a doctoral degree		
	<b>OR</b>		
	Has only a master's degree, extensive experience in research is required		
	<b>OR</b>		
	A practitioner/from industry, must at least a master's degree with at least 10 years of experience in the field at a level appropriate for the thesis		
2	Has attended a structured supervisor training		
3.	No kinship/relationship with the candidate		

**B. MASTER'S DEGREE BY RESEARCH**

**1. PRINCIPAL SUPERVISOR/SUPERVISOR 1**

<b>NO.</b>	<b>CRITERIA</b>	<b>CHECK (PLEASE TICK)</b>	<b>REMARKS</b>
1.	Academic Qualifications		
	Must have a doctoral degree		
	<b>OR</b>		
	Has only a master's degree, <b>AND</b>		
	Must have at least 5 years of teaching experience and research; <b>AND</b>		
	Has co-supervised master's candidate		
2	Has attended a structured supervisor training		
3.	Full time staff		
4.	No kinship/relationship with the candidate		
5.	No. of existing supervisee		

**2. CO-SUPERVISOR/SUPERVISOR 2**

<b>NO.</b>	<b>CRITERIA</b>	<b>CHECK (PLEASE TICK)</b>	<b>REMARKS</b>
1.	Academic Qualifications		
	Must have a doctoral degree		
	<b>OR</b>		
	Has only a master's degree, <b>AND</b>		
	has at least 1 years of teaching experience and research		
	<b>OR</b>		
	A practitioner/from industry, must at least a bachelor's degree with at least 5 years of experience in the field at a level appropriate for the thesis		
2	Has attended a structured supervisor training		
3.	No kinship/relationship with the candidate		



**C. DOCTORAL DEGREE BY COURSEWORK**

**1. SUPERVISOR**

NO.	CRITERIA	CHECK (PLEASE TICK)	REMARKS
1.	Academic Qualifications		
	Must have a doctoral degree; <b>AND</b>		
	have at least 2 years teaching experience and research; <b>AND</b>		
	has supervised masters or doctoral research candidate to completion.		
	<b>OR</b>		
	Has only a master's degree, extensive experience in research is required; <b>AND</b>		
	Must have at least 2 years teaching experience and research; <b>AND</b>		
	has supervised masters or doctoral research candidate to completion.		
	<b>OR</b>		
	Supervisor from the industry or a practitioner must have at least a master's degree <b>and</b> at least 10 years of experience in the field at a level appropriate for thesis, <b>and</b> be appointed only as a co-supervisor		
2.	Has attended a structured supervisor training		
3.	Full time staff		
4.	No kinship/relationship with the candidate		

**D. MASTER'S DEGREE BY COURSEWORK**

**1. SUPERVISOR**

NO.	CRITERIA	CHECK (PLEASE TICK)	REMARKS
1.	Academic Qualifications		
	Must have a doctoral degree		
	<b>OR</b>		
	Has only a master's degree, <b>AND</b>		
	Must have at least 5 years of teaching experience		
	<b>OR</b>		
	Supervisor from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation <b>AND</b> be appointed only as a co-supervisor.		
2.	Has attended a structured supervisor training		
3.	Full time staff		
4.	No kinship/relationship with the candidate		

### **GUIDELINE FOR PANEL OF EXAMINERS (VIVA-VOCE)**

1. A Panel of Examiners for MSc viva voce:
  - i. Chairperson – Senate Member or Dean/Deputy Dean of CGS (shall not act as examiner and cannot vote);
  - ii. External Examiner (vote 1);
  - iii. Internal Examiner (Vote 2);
  - iv. Faculty Dean/representative as observer (Vote 3);
  - v. Supervisor as observer; and
  - vi. Assistant from CGS
  
