



# GUIDELINES FOR APPOINTMENT OF SUPERVISOR

APPOINTMENTS OF CHANGE INTERNAL SUPERVISOR (MAIN/ CO)  
APPOINTMENT OF EXTERNAL CO-SUPERVISOR



# WELCOME

Welcome to UTM! You are now part of UTM family! Looking way to change your supervisor (main / co) ? Or need to appoint external co-supervisor to assist on your studies? No worry! This handbook will guides you and help you to settle with the problem!

## LET'S BEGIN

# APPOINTMENT OF MAIN/ CO SUPERVISOR

APPOINTMENT/ CHANGE/ TERMINATION



UTM.SPS.B(BPKA)/13/2018 - PIND 1/2020


 SCHOOL OF GRADUATE STUDIES  
 LEVEL 2, BLOCK FS4, UNIVERSITI TEKNOLOGI MALAYSIA,  
 81310 SKUDAI JOHOR BAHRU, JOHOR

**APPLICATION FOR APPOINTMENT / CHANGE / TERMINATION OF SUPERVISORS**

Request Please tick (✓)	Main Supervisor	Co - Supervisor
Appointment		
Replacement		
Termination		

 TICK (✓) YOUR  
 INTENTION OF CHANGES

**SECTION A: TO BE COMPLETED BY THE STUDENT**
**1. STUDENT'S DETAILS**

a) Name	:	
b) NRIC/PASSPORT	:	
c) Matric No	:	
d) Phone No	:	
e) Email	:	
f) Programme	:	
g) Faculty	:	
h) Current Semester	:	
i) Title of Thesis	:	

 FILL UP YOUR DETAILS IN  
 SECTION A

**2. DETAILS OF CURRENT SUPERVISORS**

Main supervisor	Name	:	
	Staff No	:	
	Faculty	:	
Co – Supervisor (if any)	Name	:	
	Staff No	:	
	Faculty	:	
	Name	:	
	Staff No	:	
	Faculty	:	

 FILL UP YOUR DETAILS OF  
 CURRENT SUPERVISORS

**JUSTIFICATION OF APPOINTMENT/CHANGE/TERMINATION OF SUPERVISOR**

Tick (✓)	Details	Date (if relevant)
	Retirement	
	End/Termination of Contract	
	Others. Please Specify: _____	
	_____	

 TO BE FILLED WITH THE  
 JUSTIFICATION OF  
 APPOINTMENT



SECTION B: DETAILS OF THE PROPOSED (NEW/REPLACEMENT/TERMINATION) SUPERVISOR				
Please tick (V)	AGREE		NOT AGREE	
Comment(s) if any	:			
Signature	:			
Name	:			
Official stamp	:			
Staff No.	:			
Email	:			
Phone No.	:			
Please tick (V)	AS101		AS102	
Date	:			

  

SECTION C: TO BE COMPLETED BY THE MAIN SUPERVISOR				
Please tick (V)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Signature	:			
Name	:			
Official stamp	:			
Date	:			

  

SECTION D: TO BE COMPLETED BY FACULTY POST GRADUATE COMMITTEE				
Please tick (V)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Name	:			
Signature	:			
Official stamp	:			
Date	:			

SECTION B: TO BE FILLED BY THE PROPOSED SUPERVISOR. ALL BOX NEED TO BE COMPLETELY FILL UP

SECTION C: TO GET YOUR MAIN SUPERVISOR APPROVAL

SECTION D: TO BE FILLED BY YOUR FACULTY POST GRADUATE COMMITTEE

**SECTION E: SCHOOL OF GRADUATED STUDIES**

Please tick (✓)	APPROVED	NOT APPROVED
Comment(s) if any :		
Name :		
Signature :		
Official stamp :		
Date :		
Updated in AIMS by :		
Date :		

SECTION E: ONCE COMPLETED, THE FORM MUST BE SEND TO SCHOOL GRADUATE OF STUDIES (SPS) FOR APPROVAL

# APPOINTMENT OF EXTERNAL CO-SUPERVISOR

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APPOINTMENT/ TERMINATION


**SCHOOL OF GRADUATE STUDIES**

 LEVEL 2, BLOCK F54, UNIVERSITI TEKNOLOGI MALAYSIA,  
 81310 SKUDAI JOHOR BAHRU, JOHOR

**APPLICATION FOR APPOINTMENT OF EXTERNAL CO-SUPERVISOR**

Request	Co-Supervisor
Please tick (✓)	
Appointment	
Termination	

TICK (✓) YOUR  
INTENTION OF CHANGES

**SECTION A: TO BE COMPLETED BY THE STUDENT**
**1. STUDENT'S DETAILS**

a) Name	:	
b) NRIC/PASSPORT	:	
c) Matric No	:	
d) Programme	:	
e) Faculty	:	
f) Current Semester	:	
g) Title of Thesis:	:	
h) Contact No	:	
i) Email	:	
j) Is the student currently under any sponsorship?	Yes	No
If yes, kindly state the sponsorship body		
k) Is the student UTM's staff?	Yes	No
l) Is the student currently on study leave?	Yes	No
If Yes,	Period of study leave	:

