

## Principal Supervisor Checklist – New HDR Student Induction

### STUDENT DETAILS

ID:	Name:
Project Title:	
School/Centre/Institute:	Commencement Date:
Principal Supervisor:	Buddy (optional):

### ITEM and TIMING

Done

#### On FIRST DAY – Meeting with Supervisors

##### Discuss student/supervisor expectations

Set clear expectations around your role as a supervisor and the student's responsibilities. Refer to Appendix 5 of the Research Student Handbook and work through the Expectations in Supervision Matrix with the student.

<https://www.adelaide.edu.au/graduatecentre/current-students/handbook>

##### Supervisor communication: Schedule time for regular supervision meetings

Page 22-23 of the [Research Student Handbook](#) describes the role of the supervisors (principal, external and co-supervisor) and the need for ongoing communication. The University stipulates that supervisor(s) meet with research students at least once per fortnight. Appendix 2 requires supervisors to provide constructive and critical assessment of student's written work within 4 week.

##### Responsibilities: research candidate, supervisor, post graduate coordinator, head of school, faculty and University

Appendix 2 of the [Research Student Handbook](#) details the responsibilities of each party involved in research training. It includes supporting policies, guidelines and additional information. Please make sure you are familiar with your responsibilities as a supervisor and the governing framework before taking on a research student.

##### Highlight need for academic integrity: Conduct of Research

[University's Responsible Conduct of Research Policy](#)

[Australian Code for Responsible Research Conduct](#)

[University's Plagiarism policy](#)

##### Discuss Ethics clearance and approvals.

[Office of Research Ethics, Compliance and Integrity website](#)

##### Authorship of publications:

Authorship Declaration.

[https://authorship.adelaide.edu.au/approval\\_responses](https://authorship.adelaide.edu.au/approval_responses)

##### Identify key deliverables and Core Component of Structure Program CCSP:

AGC Postgraduate Induction, CaRST/iCaRST, CCSP, Major Review, Annual Reviews and Thesis) – mention thesis format, but defer detailed discussion to a later meeting.

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/>

CaRST Domestic students: <https://www.adelaide.edu.au/carst/>

iCaRST International students: <https://www.adelaide.edu.au/icarst/home>

##### Discuss working hours and need for commitment to the project.

<http://www.adelaide.edu.au/graduatecentre/handbook/02-financial-matters/03-employment/>

##### Discuss acceptable professional behaviour:

[Behaviour and Conduct Policy](#): dealing with other members of the University, cultural issues, email etiquette, web usage, Lab group meetings etc.

##### Important resources:

- Adelaide Graduate Centre - information about scholarships, travel, leave options, processes and forms  
<https://www.adelaide.edu.au/graduatecentre/>
- Research Student Handbook – information about candidature requirements, problems during candidate, thesis format, examination and graduation <https://www.adelaide.edu.au/graduatecentre/current-students/handbook>

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Owner: ECMS Research Development	Updated: 18-Mar-20	Review Date: November, 2020

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ITEM and TIMING	Done
<b>ACTIONS</b>	
<p>1. <b>Student to complete and submit Online Enrolment Form and Principal Supervisor to accept supervision role, complete and submit for PGC and HoS approval.</b>  <a href="#">Step 5 of How to Apply Process: Accept your offer and enrol (domestic &amp; international students)</a>  <i>Note: The online enrolment process will need to be completed by AGC before the student can apply for a student ID card however, the student will activate email at 'login'. Please check if your Administration Officer can provide a Visitor Access Card for your student to use in the meantime.</i></p> <p>2. <b>Arrange meetings with other students / post-docs / academics in the research group</b></p> <p>3. <b>Introduce the student to the PGC, HSW and HDR Representative</b></p> <p>4. <b>Arrange for student to attend regular research group meetings</b></p>	
<b>Within FIRST 2 WEEKS</b>	
<p><b>Discuss resources:</b></p> <ul style="list-style-type: none"> <li>Support staff, labs, software, project budget, consumables, travel/conferences, etc.</li> <li>ECMS Tours – Labs and Workshops – if interested in an intro to facilities, students can register their interest  <a href="https://training.adelaide.edu.au/courses/19219">https://training.adelaide.edu.au/courses/19219</a></li> <li>ECMS Intranet – Facilities: Labs and Workshops  <a href="https://ecms.adelaide.edu.au/engage-with-us/facilities/labs-and-workshops">https://ecms.adelaide.edu.au/engage-with-us/facilities/labs-and-workshops</a></li> <li>University Library  <a href="https://www.adelaide.edu.au/library/">https://www.adelaide.edu.au/library/</a></li> </ul>	
<p><b>Discuss support services available to students and additional support available for international students:</b>  <a href="http://www.adelaide.edu.au/student/life/">http://www.adelaide.edu.au/student/life/</a></p>	
<p><b>Discuss data and document management:</b></p> <ul style="list-style-type: none"> <li>Value of keeping meeting notes, data management plans, a work journal, responsible data storage, etc.  <a href="https://www.adelaide.edu.au/technology/research/research-data/research-data-planner/about-data-management-plans">https://www.adelaide.edu.au/technology/research/research-data/research-data-planner/about-data-management-plans</a></li> </ul>	
<p><b>If applicable counsel Master of Philosophy students doing a mixed-mode MPhil:</b></p> <ul style="list-style-type: none"> <li>Selection of elective coursework units to the total value of 15 units.</li> <li>Check with Learning Support Officer within their school to check process and for the online enrolment section</li> </ul>	
<p><b>Obtain an ORCID id and link it to Aurora and set up a UoA Researcher Profile</b></p> <ul style="list-style-type: none"> <li><a href="https://www.adelaide.edu.au/technology/research/your-research-profile">https://www.adelaide.edu.au/technology/research/your-research-profile</a></li> </ul>	
<p><b>Present development / training needs analysis for CCSP</b>  <a href="https://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/">https://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/</a></p> <p><b>Identify technical training requirements.</b></p>	
<p><b>AGC online induction program:</b>  <a href="https://www.adelaide.edu.au/graduatecentre/forms/milestones/induction/">https://www.adelaide.edu.au/graduatecentre/forms/milestones/induction/</a>            Confirm your student has completed this milestone within one month of commencing.</p>	
<p><b>Discuss</b></p> <ul style="list-style-type: none"> <li>Ways of doing a literature review</li> <li>Data presentation</li> <li>Document preparation</li> <li>Project management</li> <li>Significance and innovation of project</li> <li>Part-time teaching opportunities - the pros and cons</li> </ul>	