2. A Panel of Examiners for the PhD viva voce:
  - i. Chairperson - Senate member (with minimum qualification of no less than the supervisor) (shall not act as examiner and cannot vote);
  - ii. External Examiner I (Vote 1);
  - iii. External Examiner II (Vote 2);
  - iv. Internal examiner (Vote 3);
  - v. Faculty Dean/representative as observer (Vote 4);
  - vi. Main supervisor/co-supervisor as observer (Vote 5);
  - vii. CGS Dean/representative; and
  - viii. Assistant from CGS/PG committee
  
3. A Panel of Examiners for the EdD viva voce:
  - i. Chairperson - Senate member (with minimum qualification of no less than the supervisor) (shall not act as examiner and cannot vote);
  - ii. Internal Examiner I (Vote 1);
  - iii. Internal Examiner II (Vote 2);
  - iv. Faculty Dean/representative as observer (Vote 3);
  - v. Main supervisor/co-supervisor as observer (Vote 4);
  - vi. CGS Dean/representative (Vote 5); and
  - vii. Assistant from CGS/PG committee
  
4. All panel examiners must attend the viva voce session. In a situation where the thesis examiner is unable to attend, the Chairperson will read the said report during the viva voce.
  
5. If the candidate is unable to attend the viva voce at the specified time and date, the candidate should submit a written requisition for postponement or change of date to the Centre for Graduate Studies, at least 7 working days before the scheduled viva date. Postponement of viva voce examination will only be approved for medical or other reasons approved by the Senate.
  
6. Any decision that has been agreed during the viva voce may not be altered or changed under any circumstances.

## Role and Responsibility of Panel Examiners

Panel Examiners	Role and Responsibility	
All panels	Before viva voce	<ul style="list-style-type: none"> <li>i. Review the thesis examiner's reports and the supervisor's comments;</li> <li>ii. Ensure the thesis is original and does not involve in any plagiarism. If it is found that the thesis is the result of plagiarism, the panel reserves the right to recommend that the viva voce not to be conducted.</li> </ul>
	After viva voce	<ul style="list-style-type: none"> <li>i. Discuss all issues raised during the viva voce including both agree and disagree matters;</li> <li>ii. Conclude a viva voce decision and specify a period for the candidate to make corrections (if any). This result may differ from the examiner's report.</li> </ul>
Chairman		<p>The Chairperson is required to ensure that</p> <ul style="list-style-type: none"> <li>i. The viva voce examination process is fair, reliable, consistent and not rigorous;</li> <li>ii. The candidate has the opportunity to defend the thesis and respond to all questions posed by the examiners;</li> <li>iii. Questioning by the thesis examiners is conducted fairly and professionally;</li> <li>iv. The thesis examiners adhere to the University's regulations and procedures, giving advice regarding the regulations to both the thesis examiners and the candidate if required;</li> <li>v. In the case of disagreement between the examiners, the Chair's role is confined to advising the examiners on their options.</li> </ul> <p>* The Chairman does not have an additional casting vote but should use his/her best endeavours to help the examiners to reach an agreed decision.</p>
	Before viva voce	<ul style="list-style-type: none"> <li>i. Ensure the attendance of all panel examiners;</li> <li>ii. Remind the panel examiners of their respective responsibilities;</li> <li>iii. Inquire for a summary of the thesis from all panel examiners.</li> </ul>
	During viva voce	<ul style="list-style-type: none"> <li>i. Invite the candidate to present and remind him/her about the terms and conditions of viva voce;</li> <li>ii. Open a QnA session to all panel examiners;</li> <li>iii. Take note of any corrections and comments from</li> </ul>

