

COLLEGE OF GRADUATE STUDIES, UNIVERSITI TENAGA NASIONAL,  
JALAN IKRAM-UNITEN, 43000 KAJANG, SELANGOR

**RENOMINATION OF SUPERVISORS AND/OR CHANGE OF THESIS/  
DISSERTATION/PROJECT REPORT TITLE FOR STRUCTURES A, B AND C**

**PART A: TO BE COMPLETED BY STUDENT**

**1. Details of Student:**

Student Name : \_\_\_\_\_

Student ID : \_\_\_\_\_

Programme (please tick  $\surd$ ):

*Kindly tick programme as stated in your offer letter.*

PhD (Business Management)	
PhD (Engineering)	
PhD in Industrial Science	
PhD in Information and Communication Technology	

Program Structure	
A	
B	
C	

Master of Electrical Engineering	
Master of Science in Electrical Engineering	
Master in Electrical Engineering	
Master of Civil Engineering	
Master of Science in Civil Engineering	
Master of Mechanical Engineering	
Master of Science in Civil Engineering	
Master of Industrial Science	
Master of Structural Engineering	
Master in Structural Engineering	

Master of Software Engineering	
Master of Information Technology	
Master in Information Technology	
Master of Science in Information Technology	

Master of Science in Management	
Master of Science in Accounting	
Master of Science in Finance	
Master of Engineering Management	
Master in Engineering Management	
Master of Business Administration	
Master of Energy Management	
Master in Energy Management	

Field of study : \_\_\_\_\_

Title of Thesis/Dissertation/Project Report (use BLOCK LETTERS or typed):

\_\_\_\_\_

\_\_\_\_\_

**2. Details of Supervisory Committee:**

1. Name of original members of Supervisory Committee:

Main Supervisor : \_\_\_\_\_

Co-Supervisor : \_\_\_\_\_

Field Supervisor : \_\_\_\_\_

2. Reasons for change of Supervisory Committee:

- Change field of study
- Withdrawal of supervisory committee member
- No longer in service with UNITEN
- Additional expertise required
- Others (please state)

\_\_\_\_\_

\_\_\_\_\_

3. Please indicate the name of Supervisors **added and dropped** and their details. *Signatures and Official Stamp of supervisors added are mandatory.*

Name	Main Supervisor / Co-Supervisor / Field Supervisor	Added / Dropped	Field of Specialization	Department/ College/ Organization	Signature & Official Stamp

Corresponding email address for **added** Field Supervisor (Industry)/ Co-Supervisor (Other University):  
*(Please attach the updated CV)*

\_\_\_\_\_

4. Supervisory information of the supervisors added (to be filled by supervisors added):

Name of supervisor	Current no. of postgraduate students being supervised		No. of postgraduate students supervised whom have graduated	
	PhD	Master	PhD	Master

**3. Reasons for change of Thesis/ Dissertation/ Project Report title:**

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Original Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Endorsement of the Main Supervisor for change of Thesis/ Dissertation/ Project Report title:

\_\_\_\_\_  
Signature and Official Stamp of Main Supervisor

\_\_\_\_\_  
Date

**4. Declaration by the student**

I declare that:

I am not related (by family) to the main supervisor, co-supervisor(s) and Field supervisor.

*\*Personal relationship includes family relationship, business/ financial/ commercial relationship or any other personal relationships which may rise to conflict of interest.*

I hereby confirm that the information provided is correct.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**PART B: FOR OFFICE USE**

**1. Recommendation of the COGS Committee Representative:**

Support

Do not support

\_\_\_\_\_  
**Signature and Official Stamp of the  
COGS Committee Representative**

