



Postgraduate Research Student Induction Checklist

Name: _____

Supervisor: _____

Auxiliary supervisor: _____

Degree _____ Pathway (if applicable): _____ Start date: _____

Instructions: This checklist is to be completed for commencing postgraduate research students as part of an induction process. Section B should be completed in consultation with your supervisor. Section C should be completed after attending the Faculty of Arts and Social Sciences (FASS) Orientation/Induction day and SSED SW induction seminar held in March and August. A copy of the completed checklist is to be emailed to edsw.rslo@sydney.edu.au. If your supervisor or auxiliary supervisor is not available, or you are unable to complete a box(es), contact the [Research Student Liaison Officer](#) to discuss.

| Section A | | | |
|--|--|-----------------------------------|----------------------|
| Completed by student. Tick each box when you are familiar with the information &/or processes required for each activity. | | | |
| Induction activity | Contact person or sources of information | Check <input type="checkbox"/> | Comments (if needed) |
| Attend: <ul style="list-style-type: none"> • FASS Induction Day • SSED SW induction seminar • SSED SW walking tour | Contact person from FASS will send email invitation with details Research Student Liaison Officer (RSLO) will send email invitation with details Check events calendar | <input type="checkbox"/> | |
| Full-time candidates Apply for: <ul style="list-style-type: none"> • Shared desk space • Laptop • After-hours access to A35 & A36 | Complete online application forms Queries contact RSLO | <input type="checkbox"/> | |
| Part-time candidates Locate part-time students' shared office space and facilities available there Apply for: <ul style="list-style-type: none"> • After-hours access to A35 & A36 | Rooms are A35.636 and A36.2a06. See the Research Students Guide SSED SW walking tour Complete online application form for after-hours building access | <input type="checkbox"/> | |
| Communication and Environment Organise internet access on campus Organise internet access off campus | Connect using wireless Connect using VPN client | <input type="checkbox"/> | |
| Location of staff room, emergency exit information and procedures | SSED SW walking tour Research Students Guide | <input type="checkbox"/> | |
| Advise on external/internal mail process | SSED SW walking tour Research Students Guide | <input type="checkbox"/> | |

| Section B | | | |
|--|---|-----------------------------------|----------------------|
| To be completed in consultation with your supervisor | | | |
| First tasks & progress of candidature | Supervisor | Check <input type="checkbox"/> | Comments (if needed) |
| Discuss and explain first tasks of project and standard of the degree | Supervisor | <input type="checkbox"/> | |
| Ensure candidates are aware of necessary coursework requirements | Supervisor HDRAC website | <input type="checkbox"/> | |
| Discuss need to complete initial progression plan within 3 months full-time equivalent (FT) from start date | Supervisor HDRAC website | <input type="checkbox"/> | |
| Discuss probationary conditions including need to defend proposal at end of 12 months of FT equivalent study & prior to seeking ethics clearance | SSED SW induction seminar Supervisor Thesis proposal meeting guidelines | <input type="checkbox"/> | |
| Identify ethics issues and familiarize candidate with the appropriate approval process <i>prior</i> to collection of data | Supervisor Human ethics website | <input type="checkbox"/> | |

| Section B continued | | | |
|---|--|---|----------------------|
| Induction activity | Contact person or sources of information | Check <input checked="" type="checkbox"/> | Comments (if needed) |
| Reach agreement on contact that will be necessary including agreement of progress plans, role of auxiliary supervisor, turnaround time for feedback of written work, etc. | Supervisor | | |
| Discuss arrangements for supervision during any periods of leave by supervisor &/or auxiliary supervisor | Supervisor | | |

| Section C | | | |
|--|--|--|--|
| To be completed after attending the FASS induction day, SSEDWS induction seminar or in consultation with supervisor. | | | |
| Ensure awareness of administration support provided by the Higher Degree Research Administration Centre (HDRAC) | FASS induction day &/or supervisor HDRAC website | | |
| Policy Awareness Advise candidate of various important policies, e.g.: <ul style="list-style-type: none"> • Code of conduct for students • Research code of conduct • Progress planning and review for higher degree by research students • Supervision of higher degree by research students • Thesis examination of higher degree by research | FASS induction day &/or supervisor See policies website | | |
| Safety, security and support Explain local safety procedures, including: <ul style="list-style-type: none"> • Health and safety policies • Illness and accident report procedures • OHS issue resolution | FASS induction day &/or supervisor Safety health & wellbeing website | | |
| Advise candidate of: <ul style="list-style-type: none"> • counselling support services • academic learning/language support services • research training support offered at the School | FASS induction day &/or supervisor Counselling services website Learning Centre website SSEDWS website on research training support | | |
| Ensure awareness of library support for research students (e.g., interlibrary loans) | FASS induction day &/or supervisor Library website | | |
| Advise candidate of Postgraduate Research Support Scheme (PRSS) funding | FASS induction day &/or supervisor HDRAC website | | |
| Presentation requirements Advise candidates of requirements to present at Research Students Forums | SSEDWS induction seminar &/or supervisor Research Students Forum website | | |
| Ensure awareness of annual progress reporting procedures and progress interviews | FASS induction day &/or supervisor HDRAC website | | |

I have been inducted into the discipline. I have read/discussed and understood my obligations.

Student signed: _____ date: _____

Supervisor signed: _____ date: _____

Please keep a copy of this checklist and email a scanned copy with original signatures to the [Research Student Liaison Officer](#) by end of April (semester 1) or end of September (semester 2).