		<p>the panel examiners;</p> <p>iv. Ensure that the terms and conditions of the viva voce process are complied with.</p> <p>*The Chairman shall not act as the thesis examiner and may only seek clarification from the candidate and examiners.</p>
	<b>After viva voce</b>	<p>i. Obtain feedback from the supervisor on the candidate's overall performance during the candidature period;</p> <p>ii. Summarize the corrections that need to be made after viva voce;</p> <p>iii. Resolve any differences of opinion among the panel examiners;</p> <p>iv. Vote if the decision between the panel examiners is not reached;</p> <p>v. Inform the candidate of the viva voce decision as well as the corrections that need to be made;</p> <p>vi. Report to the CGS if there is an unsatisfactory report of the thesis examiner.</p>
<b>Thesis Examiner (External / Internal)</b>		<p>Thesis Examiner is required to examine the thesis and to submit an examination report to the university based on the following guidelines:</p> <p>i. The report should be submitted 2 weeks before the agreed viva-voce date.</p> <p>ii. The examiner is required to attend the viva-voce session. In a situation where the examiner is unable to attend, the Chairperson will read the said report during the viva voce.</p> <p>iii. The examiner will be re-appointed in the case of re-viva.</p> <p>iv. The faculty will re-appoint a new examiner in the case of the following:</p> <p>a) The examiner refuse/ did not accept the re-appointment of re-viva</p> <p>b) The examiner could not accomplish to examine the student due to medical reason or any other valid reason.</p>
	<b>Before viva voce</b>	<p>i. Present the thesis examiners' report in accordance with the format prescribed by Unisel;</p> <p>ii. Give views/opinions on the thesis.</p>
	<b>During viva voce</b>	<p>i. Examine the candidate's knowledge related to the topics covered in the thesis;</p> <p>ii. Asking questions to the candidate prudently without the intention to bring down the dignity of the candidate.</p>



	<b>After viva voce</b>	<ul style="list-style-type: none"> <li>i. Provide views on the candidate's ability to answer questions during viva voce;</li> <li>ii. Participate in the process of determining the decision of viva voce.</li> <li>iii. Verify the corrections that has been made by the candidate</li> </ul>
<b>Supervisor</b>	<b>Before viva voce</b>	<ul style="list-style-type: none"> <li>i. Keep confidential to the candidate the content of thesis examiners report;</li> <li>ii. Provide feedback on the candidate's overall performance and progress throughout the candidature period.</li> </ul>
	<b>During viva voce</b>	<ul style="list-style-type: none"> <li>i. Act as an observer and may not participate in or assist the candidate;</li> <li>ii. Record all corrections and comments raised from the panel examiners.</li> </ul>
	<b>After viva voce</b>	<ul style="list-style-type: none"> <li>i. Provide clarification on raised matters during the viva voce session and also on the matters that not agreed during the discussion;</li> <li>ii. Ensure that the candidate make all corrections to the thesis as proposed by the panel of examiners and verify;</li> <li>iii. Ensure that the corrections made by the candidate are certified by the examiner (based on decision of viva voce);</li> <li>iv. Ensure that the candidate's thesis has met all the criteria that has been set before being sent to the CGS.</li> </ul>
<b>CGS Representative (Dean/Deputy Dean)</b>	<b>Before viva voce</b>	<ul style="list-style-type: none"> <li>i. Provide comments on the candidate based on report received from the panel of examiners.</li> </ul>
	<b>During viva voce</b>	<ul style="list-style-type: none"> <li>i. Act as an observer and may not participate in or assist the candidate;</li> <li>ii. Take note all corrections and comments raised from the panel examiners.</li> </ul>
	<b>After viva voce</b>	<ul style="list-style-type: none"> <li>i. Provide views on the candidate's ability to answer questions during viva voce</li> <li>ii. Participate in the process of determining the decision of viva voce</li> </ul>
<b>Faculty Dean/Senate representative</b>	<b>During viva voce</b>	<ul style="list-style-type: none"> <li>i. Act as an observer and may not participate in or assist the candidate</li> </ul>
	<b>After viva voce</b>	<ul style="list-style-type: none"> <li>i. Provide views on the candidate's ability to answer questions during viva voce;</li> <li>ii. Participate in the process of determining the decision of viva voce</li> </ul>

<b>Assistant Registrar</b>		<ul style="list-style-type: none"><li>i. Ensure the attendance off panel examiners reach the quorum;</li><li>ii. Ensure all necessary documents are available;</li><li>iii. Assist the Chairperson in playing the role;</li><li>iv. Minute taker;</li><li>v. Record and document all information, comments and viva voce decision for the reference of the Chairperson and CGS.</li></ul>

