

PGSS SCEE Motivation Course: Strive for GOT!!

By:

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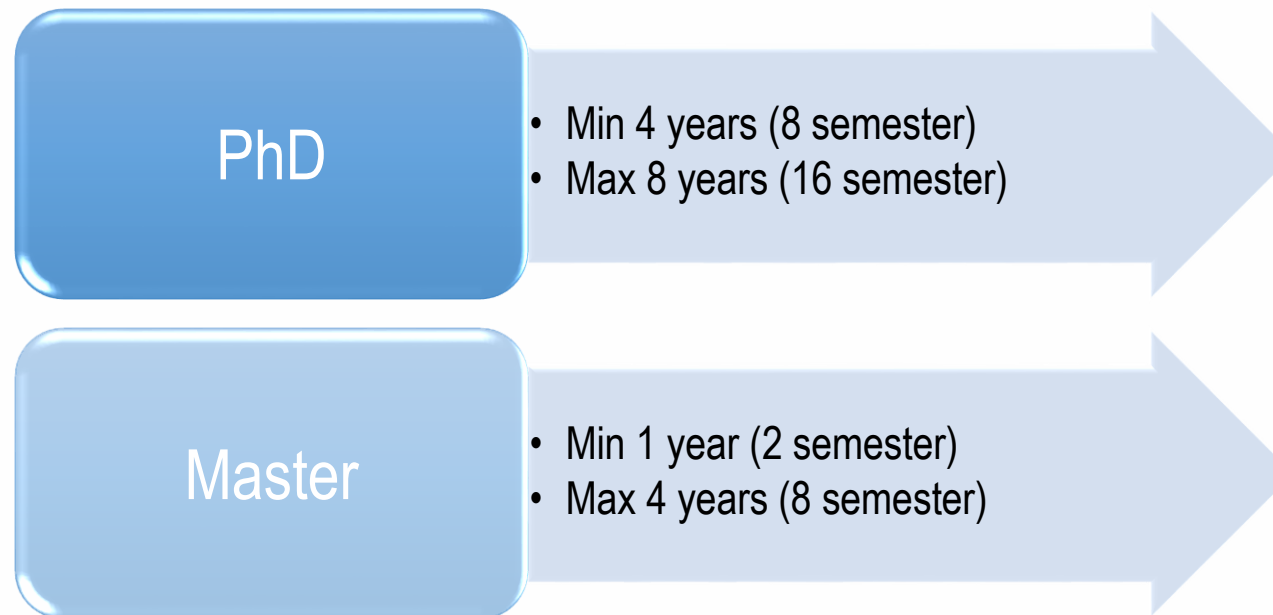
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The Fact

- Graduate on Time (GOT) refers to students who completed their study within normal duration



GOT!!

PhD 42 months (3^{1/2} years)
Master 24 months (2 years)

Source: <https://sps.utm.my/>

Why bother GOT?

Ask yourself

- self-reputation?
- Recognition?
- self satisfaction?
- institution's requirement?
- work requirement?



Do you know that YOU ARE UTM'S PRECIOUS??
In the perspective of the performance of a university, it
indicates the **QUALITY** of postgraduates.

**TAKE YOUR
MOVE!**



#1 Set Your Goals and Make Them Happen

*“completing your research works, producing your thesis, and being successful in your study are all **DOWN TO YOU**”*

SMART GOALS

Specific - Exactly what you want to achieve?

Measurable - How will you know you can achieve it?

Agreed - Do your supervisors agree with your objectives?

Realistic - Can your objectives be achieved given the time and resources available to you?

Timed - When do you expect to have met each objective?



GANTT CHART

MONITORING YOUR PROGRESS

Use Freedom with Wisdom



Postgraduates

Being responsible for
your own work
and progress

PG Students struggle with

Undergraduates

The direction of study
has been set with clear
instruction

The Tips

- Make use the responsibility as like being a boss and freedom.
- Freely to set your own direction - to explore in detail an aspect of your discipline that interests you
- Responsibility alone does not deliver success. To be successful in your study you will need from the very start to have
 - a clear idea of what you want to do and how you are going to do it
 - an honest approach to reflecting on and reporting your progress
 - a determination to get things done and manage any problems that might arise



