Academic Advising & Supervision of PG Students

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Mandatory course for Academics DS51/52

02 August 2021
14.30 – 16.30 Hours

Manage PA & Research Supervision Effectively

Overview of the Session (1)

Academic Advising

1. UTeM academic regulations
2. Responsibilities of PA

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Overview of the Session (2)

Supervision of Postgraduate Students ·

1. MQA standards related to postgraduate programs ·

2. Policies, rules of postgraduate supervision

3. Ethics and integrity in postgraduate supervision

4. Develop a culture of research - good practices for effective supervision

5. Assist students in publishing articles

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Overview of the Session (3)

Supervision of Postgraduate Students

6. Methods to help students prepare for viva

7. Methods to ensure timely Postgraduate Approval (GOT)

8. Challenges in Supervision - interpersonal in dealing with personal, cultural, academic and intellectual problems·

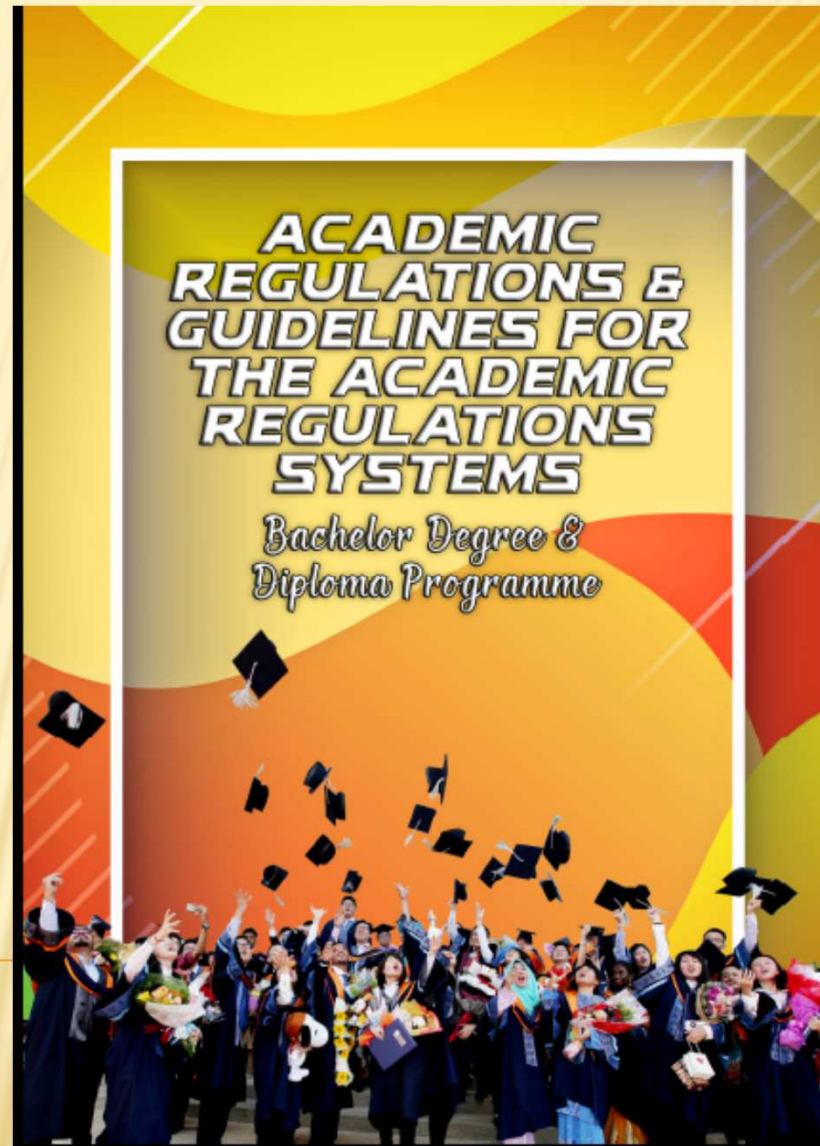9. Challenges and Effective Strategies for Thesis Examiners

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Overview of the Session (1)

Academic Advising

1. UTeM academic regulations
2. Responsibilities of PA

ACADEMIC REGULATIONS & GUIDELINES FOR THE ACADEMIC REGULATIONS SYSTEMS

Bachelor Degree & Diploma Programme

CONTENTS

ACADEMIC REGULATIONS FOR BACHELOR DEGREE AND DIPLOMA PROGRAMME OF UNIVERSITI TEKNIKAL MALAYSIA MELAKA

CONTENTS

GUIDELINES FOR THE ACADEMIC REGULATIONS SYSTEM FOR BACHELOR DEGREE AND DIPLOMA PROGRAMME OF UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Guidelines for the Academic Regulations System for Bachelor Degree and Diploma Programme of Universiti Teknikal Malaysia Melaka

(c) A student who fails any course must repeat and pass that particular course within the permitted duration of study.

