

APPLICATION FOR APPOINTMENT / CHANGE / DISCONTINUATION OF MAIN SUPERVISOR/ INTERNAL CO-SUPERVISOR/ EXTERNAL CO-SUPERVISOR/ FIELD SUPERVISOR

The change of supervisor can be done not more than once during the period of candidature and the remaining supervision period must not be less than three (3) months before submitting the Notice of Thesis Submission in IPS Online. Change of supervisor must be done before the week 13 of Semester. If there are changes in research title, the UMP (IPS) R-03 form must be submitted.

SECTION 1 (To be completed by Student)

1. Student's Prome				
Student Name	:			
Student ID	:	IC/	Passport No. :	
Programme	:		·	
Faculty	:			
Academic Status	:		(Progress r	esult)
Current Progress	:			
2. Details of Applica				
Application I	Matters	Justification of Matters	Verification	
Appointment of Supervisor/ In Supervisor	of a New Main ternal Co-		Comment from New Main Supervisor/ New Co-Supervisor: Signature & Stamp: Date:	Internal
Discontinuation Internal Co-Su	on of Main Supervisor / apervisor		Comment from Current Main Supervisor/ Cu Internal Co-Supervisor: Signature & Stamp: Date:	urent
External Co-St	ete the Attachment I		Comment from New Field Supervisor/ New External Co-Supervisor: Signature & Stamp: Date:	
Student's Signature	i		Date:	

SECTION II (To be completed by Current Main Supervisor)

App	proved		Disapproved					
Comment:								
Date: Supervisor's	Signature and Stamp:							
SECTION III	I (To be completed by Deputy Dean Research)							
App	Approved Disapproved							
Comment:								
Date: Signature and	d Stamp:							
SECTION IV	(To be completed by Dean of Faculty)							
App	proved		Disapproved					
Comment fro	om Dean:							
Date: Dean's Signa	ature and Stamp:							
SECTION V	(To be completed by IPS)							
Within rules & procedures	Further acti MPSU & Senate Matters	ions to be	taken: Administration Matters					
æ procedures	MPSU & Senate Matters		Administration Matters					
	MPSU to be informed Completed I	Date:	Verification by Dean of IPS	Date:				
Yes	MPSU approval Yes No I	Date:	Change status in the system	Date:				
	Senate to be informed Completed I	Date:	Letter to Faculty	Date:				
			IPS Staff's Name:					
	MPSU to be informed Completed I	Date:	Verification by Dean of IPS	Date:				
No	MPSU approval Yes No I	Date:	Change status in the system	Date:				
	Senate to be informed Completed I	Date:	Letter to Faculty	Date:				
			IPS Staff's Name:					
Reasons:								
Verification by Dean of IPS	Bring to MPSU for information							
	Bring to MPSU for approval		(Signa	iture & Stamp)				
Hereby, I veri	fy that this student matter has been solved.							
Date:								
IPS Staff's Sig	gnature and Stamp:							

*Appointment of Field Supervisor/ External Co-Supervisor

Faculty (Council No.	and Date:				

No.	Name / Student. ID	Programme / Faculty	Semester/ Mode	Supervisor / Co Supervisor	Propose Field Supervisor / External Co-Supervisor	Research Title of student	Justification of Appointment	Duration of Appointment
1. Name :	Program:	Semester:	Main Supervisor:	Name :	95 	Research justification (expertise, data collection, equipment, result verification	Duration of Appointment: -	
			Mode:		Office Address:		Start Date:	
	No ID:	Faculty:		Internal Co- Supervisor:			ii)	End Date:
					Contact:		iii)	
				External Co- Supervisor:	E-mail:			
					Education: PHD, (year): MSC, (year):			
				BSC, (year):		Verification by Faculty / COE Council: -		
					Specialization/Research Area: 1 2			
					3			

^{*}to be completed for Field Supervisor or External Co-Supervisor Appointment only.

IPS//Rev03/11/11/2024