

INSTITUTE FOR POSTGRADUATE STUDIES

POSTGRADUATE PROGRAMME

MEETING WITH SUPERVISORS (for Structure A - INTERNATIONAL STUDENTS ONLY)

1. There shall be frequent and regular contact between a candidate and his Supervisor(s). The Supervisor(s) and the candidate shall be jointly responsible for initiating the meetings.
2. The candidate must meet his Supervisor(s) immediately after registration, and at least twice a month for a **FULL-TIME** candidate until his final submission of thesis.
3. The IPS office must be notified if the Supervisor(s) are not able to contact the candidate for a month.
4. This form is to be submitted/returned to IPS together with the renewal of visa form.

**PART I: TO BE COMPLETED BY THE CANDIDATE (Please circle the relevant)**  
*(The Supervisor(s) and the candidate shall jointly arrange the meeting)*

FULL NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

PROGRAMME:

M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) / M.Sc. (C.M.)

Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)

FACULTY: FOE/ FIT/ FCM/ FOM/ FET/ FIST/ FBL

CAMPUS: CYBERJAYA/MELAKA

NATIONALITY: \_\_\_\_\_

MODE OF STUDY: FULL TIME

GENDER: MALE/FEMALE

DATE OF INITIAL REGISTRATION: \_\_\_/\_\_\_/\_\_\_  
dd mm yr

END OF CANDIDATURE: \_\_\_/\_\_\_/\_\_\_  
dd mm yr

TITLE OF THESIS: \_\_\_\_\_

\_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

NAME OF CO-SUPERVISOR: \_\_\_\_\_

SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_  
dd mm yr

**PART II: MEETING INFORMATION.**

The Supervisor and/or Co-Supervisor shall fill in the month and date of the meetings in the table and the reason must be recorded in the Remark column if there is no meeting.

<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				

<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				
<b>2<sup>nd</sup> meeting date</b>				
<b>Month</b>		<b>Supervisor Signature &amp; official stamp</b>	<b>Co-Supervisor Signature &amp; official stamp</b>	<b>Remark (if any)</b>
<b>1<sup>st</sup> meeting date</b>				

<b>2<sup>nd</sup> meeting date</b>				

**PART III: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE**

Received and Verified by IPS Manager-

NAME: \_\_\_\_\_

SIGNATURE AND OFFICAL STAMP: \_\_\_\_\_

DATE: \_\_\_\_\_