

GUIDELINES ON ACADEMIC WRITING SUPERVISION

The responsibilities of the supervisor include :

- i. giving guidance about the nature of the academic writing
- ii. giving guidance on research techniques and on necessary readings
- iii. overseeing on the writing of a proposal
- iv. giving guidance on the planning of empirical work
- v. responding to first drafts of chapters
- vi. evaluating final submission
- vii. ensuring the submission of report/thesis follows the institute of Postgraduate Studies' guideline.

The role of supervisors is to guide students towards the production of their academic writing by discussing each part of the process. They will advise on relevant areas of literature, help a student to develop their thoughts on the topic, give guidance on the development of chapters and on the conventions of academic writing. They WILL NOT act as a proof reader of the student's work.

The responsibilities of the student include :

- i. submitting and presenting a proposal after discussing with the supervisor
- ii. taking the initiative in raising questions, problems or difficulties encountered
- iii. submitting type-written drafts for discussion
- iv. keeping appointments
- v. informing the supervisor if a meeting is not possible
- vi. maintaining a schedule of work as agrees with supervisors.

It is a responsibility of the students to take the initiative throughout the academic writing process : raising problems or difficulties, discussing issues arising from feedback, taking appreciate action and maintaining the progress of work as agreed with the supervisors.

REGISTRATION RECORD

Project Title :

Declaration by the student

I understand the requirements of Universiti Pendidikan Sultan Idris with regards to research project and academic writing and have discussed my proposal with my supervisor.

Signature of student : _____ Date : _____

Declaration by the Supervisor

I have met the above student, who is undertaking the project and discussed the requirement with him/her.

Signature of supervisor : _____ Date : _____

PROJECT SCHEDULE

Meeting	Tentative Date	Activity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

SUPERVISION MEETING RECORDS

Supervision Meeting No:	
Date Of Meeting :	
Time :	
Summary of discussion :	
Action plan for the next meeting :	
Student's signature :	Supervisor's signature
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PROJECT SCHEDULE

Meeting	Tentative Date	Activity
15		
16		
17		
18		
19		
20		

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SULTAN IDRIS EDUCATION UNIVERSITY

**POSTGRADUATE
RESEARCH SUPERVISION LOGBOOK
FOR STUDENT**

Student's Name	
Registration No.	
Semester	
Session	
Student's Contact No.	
Supervisor's Name	
Programme and Mode (Med Mode A/B/C/PhD)	
Faculty	

This logbook is designed to help you organize and manage your project so that you could complete your work within the prescribed period. It will provide a structured framework in which your progress can be discussed planned and recorded regular supervision meetings between you and your supervision.

CONTENTS :

1. Registration Record
2. Project Schedule
3. Supervision Meeting Records
4. Guidelines On Academic Writing Supervision