

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.08.01/10.12/31 (32)

5th February 2024
24 Rejab 1445H

ACADEMIC CIRCULAR NO. 1/2024

NEW SUPERVISION REQUIREMENTS FOR POSTGRADUATE PROGRAMS

Universiti Teknologi Malaysia, through the Senate Meeting UTM No. 1/2023/2024 dated 25 October 2023 has approved new supervision requirements for postgraduate programs.

2. The improvements were made to comply with the Second Edition of the Master's and Doctoral Standards issued by the Malaysian Qualifications Agency (MQA) in 2021. Several changes were implemented, as follows:

- i. The minimum qualification requirements for the appointment of graduate academic staff as main supervisors and co-supervisors for Doctoral and Master's degree students in all modes of implementation, namely Coursework, Mixed Mode, and Research.
- ii. The establishment of a maximum supervision limit up to 20 postgraduate students according to designated weightage for each supervisor in all modes of implementation, namely Coursework, Mixed Mode, and Research at both Master's and Doctoral levels.
- iii. The discontinuation of the Supervisory Evaluation Pack (AS 103) course and the rebranding of the AS 101 and AS 102 courses.
- iv. Additional minimum qualification requirements for co-supervisors from the industry, adjunct professors, voluntary service (*amal bakti*), flexible academic service scheme (SAF) and contract staff.

3. These changes result in amendments and additions to clauses 2.3.1.1.1 to 2.3.1.1.13 and Annex 1 in the Postgraduate Research Procedure (ProPS-06).

4. The complete document for the Postgraduate Research Procedure (ProPS-06) is attached herewith for reference. This procedure can be obtained on the Graduate Studies School website at <https://sps.utm.my/>

4. The application of these updated requirements is effective from January 1, 2024.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA KERANA ALLAH"

I, who uphold trust



(PROF. DR. MOHD. SHAFRY BIN MOHD RAHIM)
Deputy Vice Chancellor (Academic & International)
Universiti Teknologi Malaysia

- c.c.
- Vice Chancellor
 - Deputy Vice Chancellor (Student Affairs)
 - Deputy Vice Chancellor (Research & Innovation)
 - Deputy Vice Chancellor (Development)
 - Pro-Vice Chancellor (Campus UTM Kuala Lumpur)
 - Registrar
 - Bursary

 - Dean
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 - Faculty of Management (FM)
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 - Faculty of Mechanical Engineering (FKM)
 - Faculty of Chemical and Energy Engineering (FKT)
 - Faculty of Computing (FC)
 - Faculty of Social Sciences and Humanities (FSSH)
 - Faculty of Science (FS)
 - UTM Razak Faculty of Technology and Informatics (FFTI)
 - Azman Hashim International Business School (AHIBS)
 - Malaysia-Japan International Institute of Technology (MJIIT)

 - Chair
 - School of Graduate Studies (SPS)
 - School of Education (SP)
 - School of Human Resource Development and Psychology (SPSMP)
 - Islamic Civilization Academy (ATI)
 - Language Academy (AB)
 - Institute for Life-Ready Graduates (UTM iLeaGue)
 - School of Professional and Continuing Education (SPACE)

 - Senior Deputy Registrar
 - Office of Deputy Vice Chancellor (Academic & International), UTMJB

 - Senior Deputy Registrar
 - Academic Management Division, Department of Registrar, UTM JB

 - Deputy Registrar
 - Office of Deputy Vice Chancellor (Academic & International), UTMKL

(If there is a difference of meaning in English, therefore Circular in Malay version shall prevail)