

Responsibilities of the Research Student

PhD students are responsible for working towards completing their MSc/PhD program within the required time of the study. It is the **student's responsibility** to ensure continued progress of their academic and research activities.

Students have a responsibility for the following aspects;

Training of Postgraduate in Research and Teaching

Timeframes: to work effectively towards completion of the degree in a timely manner.

Knowledge: to learn the existing theories, practices and the various research methods, to construct new knowledge and to apply the knowledge to existing problems and issues.

Communication: to communicate regularly with supervisor(s) and other members of the research group providing updates on results of research activities.

Integrity and ethics: to assume the highest integrity and maintain ethical standards in all aspects of the work, especially in the tasks of collecting, analyzing, and presenting research data.

Laboratory notebooks: to maintain detailed, organised and accurate laboratory notebooks and records.

Teaching: to take teaching duties seriously and to use all teaching experiences to enhance the student's effectiveness as an instructor.

Scholarly contribution: to contribute, to the scholarly discourse of the discipline through presentations and publications. The student should attend and participate in meetings, colloquia, seminars and group discussions, and the student submit all relevant research results in a timely manner.

Mentoring others: to serve as a mentor to others when appropriate.

To achieve these aims, research student must always be in contact with his or her supervisor(s) and inform them on the progress of the research. Postgraduate students should remember that members of staff have other responsibilities; it is therefore the student's responsibility to ensure meeting/discussion with the supervisor/s is conducted regularly.

The student shall meet the supervisors for discussions, submit written work and perform other academic activities according to the timetable negotiated with the supervisor/s.

The Students are also required to adhere to the rules and regulations of Postgraduate Study as stated in the UNIMAS Graduate Studies Regulation published by the University.

- 1) Registration is done at each semester throughout the duration of candidature,
- 2) Submission of a progress report as required by the Centre for Graduate Studies,
- 3) Submission of **Intent to Submit Thesis** and **Thesis Submission** forms, when and as required in the Graduate Studies Regulations,
- 4) Preparation and submission of thesis according to Guidelines provided by the Faculty and as stated in the Graduate Studies Regulations.

Students should also inform their supervisors, as early as possible, of anything that might affect their ability to complete an agreed work schedule. The Faculty support and helps its postgraduate students in most problems that might arise, provided notice and complete information is given in ample time for action to be taken.

If for some reason a student decides to withdraw from the MSc/PhD programme at any stage, they must immediately inform in writing to their supervisor and the Deans of the Faculty and Centre for Graduate Studies.