#2 Manage Your Time

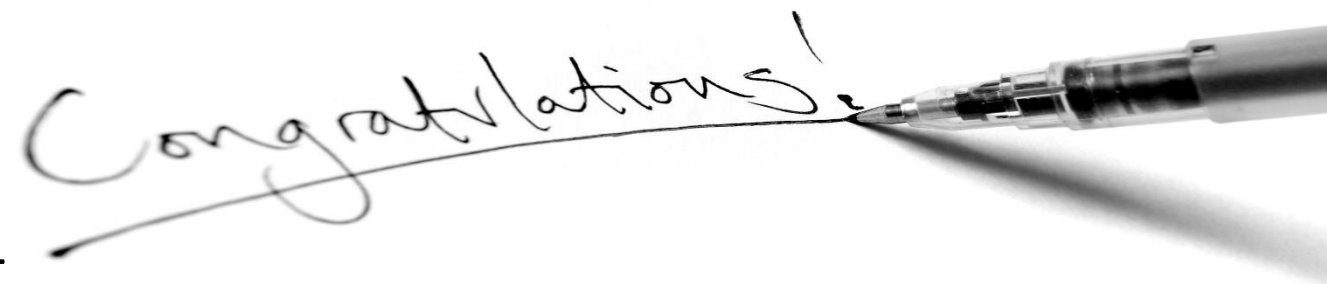
What you can do to improve your time management?

What is the amount of time you should be giving to your research study?

How to make yourself *shine* than others?

Whether or not you completed your study on time is something that employers will look for!

“give your work the time it needs and manage that time carefully so that you use it as productively as possible and so you can keep a healthy balance between your study and your personal and other commitments”.



What You Can Do To Improve Your Time Management?

- ✓ Prioritise the tasks and activities – To-Do-List
- ✓ Do not procrastinate – procrastination is the enemy of good time management
- ✓ Do not over commit - be realistic when deciding whether taking on something extra will affect your work or progress
- ✓ Know when to SAY NO
- ✓ Conducive work space – stimulate environment
- ✓ Full support from your family and friends
- ✓ Do not stop literature-reviewing
- ✓ Back up file



What Is The **Amount** of Time You Should Be Giving To Your Research Study?

- Give your study the sufficient time that it needs- Do not giving too much - end up feeling tired and unmotivated - or too little - end up left further and further behind.
- having a **lunch break** of at least an hour each day is important and you should try to use this time to take a real break from your work - but avoid regularly taking "extended" lunch breaks
- outside of these hours you should have "**me time**"

Business Hours		
Sunday	9:00 – 17:00	 
Monday	9:00 – 17:00	
Tuesday	9:00 – 17:00	
Wednesday	9:00 – 17:00	
Thursday	9:00 – 17:00	 
Friday	CLOSED	
Saturday	CLOSED	

- Do "**overtime**" of the hours suggested above is just as **bad as working fewer**- if you are regularly working in excess of these hours, **speak with your supervisors** for advice on whether you may need to re-think your project or your approach



#3 Connect With Your Supervisor

“It can be of real benefit over the course of your study if you take time at the very first move to properly understand the basics of the supervisory relationship particularly the responsibilities that you and your supervisors have”

A supervisor who:

- agrees with you the directions for your research
- provides advice and guidance on your plans and progress
- provides feedback on your research findings/ results and draft written work
- reads and comments on both your research proposal and draft thesis before these are formally submitted



Kick-off Meeting

Mutual Expectations on:

- responsibilities for setting, agreeing, and reviewing the directions of your study
- frequency and format of your formal supervisory meetings
- the nature of the advice and feedback that your supervisors will provide
- Do take the opportunity to ask questions if there are any points on which you are unclear.
- etc.



Progress Meeting: Your Role Towards a Constructive Progress Meeting

Before the Meeting

- Planning and organising
- Do not empty handed - [Template](#)
- Prepare a clear idea to discuss
- Show your progress since your last meeting

After the Meeting

- make reflect on the feedback your supervisor has provided and its implications for what you need to do next
- make a to do list and timeline to complete it
- Keeping a written record of your formal supervisory meetings-such as a log-book

