MEMORANDUM OF UNDERSTANDING BETWEEN A SUPERVISOR AND POSTGRADUATE STUDENT

Purpose of this document:

To provide a framework to the supervisor-student relationship and to manage expectations of all those concerned.

1. Name of student:

_____ (MSc / PhD)

2. Name of main supervisor:

_____

3. Name(s) of co-supervisor(s) and affiliation(s):

_____

4. Name of field supervisor and affiliation (if applicable):

_____

5. Working title of the project:

_____

_____

6. Expected duration (years/ start and end dates): _____/_____ - _____

7. Duties and responsibilities of supervisor:

The supervisor must refer to the guide which can be downloaded from MyCompetency in CampusOnline (*Panduan Pengurusan Pengajian Siswazah Edisi 4 Tahun 2021)*. In addition, the supervisor must

- Meet the student at the commencement of study, to plan, guide and discuss with the student about the project.
- Meet at stated intervals to discuss the progress of the study (of every week/month/etc.)
- Return a feedback of draft thesis chapter within (two weeks/1 month/etc.)

8. Expectations of supervisor:

9. Duties and responsibilities of student

The student must refer to the handbooks which can be downloaded from the websites of the Institute of Postgraduate Studies and School of Pharmaceutical Sciences.

https://ips.usm.my/download-v1/data-records#postgraduate-student-handbook

PPSF's Postgraduate Research Handbook

In addition, the student must

- Meet the supervisor at the times stated above.
- Prepare the necessary data and documents needed for the meetings.
- Send the draft thesis chapters to an English editing service, if the supervisor deems it necessary.
- Check the official USM email regularly for notifications and announcements. Check the websites and Facebook of IPS and the School from time to time.

10. Expectations of student:

11. Additional courses/activities that the student must undertake (if applicable):

_____

12. Please provide the following attachments:

a) Brief Proposal

b) Work Plan

I hereby have read and understood the contents of this memorandum.

_____   _____

(Supervisor's signature)   (Student's signature)

_____   _____

(Date)   (Location)