FILL UP YOUR DETAILS IN  
SECTION A

**2. DETAILS OF THE PROPOSED (NEW/TERMINATION) EXTERNAL SUPERVISOR**

Note: Kindly attached a copy of the following documents together with the application form:

- 1) A copy of Identification Card or Passport (*Applicable for appointment only*)
- 2) A copy of the latest curriculum vitae (CV) of the proposed external supervisor (*Applicable for appointment only*)

a) Name	:	
b) Identification Card / Passport No	:	
c) Contact No	:	
d) Email	:	

SECTION B: TO BE FILLED BY THE  
PROPOSED SUPERVISOR. ALL BOX  
NEED TO BE COMPLETELY FILL UP



e) Correspondence Address	:	
f) Employer Details	Organization	:
	Address:	:
	Position:	:
g) Field of Study	:	

### 3. REASON(S) OF THE EXTERNAL SUPERVISOR APPOINTMENT/TERMINATION :

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### SECTION B: TO BE COMPLETED BY THE MAIN SUPERVISOR

#### 1. HAVE ALL PARTIES DISCUSSED AND MUTUALLY AGREED ON THE ISSUE OF INTELLECTUAL PROPERTIES AND COPYRIGHT?

Yes	No
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#### 2. MAIN SUPERVISOR'S DETAILS

a) Name	:	
b) Faculty	:	
c) Contact No	:	
d) Email	:	
e) Signature	:	
f) Date	:	

FILL UP THE REASONS

COMPULSORY TO FILL IN

SECTION B: TO GET YOUR  
MAIN SUPERVISOR  
APPROVAL

SECTION C: TO BE COMPLETED BY THE FACULTY (DEPUTY DEAN/ACADEMIC MANAGER/DIRECTOR/DEPUTY REGISTRAR)				
Please tick (✓)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Signature	:			
Name	:			
Official Stamp	:			
Date	:			

  

SECTION D: TO BE COMPLETED BY THE REGISTRAR OFFICE (HUMAN RESOURCE DEVELOPMENT) – FOR UTM'S STAFF				
Please tick (✓)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Signature	:			
Name	:			
Official Stamp	:			
Date	:			

  

SECTION E: SCHOOL OF GRADUATE STUDIES				
Please tick (✓)	RECOMMENDED		NOT RECOMMENDED	
Comment(s) if any	:			
Signature	:			
Name	:			
Official Stamp	:			
Date	:			

SECTION C: TO BE FILLED BY YOUR FACULTY POST GRADUATE COMMITTEE

SECTION D (OPTIONAL): TO BE FILLED BY HR ONLY FOR UTM'S STAFF

SECTION E: ONCE COMPLETED, THE FORM MUST BE SEND TO SCHOOL GRADUATE OF STUDIES (SPS) FOR APPROVAL

# THE PROCEDURE



## OBTAIN

Obtain the appointment form (internal/ external) from SPS's website at

[https://sps.utm.my/wp-content/uploads/2020/06/BORANG-PENYELIAAN-DALAMAN-UTM.SPS\\_BBPKA-13-2018-PIND-1-2020.pdf](https://sps.utm.my/wp-content/uploads/2020/06/BORANG-PENYELIAAN-DALAMAN-UTM.SPS_BBPKA-13-2018-PIND-1-2020.pdf)

## PREPARE

Form needs to be completely filled by student/ proposed supervisor/ main supervisor/ faculty prior to submission to SPS

## SUBMISSION

Emails the application form / send by hand to SPS (through faculty)

## REVIEW

Application form will be reviewed by officer whether the proposed supervisor meet the requirements as stated in the guideline.

## APPROVAL

Application will be approved by SPS and will be updated in the system (AIMS)



# TERMS AND CONDITIONS

The application form ONLY will be processed if :



All section is COMPLETELY fill up from Section A to D.

The application ONLY will be approved if:



The proposed supervisor meet the requirement stated in the 'KAPs 10 – Kod Amalan Penyelidikan Pasca Siswazah. You may find the guidelines at “<https://sps.utm.my/wp-content/uploads/2019/03/KAPS-10.pdf>”



#The application will be processed within 3-5 working days

FOR ANY INQUIRES OR FOR SUBMISSION,  
PLEASE CONTACT:



F54, UNIVERSITI TEKNOLOGI MALAYSIA

81310 Skudai,

Johor Bahru, Johor, Malaysia.

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Office Hours : Sun – Wed (8:00 am – 5:00 pm)

Thursday (8:00 am – 3:30 pm)

Website : [sps.utm.my](http://sps.utm.my)