



# **RESPONSIBILITIES FOR SUPERVISORS & STUDENTS IN THE FACULTY OF MEDICINE UKM**

**SECRETARIAT OF POSTGRADUATE STUDIES  
FACULTY OF MEDICINE  
UNIVERSITI KEBANGSAAN MALAYSIA**



## RESPONSIBILITIES FOR SUPERVISORS & STUDENTS IN THE FACULTY OF MEDICINE UKM (*Supervisor and Student Copies*)

Supervisors play a pivotal role in guiding and supporting students throughout their research journey. The following responsibilities are established to ensure consistency, academic rigor, and the successful progression of postgraduate students enrolled in research-mode programs:

### 1. **Appointment of Co-Supervisors**

The main supervisor is required to appoint at least **one co-supervisor** from among the academic staff of the UKM to provide complementary expertise and support.

### 2. **Supervision Milestones**

The main supervisor is responsible for ensuring that students comply with the supervision milestones set by the Faculty. These include:

#### a. **Course Registration and Completion**

Students must register for and complete all compulsory courses within the **first 12 months** of study. These include:

- i. **Research Methodology Course**
- ii. **Bahasa Melayu Language Course** (*for international students only*)

#### b. **Proposal Defense and Approvals**

Students must:

- i. Successfully **defend their research proposal** at the Departmental level and update in SMP through Secretariat Postgraduate Studies (SPS); and
- ii. Submit both **Ethical Approval** and **Approval to Conduct Research** at the Faculty of Medicine UKM.

This must be completed within the **first 12 months** of study.

#### c. **Mid-Term Assessment**

Students must undergo a mid-term assessment at the departmental level within the following timelines:

- Master's students: **by the 12<sup>th</sup> month** of study
- PhD (*including fast-track*): **by the 18<sup>th</sup> month** of study



This assessment must be conducted by **at least two academic staff members** who are not part of the supervisory committee or research project team. A standard form from SPS may be used (available in supervisory logbook), or departments may develop their own, aligned with field-specific requirements. All feedback and recommendations must **be recorded and filed** in the student's academic record (*Fail Pelajar*).

d. **Semester Progress Presentations**

Students are expected to present their study progress **at least once per semester** at the Departmental level. All feedback and recommendations must **be recorded and filed** in the student's academic record (*Fail Pelajar*).

e. **Faculty-Level Progress Presentation (*Fast-Track PhD Only*)**

PhD students enrolled via the fast-track route must present their **first 12-month progress** at the **Faculty level** to ensure they meet required performance benchmarks in accordance with university regulations (see supervisory logbook). All feedback and recommendations must **be recorded and filed** in the student's academic record (*Fail Pelajar*).

f. **Conference Presentation**

**Before submitting their thesis** for examination, students must present their research at least **once** at a conference, either as an oral or poster presentation.

g. **Final Presentation**

Students must present a **final report at the Departmental level before submitting their thesis**. All feedback and recommendations must be **recorded and filed** in the student's academic record (*Fail Pelajar*).

h. **Publication Requirement**

Students are required to publish **before submitting their thesis**:

- Master's: **ONE (1)** publication in a WoS-indexed journal
- PhD: **TWO (2)** publication in WoS-indexed journals

These publications must not be concurrently claimed by other students to fulfill their graduation requirements.

i. **Supervisory Logbook**

The completed supervisory logbook must be submitted to the Department and placed in the *Fail Pelajar* **before thesis submission**.



j. **Plagiarism Check**

The final thesis must be subjected to a Turnitin plagiarism check (via SPS) [prior to submission for examination](#).

3. **Appointment of Thesis Examiners**

Supervisors may initiate the **nomination of thesis examiners** from the **3rd semester (Master's)** or **5th semester (PhD)**, and this must be completed **no later than six months** prior to thesis submission.

4. **Adherence to Research Objectives**

Supervisors are responsible for ensuring that the student's research remains aligned with the objectives established at the proposal stage. Should any changes be necessary at a later point, they must be mutually agreed upon by both the supervisor(s) and the student, and notify the head of department

5. **Thesis Review Timeline**

Supervisors are expected to review the **final draft** of thesis within a maximum of **FOUR (4) weeks** from the date of student submission.

6. **Monitoring and Record-Keeping**

The Faculty's Postgraduate Study Monitoring Committee may conduct random reviews of student records (*Fail Pelajar*). It is the joint responsibility of the Department and supervisors to ensure these records are complete and up-to-date.

7. **Role of Co-Supervisors**

Co-supervisors should actively support the main supervisor, particularly in areas aligned with their specific expertise.

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If any of the above requirements cannot be fulfilled, the main supervisor must submit a formal written justification (using the designated form) to the Faculty's Postgraduate Study Monitoring Committee.

In cases where a student demonstrates unsatisfactory progress, documentation must be clearly recorded in:

- Departmental meeting minutes,
- The Supervisory Logbook, and
- The Candidate's Progress Report (LKC)

This documentation helps ensure that supervisors are not held accountable for poor student performance due to reasons beyond their control.