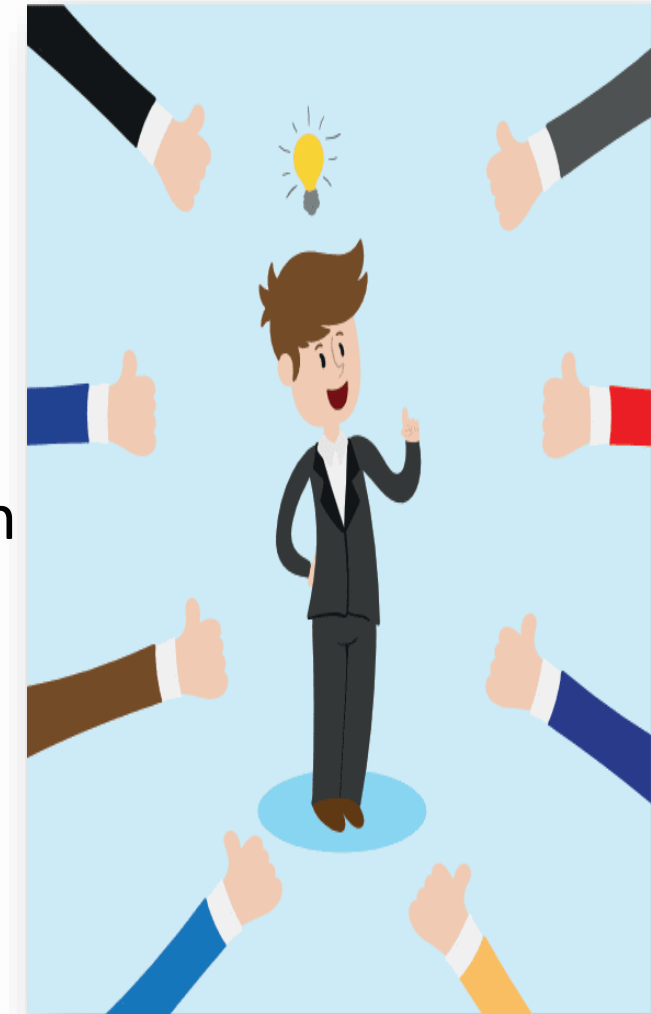
During the Meeting

- arrive promptly and make sure you have with you everything you might need
- provide direction to the discussion and make sure that it follows the agenda – you do the talking

Employ Your Supervisor's **Advise and Feedback**

Always remember that:

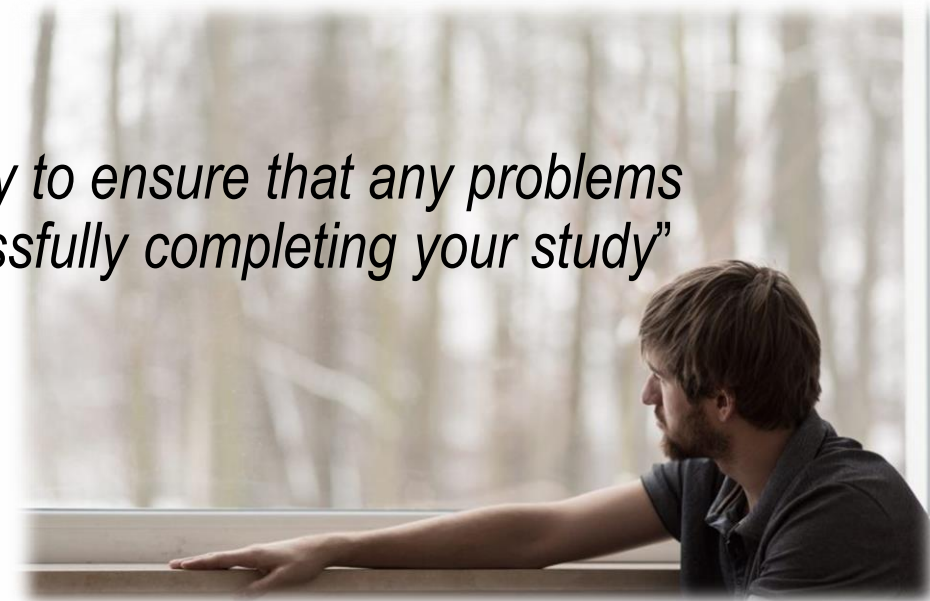
- your supervisors' comments are based on experience
- your supervisors' comments are intended to be constructive - to provide you with guidance
- if there are any aspects of your supervisors' advice and feedback which are unclear you should ask for clarification as early as possible
- you should always look to follow whatever advice and feedback is provided by your supervisors- do not just disregard comments you do not fully understand or with which you disagree



#4 Ask for Help When You Need It

- Possible problems may include
 - *technical problems* or difficulties accessing information or other resources
 - *personal* such as health problem, stress, depression or something connected to your family.

“Seeking help early on is the best way to ensure that any problems do not stand in the way of you successfully completing your study”



Who Can Help You?

Your supervisor!

Your first point of contact should always be your supervisors.