(d) All passed or failed courses shall be taken into account in the calculation of the GPA and the CGPA.

(4) **Intensive Learning**

(a) The semester system is an intensive learning system which uses the summative and formative assessment methods.

(b) The assessment of student achievement is based on their coursework and final examination.

(c) Coursework means any assessment made during the instructional session of a semester such as quizzes, tests, assignments, reports etc.

(5) **Academic Advising**

The University learning system is very different from school or college because it is flexible and intensive, and the system emphasizes effective time management. A student, with the guidance of his Academic Advisor, should be able to graduate with good academic achievement.

Each student will be guided by an Academic Advisor who is an academician appointed by the Faculty to advise students on academic matters. A student shall consult his Academic Advisor at least twice in each semester (refer to the Guidelines on Academic Advising).

(6) **Status of Student's Year of Study**

Students are categorised according to their year of study based on the Credit Earned (KD). The status of the students' year of study is based on the total of the current Credit Earned in accordance to the formula KD ≥ (JKL − 6), where JKL is the Total Number of Regular Credits determined by the Faculty for the previous year of study.

(7) **Conditions for the Conferment of the Bachelor Degree or Diploma**

Students who have met all the conditions set by the University shall be conferred with the Bachelor Degrees or Diplomas in their respective fields subject to Paragraph 9 (1) Conferment of these Guidelines.

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(5) Academic Advising

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Academic Advising - Responsibilities of PA

Course Registration

- **Through SMP normal registration (When)**

  – before the semester begins

  - **Approve through online**

- **Through SMP dual login (When)** **– during the 1 & 2 Weeks**

- **Add and or drop subjects (When)** **– during the 3 & 4 Weeks**

- **Course Withdrawal (When)** **– during the 5 to 13 Weeks**

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Academic Advising - Responsibilities of PA

Credit update – Increase and or Decrease

Selection of course

Selection of Elective course

PTPTN and other financial advices

GPA and CGPA calculation and explanation

Stay in Hostel and manage with UTeM students

To certain extend Friendliness and care.

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9. Challenges and Effective Strategies for Thesis Examiners

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Supervision of Postgraduate Students ·

1. **MQA standards related to postgraduate programs ·**

2018 MQF 2nd Edition 02042018

People Vs Research

1. **I love to do research**

2. **I have no choice**

3. **I hate to do research**

Are we motivated enough to do research?

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WHO IS YOUR MENTOR??

Inspiration and Mentor can help you to become motivated person

The Research Puzzle

CORPORATE INFORMATION

LIBRARY REPOSITORIES

STUDENTS

HUMAN RESOURCES

RESEARCH

FINANCE

INFORMATION TECHNOLOGY

FUNDING BODIES

RESEARCHERS

ROUTE TO SUCCESS IN RESEARCH

Novel

Good
Research
Management
(Student)

Good Research
Proposal

Interest and Motivation

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Lecturer

↓

Researcher

+

Research Manager (coordinator)

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Team work

Good relationship
(Management - Researchers)
&
(Researchers – Researchers)
&
(Supervisor – Student)

CHARACTERISTICS OF GOOD RESEARCHERS

- ✖ Enthusiastic

- ✖ Open-minded

- ✖ Common sense

- ✖ Ability to assume other roles

- ✖ Self-confident

- ✖ Creative and inventive

- ✖ Effective communicator

- ✖ Attentive to details

- ✖ Possesses integrity and honesty

- ✖ Ethical

- ✖ Accepting of valid criticism

- ✖ Address real-world issues

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INTERACTING WITH SUPERVISOR / STUDENT

- Different students have different needs

- Different supervisors have different styles
  - How much direction do you want?
  - How much contact do you want?
  - How much pressure do you want?
  - Do you want to work on part of a larger project?
  - Do you want co-supervision?

"Quality work is never an accident".

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✖ Responsibilities of the Supervisor:

+ Helping to find the resources the student needs

+ Helping the student choose a research topic

+ Giving advice on the direction of research

+ Reviewing the progress and giving feedback

+ Encouraging to present and publish your work

+ Introducing to important people in your field

+ **Encouraging you to find your own strengths**

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✖ Responsibilities of the Student

- **+** Planning the research

- **+** Searching the literature

- **+** Acquiring appropriate research skills

- **+** Developing and testing the research ideas

- **+** Meeting regularly with supervisor

- **+** Writing reports, papers, and thesis chapters

- **+** Presenting and allowing at seminars & conferences

- **+** Working to deadlines

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"Supervision is an opportunity to bring someone back to their own mind, to show them how good they can be."

- Nancy Kline,
'Time to Think'

"Any supervisor worth his salt would rather deal with people who attempt too much than with those who try too little".