## **Guideline for External/Internal Examiner for Viva-voce**

### **A. Criteria for External/Internal Examiner Appointment**

1. The appointed examiners must possess equivalent or higher qualification than the supervisor.
2. For MSc degree, examiners must at least possess the following qualifications: -
  - i) hold a MSc degree or higher;
  - ii) have produced Masters graduates under their supervision;
  - iii) have five (5) years of experience in related research field starting from their conferment of MSc); and
  - iv) display academic expertise.
3. For PhD degree, examiners must at least possess the following qualification: -
  - i) possess Doctor of Philosophy Degree;
  - ii) have produced Doctor of Philosophy graduates under their supervision
  - iii) have five (5) years of experience in related field starting from their conferment of Doctor of Philosophy Degree;
  - iv) display academic prowess.
4. External examiners should be nominated from a different institution.
5. External Examiner should not be UNISEL graduate or ex-academic staff unless they have graduated or leave UNISEL for more than 2 years.
6. An examiner must be a well-qualified, experienced not associated or affiliated with the candidate or in research collaboration with the candidate or with the candidate's supervisor or with UNISEL.
7. A person is not eligible to serve as external examiner if, with respect to the candidate or the supervisors, he/she is:
  - i) a close friend or relative, or
  - ii) an institutional colleague within the past 2 years, or
  - iii) a former supervisor (less than 3 years), or
  - iv) a former student (less than 3 years), or
  - v) involved in a partnership or dispute, or
  - vi) involved with research collaboration

## B. DUTIES AND RESPONSIBILITIES

1. Examiners should provide full attention on the following :
  - i. Candidate has attended workshops and used appropriate research methodology;
  - ii. Candidate has shown sufficient capabilities in his/her research area; and
  - iii. Candidate has produced a good thesis.
  
2. Examiners should provide a complete written evaluation report on the thesis quality before oral examination. Comments should cover:
  - i. Thesis Title
  - ii. Abstract
  - iii. Clarity of Presentation
  - iv. Overall Organization (Chapters, Appendices etc.)
  - v. Language, Grammar and Spelling
  - vi. Terminology
  - vii. Literature Review
  - viii. Research Objective
  - ix. Methodology
  - x. Data Collection
  - xi. Data Analysis – Statistical/Quantitative
  - xii. Data Interpretation
  - xiii. Discussion
  - xiv. References
  - xv. Updated References
  - xvi. Originality
  - xvii. Results and Recommendations
  - xviii. Strength and Weaknesses of Study
  - xix. Significance of Study
  
3. Examiners need to attend the oral examination. However, in certain cases, the oral examination can be conducted without the presence of examiners with the Dean of Centre for Graduate Studies consent.
  
4. Examiners need to provide the result based on the categories that are determined by the University.



### C. THESIS EVALUATION RESULTS

- a) The examiner should provide one of the following results:

**DECISION A**  
**DISTINCTION.**

**DECISION B1**

The candidate has **ATTAINED** sufficient academic merit for the recommendation of the degree without amendments/corrections to the thesis.

**DECISION B2**

The candidate has **ATTAINED** sufficient academic merit for the recommendation of the degree subject to **minor corrections** to be made to the thesis **within a period of 3 months**.

**DECISION B3**

The candidate has **ATTAINED** sufficient academic merit for the recommendation of the degree subject to **major corrections** to be made to the thesis **within a period of 6 months**.

**DECISION C**

The candidate is required to undertake further work and submit the thesis for **RE-EXAMINATION** within a period of **6 to 12 months**.

**DECISION D**

The candidate has **FAILED** to attain sufficient academic merit for the Doctoral degree and is recommended for a **Master's Degree**.

**DECISION E**

The candidate has **FAILED** to attain academic merit and recommended as **failed** in the thesis examination.