

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 Profile

Student Name			
Student ID		IC/Passport No.	
Programme			
Faculty			
Academic Status	(Progress result)		
Current Progress			

2. Details of Application

Application Matters	Justification of Matters	Verification
Appointment of a New Main Supervisor/ Internal Co-Supervisor		Comment from New Main Supervisor/ New Internal Co-Supervisor: Signature & Stamp: Date:
Discontinuation of Main Supervisor / Internal Co-Supervisor		Comment from Current Main Supervisor/ Current Internal Co-Supervisor: Signature & Stamp: Date:
Appointment of Field Supervisor / External Co-Supervisor (Please complete the Attachment I and enclosed with the CV)		Comment from New Field Supervisor/ New External Co-Supervisor: Signature & Stamp: Date:

Student's Signature:	Date:
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SECTION II (To be completed by Current Main Supervisor)

Approved	Disapproved
Comment: Date: Supervisor's Signature and Stamp:	

SECTION III (To be completed by Deputy Dean Research)

Approved	Disapproved
Comment: Date: Signature and Stamp:	

SECTION IV (To be completed by Dean of Faculty)

Approved	Disapproved
Comment from Dean: Date: Dean's Signature and Stamp:	

SECTION V (To be completed by IPS)

Within rules & procedures	Further actions to be taken:			
	MPSU & Senate Matters		Administration Matters	
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed Date:	<input type="checkbox"/> Verification by Dean of IPS Date:		
	<input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<input type="checkbox"/> Change status in the system Date:		
	<input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date:	<input type="checkbox"/> Letter to Faculty Date:		
			IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed Completed Date:	<input type="checkbox"/> Verification by Dean of IPS Date:		
	<input type="checkbox"/> MPSU approval Yes No Date:	<input type="checkbox"/> Change status in the system Date:		
	<input type="checkbox"/> Senate to be informed Completed Date:	<input type="checkbox"/> Letter to Faculty Date:		
			IPS Staff's Name:	
Reasons:				
Verification by Dean of IPS				
	<input type="checkbox"/> Bring to MPSU for information			(Signature & Stamp)
	<input type="checkbox"/> Bring to MPSU for approval			
Hereby, I verify that this student matter has been solved. Date: IPS Staff's Signature and Stamp:				

