

**SCHOOL OF GRADUATE STUDIES  
UNIVERSITI TEKNOLOGI MALAYSIA**

**APPLICATION FOR THE APPOINTMENT OF EXTERNAL SUPERVISOR (CO-SUPERVISOR)**

This application is made by supervisor. Please lodge with the School of Graduate Studies through the respective Faculty Graduate Studies Committee.

**Section A : To be completed by the main Supervisor of the candidate.**

**1. About the candidate**

- A Name : \_\_\_\_\_
- B Identity Card/Passport/Matric No. : \_\_\_\_\_
- C Programme : \_\_\_\_\_
- D Title of the thesis : \_\_\_\_\_

- E Is the candidate sponsored : Yes ☐ No ☐
- F If YES, state the sponsoring body : \_\_\_\_\_
- G Is the candidate UTM's staff : Yes ☐ No ☐
- F If YES, a. staff number : \_\_\_\_\_  
b. Date of the period of study leave approved : \_\_\_\_\_

**2. About the proposed external supervisor (Please enclose the curriculum vitae of the proposed external supervisor)**

- A Name : \_\_\_\_\_
- B Employer : \_\_\_\_\_  
a. Organization : \_\_\_\_\_  
b. Address : \_\_\_\_\_  
c. Position : \_\_\_\_\_
- C Correspondence address : \_\_\_\_\_
- D Curriculum vitae attached : YES ☐ NO ☐

*Note : Application will not be processed without C.V.*

**3. Reason(s) for the appointment of external supervisor :**

**4. If the candidate is non-UTM's staff, who and how the appointment will be financed :**

*Note : UTM will not be responsible for financing external supervisors except candidates who are UTM's staffs.*

**5. Have matters regarding Intellectual Properties and Copyrights been agreed between all parties involved?**

YES ☐ NO ☐

*Note : Agreement between parties involved on IP and Copyrights matters will be signed upon acceptance of appointment. Please consult UTM's Legal Officer for advice.*

**6. About the applicant (Supervisor)**

Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Date : \_\_\_\_\_  
 Email : \_\_\_\_\_

**Section B : To be completed by the respective Chairperson of Faculty Graduate Studies Committee.**

The application to appoint an external supervisor for the candidate named \_\_\_\_\_ is

**APPROVED**

☐

**NOT APPROVED**

☐

Comment(s) (if any) : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Date : \_\_\_\_\_

**Section C : To be completed by the Registrar Office (Human Resources Development) – UTM's staff**

The application to appoint an external supervisor for the candidate named \_\_\_\_\_ is

**APPROVED**

☐

**NOT APPROVED**

☐

Comment(s) (if any) : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Date : \_\_\_\_\_

**Section D : Office Use only (School of Graduate Studies)**

**Check list :**

CV

☐

UTM's staffs

☐

Non UTM's staff/Financing

☐

**Action taken :**

Action	Date	Name/Initial
1. Form received		
2. Approved		
3. Appointment		
4. Acceptance of appointment		
5. Forward to HRD for UTM's staff		