In particular, your supervisors can provide advise on:

- overcoming problems directly connected with your research or thesis - for example, by helping you identify an alternative approach, suggesting where additional training might be needed, or pointing you towards other resources or support you might not have considered
- what to do if you need to take a break from your study
- what to do if you want to change your registration status
- what to do if you need to withdraw from your study

"You are the one that responsible to successfully completing your study; to do that, you must be honest with yourself about anything that is affecting the standard of your ability to complete your study on time".



Other than supervisor, you can ask for help from your friends, family, Counselling Centre of UTM (Student Welfare), SPS etc.

#5 Take Positive Approach and Always Be Positive



- Create and maintaining effective working **relationships** with your supervisors, fellow researchers, and others
- **Openness** to constructive feedback from your supervisors and progress review panels
- Making a **pro-active** action to getting on with your work, expanding your subject knowledge, and developing your skills and employability
- regularly **reflecting** on your progress and looking to improve your performance









Managing Problem

When things do not go as planned

***Avoid** these behaviours:*

-  Pretend the problem does not exist
-  Hope that it will go away anyway

*As a research students you should approach problems **positively**:*

-  acknowledge the problem and its real significance
-  identify what you need to do to overcome the problem
-  report the problem and your proposed solution to your supervisor and be open to any feedback they may have on this
-  put into action the solution agreed with your supervisor, try to catch up on any time lost, and learn from the experience so that you can avoid similar problems in future
-  Not everything in your study will go as planned. Learning from your mistakes, and moving on!
-  and **Pray!**



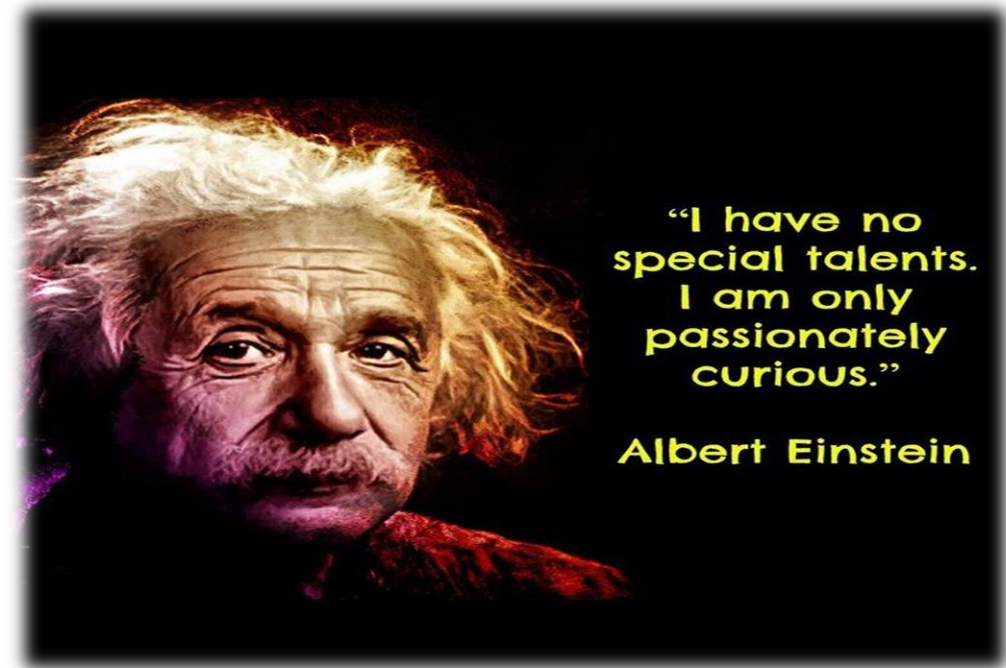
Avoiding Perfectionism

“Avoid Perfectionism, Apply Professionalism”

“Perfectionism is an extreme unrealistic perception. Perfectionism is an enemy of motivation in having a positive approach to your study. Research students must not let themselves fall into this way of thinking. Perfect is not achievable”.

A professional do:

- carefully thought out
- appropriately conducted
- accurately recorded
- clearly and concisely presented



Making The Most Opportunity Available

- Actively involve in non-academic activities (to name it a few!!) - to ***broaden your hard/soft skills, improve your research profiles and enhance professional networking.***
- But always be remember to get the **right balance.**



#6 Back To Basic



UTM's PG Attributes Leading You Towards GOT!

Source: <https://sps.utm.my/>

#7 Staying Healthy

“Apply a healthy living to maintain your motivation, stay positive, and manage stress”

What you can do?

- **Exercise and Fitness**
- **Eat healthy food**
- **Sleep well**
- **Stop Smoking**