\_\_\_\_\_  
**Date**

**2. Approval of the Dean, College of Graduate Studies:**

Accept

Reject

\_\_\_\_\_  
**Signature and Official Stamp of the Dean, COGS**

\_\_\_\_\_  
**Date**

❖ **GUIDELINES FOR NOMINATION OF SUPERVISORS**

1. Main Supervisor will have to be UNITEN academic staff.
2. For Structure A, one (1) Co-Supervisor from UNITEN must be appointed. If special expertise is required, the co-supervisors can be appointed from other university to provide insights and guidance in those areas of specialization.
3. For Structure A, on a case-to-case basis, a Field Supervisor from industry may be appointed to enhance and facilitate project supervision.
4. A student may request to be supervised under his/her preferred area of research provided the expertise is available.
5. The Main Supervisor, Co-Supervisors and Field Supervisor should not be currently registered as a postgraduate student at UNITEN or at any other universities.
6. Co-Supervisors are not encouraged for Structure C.
7. The Dean of College of Graduate Studies approves the appointment of Supervisors for theses, dissertations and projects based on the following qualification requirements:

Programme	Supervisor	Co-Supervisor
<b>Structure A - PhD</b> <i>(thesis)</i>	<ul style="list-style-type: none"> <li>• PhD in the domain; and</li> <li>• Supervised / co-supervised and graduated at least 1 Structure A Master or co-supervised doctoral research candidate to completion.</li> <li>• The Supervisors must go through structured supervision training.</li> </ul>	<ul style="list-style-type: none"> <li>• PhD in the domain; or</li> <li>• Master in a supporting domain</li> <li>• Where a Co-Supervisors has only a master's degree, extensive experience in research is required and subject to the approval of the Senate of the HEP.</li> <li>• A Field Supervisors from the industry must have at least a master's degree and have a minimum of 10 years' experience in the field at a level appropriate for the thesis.</li> <li>• The Supervisors must go through structured supervision training.</li> </ul>
<b>Structure A - Master</b> <i>(thesis)</i>	<ul style="list-style-type: none"> <li>• PhD in the domain; or</li> <li>• Master in the domain, and co-supervised and graduated at least 1 Structure A Master; or</li> <li>• Master in the domain as well as co-supervised and graduated at least 1 Structure B Master. A Co-Supervisors with a PhD in the domain must be appointed.</li> <li>• The Supervisors must go through structured supervision training.</li> </ul>	<ul style="list-style-type: none"> <li>• PhD in the domain; or</li> <li>• Master in a supporting domain</li> <li>• Where the Co-Supervisors has only a master's degree in the field, the Co-Supervisors must have at least 1 year experience in teaching AND research.</li> <li>• A Field Supervisors from the industry must have at least a bachelor's degree and have a minimum of 5 years' experience in the field at a level appropriate for the thesis.</li> <li>• The Supervisors must go through structured supervision training.</li> </ul>
<b>Structure B - Master</b> <i>(dissertation)</i>	<ul style="list-style-type: none"> <li>• PhD in the domain; or</li> <li>• If the Main Supervisors has a master's degree in the field, the Main Supervisors must:               <ol style="list-style-type: none"> <li>a) Have at least 5 years' experience in teaching and research; AND</li> <li>b) Has co-supervised</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• PhD in the domain; or</li> <li>• If the Co-Supervisors has only a master's degree in the field, the Co-Supervisors must have at least 1 year experience in teaching AND research.</li> <li>• A Co-Supervisors from the</li> </ul>

	<p>master's candidate.</p> <ul style="list-style-type: none"> <li>• The Supervisors must go through structured supervision training.</li> </ul>	<p>industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the dissertation.</p> <ul style="list-style-type: none"> <li>• The Supervisors must go through structured supervision training.</li> </ul>
<p><b>Structure C -</b>  <b>Master (project)</b></p>	<ul style="list-style-type: none"> <li>• PhD in the domain; or  If the Supervisor has a master's degree in the field, the Supervisor must have at least 5 years' experience in teaching</li> <li>• The Supervisors must go through structured supervisor training</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Supervisors is not encouraged.</li> <li>• Supervisors from the industry or practitioner must have at least a bachelor's degree and at least 5 years of experience in the field at a level appropriate for the project report</li> </ul>