Students have the right to be informed of their assessments and may submit an appeal to the Faculty's Postgraduate Study Monitoring Committee if they believe the assessment was unfair.

Supervisors are also responsible for reporting any student misconduct to the Head of Department and Deputy Dean (Postgraduate Studies) during the period of supervision.

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## References

Supervisors are encouraged to refer to the following official documents (available via the SPS website: <https://www.ukm.my/spsfper/>) for comprehensive guidance:

1. Garis Panduan Penyeliaan Pelajar Siswazah (2021)
2. Panduan Penulisan Tesis GAYA UKM (cetakan ketiga)
3. Garis Panduan Penulisan Tesis/Disertasi Format Kompilasi Fakulti Perubatan semakan 2024 (baca bersama Garis Panduan Penulisan Tesis/Disertasi Format Kompilasi UKM semakan 2022)
4. Garis Panduan Pengambilan Pelajar Program Doktor Falsafah Melalui Saluran Laluan Pantas (Fast Track) Fakulti Perubatan (baca bersama Garis Panduan Pengambilan Pelajar Program Doktor Falsafah Melalui Saluran Laluan Pantas (Fast Track) UKM)
5. Garis Panduan Naiktaraf Daripada Program Ijazah Sarjana Ke Ijazah Doktor Falsafah Fakulti Perubatan
6. Garis Panduan Aduan Salah laku Pengajian Siswazah
7. Garis Panduan Penyeliaan Pelajar Siswazah
8. Postgraduate Student Handbook

**JUSTIFICATION FORM FOR NON-COMPLIANCE WITH  
POSTGRADUATE PROGRESS MILESTONES  
FACULTY OF MEDICINE, UNIVERSITI KEBANGSAAN MALAYSIA (UKM)  
(Supervisor Checklist)**

**Student Name** : \_\_\_\_\_

**Matric No.** : \_\_\_\_\_

**Program** : \_\_\_\_\_

**Total Registered Semester** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Main Supervisor** : \_\_\_\_\_

**Co-Supervisor(s)** : \_\_\_\_\_

Milestone Compliance:

Supervisory Milestone	Recommended Duration	Actual Completion Data	Compliance (Yes/No)
Research Methodology Course	Within first 12 months		
Bahasa Melayu Language Course (international student)	Within first 12 months		
Ethical Approval	Within first 12 months		
Approval to Conduct Research at the Faculty of Medicine	Within first 12 months		
Mid-term assessment	Master: by 12 <sup>th</sup> month PhD: by 18 <sup>th</sup> month		
Fast-track PhD 12 <sup>th</sup> month assessment	By 12 <sup>th</sup> month		
Departmental Progress presentation	At least once per semester		
Thesis examiner appointment	Master: from 3 <sup>rd</sup> semester PhD: from 5 <sup>th</sup> semester		
Conference presentation	Prior to thesis submission		
Publication requirement	Prior to thesis submission		
Final report presentation	Prior to thesis submission		
Completion of supervisory logbook	Prior to thesis submission		
Turnitin plagiarism check	Prior to thesis submission		
Up-to-date <i>Fail Pelajar</i> Documentation	Regularly		



**Justification for Non-Compliance:**

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**Declaration and Signatures**

I confirm that the information provided above is accurate and the justifications stated are submitted for consideration by the Faculty's Postgraduate Study Monitoring Committee.

**Main Supervisor**

Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_

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**Comments and Recommendation by Head of Department:**

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Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_

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**Comments and Recommendation by Faculty's Postgraduate Study Monitoring Committee:**

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Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_

**JUSTIFICATION FORM FOR NON-COMPLIANCE WITH  
POSTGRADUATE PROGRESS MILESTONES  
FACULTY OF MEDICINE, UNIVERSITI KEBANGSAAN MALAYSIA (UKM)  
(Student Checklist)**

**Student Name** : \_\_\_\_\_

**Matric No.** : \_\_\_\_\_

**Program** : \_\_\_\_\_

**Total Registered Semester** : \_\_\_\_\_

**Department** : \_\_\_\_\_

**Main Supervisor** : \_\_\_\_\_

**Co-Supervisor(s)** : \_\_\_\_\_

Milestone Compliance:

Supervisory Milestone	Recommended Duration	Actual Completion Data	Compliance (Yes/No)
Research Methodology Course	Within first 12 months		
Bahasa Melayu Language Course (international student)	Within first 12 months		
Ethical Approval	Within first 12 months		
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**Justification for Non-Compliance:**

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**Declaration and Signatures**

I confirm that the information provided above is accurate and the justifications stated are submitted for consideration by the Faculty's Postgraduate Study Monitoring Committee.

**Student**

Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_

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**Comments and Recommendation by Head of Department:**

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Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_

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**Comments and Recommendation by Faculty's Postgraduate Study Monitoring Committee:**

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Name: \_\_\_\_\_

Signature & Stamp:

\_\_\_\_\_

Date: \_\_\_\_\_