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## HSW OVERVIEW and BRIEFING

### DISCUSS THE SCOPE OF THE RESEARCH PROJECT:

<https://www.adelaide.edu.au/graduatecentre/forms/milestones/research-proposal>

### HAZARD MANAGEMENT and RISK ASSESSMENTS – please advise your student:

A Risk Assessment must be completed before undertaking any work. Please refer to Risk Assessment templates and guidelines available on ECMS Intranet- HSW <https://ecms.adelaide.edu.au/hsw/risk-assessment>. Additional information and training is available in the [Staff & HDR Hazard Management Induction](#). If you have any queries, please direct them to the [ECMS HSW team](#).

- Work together to complete a Risk Assessment before proceeding with any work which will also need to be approved by you as the Principal Supervisor.
- Risk assessment is an ongoing process. If their work changes, they must review the Risk Assessment to see if any additional hazards need to be included. For any changes, an updated Risk Assessment must be approved by you as the Principal Supervisor.
- Once the scope of their research is finalised, they will need to provide a detailed Risk Assessment for review. If a lab/workshop space is required, together you will determine the most suitable facility and confirm the suitability of the space for the work to be conducted from the Area Supervisor.

They must keep you informed, as the Principal Supervisor, of any foreseen safety matters or concerns during your regular meetings – for example: if the scope of work changes introducing additional hazards, an updated Risk Assessment will need to be approved.

### TRAINING:

#### HSW INDUCTIONS AND REQUIRED TRAINING:

- Student needs to complete all steps as outlined on the HSW Induction Process for HDR Students <https://ecms.adelaide.edu.au/hsw/induction#higher-degree-by-research-hdr-students>
- If your student will be requiring access to labs/workshops they must complete the [Staff & HDR Hazard Management Induction](#) (online module) as a pre-requisite before a local area induction and requesting access to the required areas.
- Please liaise with the Area Manager from the required labs/workshops so they can advise you and your student what training will be required before getting access to area and commencing work.
- Identify any other information sessions and training courses (internal & external) that your student will need to complete in preparation for your student to conduct the research work required:
  - <https://www.adelaide.edu.au/hr/hsw/training/>
  - <https://ecms.adelaide.edu.au/hsw>

### REITERATE THE IMPORTANCE OF SAFETY – please advise your student:

- To follow safety instructions so that any research work conducted does not place your student or any others at risk.
  - Raise any safety concerns with you immediately.
- ⇒ Don't allow anyone access to restricted areas unless they have approval from the Area Manager before entering.

### Ergonomics at your desk/work station:

Please check if your student's work station is set-up correctly, as incorrect ergonomics at a desk can cause long term injuries. Information is provided in the ECMS General HSW Induction which your student should have completed on their 1<sup>st</sup> day. If they have any concerns, please direct them to [ECMS HSW team](#).

### Student Life Counselling Support:

- Please advise your student that the University offers counselling services which are free, confidential and available to all enrolled students seeking to address issues that may be affecting their study and life– contact details are available at:

<http://www.adelaide.edu.au/counselling/>

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## Before CCSP REVIEW

1. Confirm completion of all necessary HSW induction courses including the hazard management risk assessments applicable to the research area and if utilising labs and workshops, the mandatory local area inductions. *The **HSW Induction Agenda for new HDR Students** is outlined on the ECMS website <https://ecms.adelaide.edu.au/hsw/induction#higher-degree-by-research-hdr-students>*
2. Work through the CCSP checklist: <https://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>

## SIGNATURES

Please sign to confirm completion of induction tasks.

HDR Student: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Checklist to be retained and presented to Postgraduate Coordinator at CCSP Review.*

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