- Lee Iacocca
"Salt"

Supervisors as boundary brokers

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15th century: first known use of SUPERVISION

Synonyms:
care, charge, guidance, headship, oversight, regulation, stewardship, superintendence, superintendency, surveillance

Related Words:

monitoring, observance, observation, observing, policing; administration, control, direction, generalship, hand (s), management, running; piloting, leadership, protection, trusteeship, tutelage, auspices, reign, rule; shepherding, steering; government, aegis (*also* egis), guardianship,

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- **provide support and guidance to ensure the project is manageable with appropriate research question and methods;**

- **help students with time management and ensure realistic timescales;**

- **make students aware of intermediate and final deadlines;**

- **ensure that students get the most out of their project and have all the resources that they need.**

Be clear about why there is a **need for supervision** and who has asked for it.

Set a **time frame** for the supervision session; even a few minutes of focused time can be worthwhile.

Protect the time and space where possible and appropriate; try to ensure there will be **no interruptions** and that there is **privacy**.

Ensure that there is **confidentiality**; this means working in a place where the supervision cannot be overheard, and sharing identifiable personal details of students only with those people who really need to know.

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Challenges to supervisor…

1. Work pressure :
   - large number of projects to supervise
   - normal teaching administrative and research commitments

2. May not have any supervisory experience

3. Lack of explicit guidance

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Students expectations

"Students wished to see the supervisor/supervisee relationship to be constructed in terms of a 'partnership of equals' rather than as a 'manager/employee' relationship".

They wanted supervisors to "…demonstrate genuine interest in their work, while at the same time recognizing that ultimately the work was the students' responsibility".

Students expect their supervisors to be friendly, open and supportive.

Students expect their supervisors to be available when needed

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Oxford student killed himself hours after being told PhD thesis wasn't good enough

By **DAILY MAIL REPORTER**
UPDATED: 17:45 GMT, 25 February 2009

An Oxford University student killed himself just hours after being told his PhD thesis needed to be improved, an inquest has heard.

A coroner was told how former Buddhist monk Juncnok Park hanged himself after what he saw was a colossal disappointment and an embarrassment.

The criticism was probably the first time the South Korean mature student had ever failed at anything in his life.

What types of Supervisors Existing?

- **Perfectionist**
- **Moderate**
- **Parent / Guardian**
- **Friend**
- **Unreliable**
- **underachiever**
- **Overachiever**
- **Superficial**
- **Conservative**
- **Imposing**
- **Invisible**

- Is approachable and sees student as a research partner rather than as an immature student.
- Constantly **challenges/encourages** student opinion and makes him learn how to defend his ideas & grow intellectually.
- Will not **take the credit for student work** and present it under his/her name without mentioning the student..
- Can give student **clear directions** in his work and has **realistic** expectation.
- Knows how to **inspire student** and give him / her some encouragement when he / she needs it.
- Meets their students **regularly and encourages** them to work consistently.
- Gives them **enough space** for exploration.

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Effective supervisor personal qualities…

Emotional balance

Being proactive

Mental agility

Learning habits: independent learner

Self-knowledge:

technical, human, conceptual, diagnostic and political

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Supervision vs. Evaluation

Supervision:

- 1.Aimed at Improvement – **kind of Teaching**
- 2. Assumes that the student will be successful
- 3. Assumes that Projects successfully completed.

Evaluation:

- 1. Aimed at judgment
- 2. Does not assume that success is automatic
- 3. Project completion is not automatic

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- **Ethical considerations**

- **Copyright**

- **Confidentiality**

- **Informed consent**

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Ethical considerations

- It is a **reflection of respect** for those who 'take part' in research
- It ensures no **unreasonable, unsafe or thoughtless demands** are made by researchers
- It ensures sufficient **knowledge is shared** by all concerned
- It imposes a **common standard** in all the above respects

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- **Avoiding authorship disputes**
  - **Communicate early and often**
  - **Acknowledge sponsor**
  - **If conflicts persist, send student in writing a detailed account of your perspective**

  - **Voluntary informed consent**
    - **Legal capacity to give consent (no children or mentally impaired)**
    - **Genuinely free to exercise choice (no force, fraud, or deception)**

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✖ **Voluntary informed consent**

  ✚ **Legal capacity to give consent (no children or mentally impaired)**

  ✚ **Genuinely free to exercise choice (no force, fraud, or deception)**

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× **Authorship – Inform to the students**

+ **Requires substantial participation**

+ **The following conditions are all necessary:**

   × **Help to conceive design and method, or help to analyze and interpret data**

   × **Help to draft article or revise its intellectual content.**

+ **Does not justify authorship:**

   × **To Secure the funding**

   × **Has seniority or outstanding credentials**

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Don't do this to your Research Team

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Self Evaluation

1. What are the challenges / difficulties you are facing while dealing / counseling your Mentee (PA) students

2. How do you manage your time consistently for your PG students supervising.

3. Is your research publications only depends on your students (PG or UG) and research grants?

Wish you all the best and see you soon as ASSOCIATE PROFESSOR

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