

ADVANCING SYSTEMATIC MANAGEMENT AND HYBRID APPROACH IN *Research Supervision*



ABSTRACT

Traditional approaches to postgraduate supervision are under pressure due to increased demands placed on academics by the evolving higher education and workplace environments. Managing postgraduate students during and post-COVID-19 pandemic is complex due to the limitation of face-to-face meeting supervision. Every student is different, and each will require a series of draft chapters upon completion. Multiple filenames and revised chapters led to confusion and mismanagement. Additionally, an efficient system is needed to manage a sizable group of postgraduate students. Each supervisor may have a unique approach to mentoring, monitoring, and overseeing the student's progress. The necessity for structured and systematic management for the postgraduate supervisory and advancing hybrid approach is crucial. The objectives are; (1) to develop a systematic approach to managing the research progress of research students; (2) to enhance communication skills in delivering ideas via online meeting supervision; (3) to instil critical thinking skills through a hybrid approach and (4) To empower lifelong learning skills by providing a support system. Microsoft Teams as primary communication for online meetings, Microsoft OneNote for individual progress draft chapters, and google drive booking forms for supervision meeting appointments. The value added is practical for a large group of research students and collaborative learning. Supervisors and students may benefit equally from a centralized platform that provides a progress update to be saved in a virtual book (MS OneNote) accordingly. The usefulness of SMHA in research supervision is a centralized system, flexibility, prompt response, cost-effectiveness, and enhanced educational experience for students. The online poll and feedback revealed that the students were very satisfied with SMHA in research supervision.

OBJECTIVES

- 1 To develop a systematic management in monitoring the research progress of research students
- 2 To instill critical thinking skills through a hybrid approach
- 3 To enhance communication skills in delivering ideas via online meeting supervision
- 4 To empower lifelong learning skills by providing a support system

USEFULNESS

- FLEXIBILITY — CENTRALISED SYSTEM
- COST EFFECTIVE — COLLABORATIVE LEARNING
- PROMPT RESPONSE — CLOUD DATA

VALUE ADDED

- The supervisor can manage effectively large groups of research students
- Research students may learn through sharing sessions and a research team support system
- Supervisors and students may benefit equally from a centralized platform that provides a progress update to be saved in a virtual book (MS OneNote) accordingly.

WHAT & HOW

- 1 Welcoming eBooklet
Ice Breaking + Briefing
- 2 Establish the virtual platforms for conducive learning environment and support system
- 3 Meeting slot booking via Google Drive
- 4 Review students work before meeting and share feedback via MS OneNote.
- 5 Ongoing motivation and support
- 6 Monthly supervisory meeting for each student (MS Teams)
- 7 Sharing tips + workshops
- 8

MICROSOFT TEAM PLATFORM

- Virtual meetings supervisions; group discussions, and mock viva (online)
- Recordings of meetings
- Meeting agenda
- Sharing information
- Sharing ebooks/materials

MICROSOFT ONENOTE PLATFORM

- Individual space (list of all students)
- Each student has five primary tabs
 1. MEETING DISCUSSIONS
 2. RESEARCH PROPOSAL
 3. DRAFT CHAPTERS
 4. MATERIALS FOR SHARING
 5. PUBLICATION
- Feedback attachment will be uploaded or using voice recording (offline)

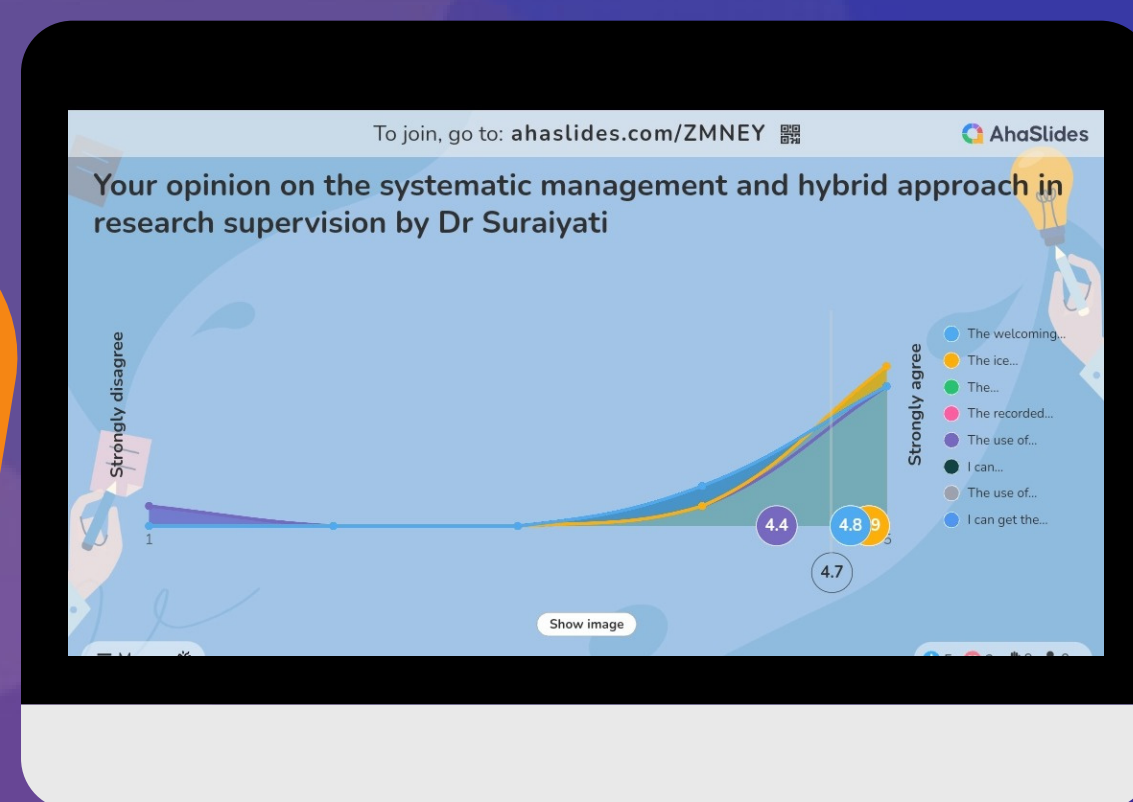


GOOGLE DRIVE PLATFORM

- BOOKING APPOINTMENT SYSTEM
- SUMMARY OF MEETING AGENDA
- SCOPE OF WORK SUBMITTED BY THE STUDENTS
- SUMMARY OF EACH MEETING (UPDATE BY THE STUDENTS)

RECOGNITION

Rating **4.4-4.9/5.0** reviews on the systematic management system and hybrid approach developed by Dr Suraiyati
Won the **GOLD** medal for Innovation in Teaching Competition under Remote Emergency Teaching in PICTL2021



COMMERCIALISATION POTENTIAL

- **MANUAL** of hybrid approach and systematic management for supervisor
- Best practices of governance in research supervisory



DR SURAIYATI RAHMAN
URBAN AND REGIONAL PLANNING,
SCHOOL OF HOUSING, BUILDING AND PLANNING,
UNIVERSITI SAINS MALAYSIA (suraiyati@usm.my)

