New Student Induction Checklist
(Updated Jan 2016)

If you follow this simple checklist, your induction to the School of Chemistry will be a lot smoother. Tick the following boxes as you complete each task. Please see the Front Office for assistance. Most forms can be found in your Welcome pack. Alternatively you can download forms from the School of Chemistry website. Useful information about the School of Chemistry can also be found there. Please visit: http://sydney.edu.au/science/chemistry/local-safety/useful-info-forms.shtml

- Enrol with Student Centre/Faculty and obtain your current student card.
- Obtain a Welcome pack from the Front Office.
- Complete your section of the Commencement Details form and take it to your supervisor so that they can complete their section.
- Complete and sign the School of Chemistry System Code of Conduct; and give this to Dimetra Skondras-Silva in the Front Office.
- Read the Safety Regulation Handbook and complete the compulsory Safety Quiz and Declaration form.
- Take both your completed Commencement Details and Safety Quiz and Declaration forms to the School Safety Officer for marking. The Safety Officer will then sign off their section and return these forms to you. School Safety Officers are: Peter Turner (room 201A); Ron Clarke (room 311); Elizabeth New (room 543); Shane Wilkinson (room 508); Girish Lakhwani (Room 358).
- Take your University student card and your Details form to Gemma Thompson in Room 242. It may be best to arrange an appointment to see Gemma Thompson by sending her an email: gemma.thompson@sydney.edu.au. (If Gemma is unavailable, please return all documents to Dimetra). Once she has signed off your Commencement Details form, please take this along with your Safety Quiz and Declaration form to Dimetra Skondras-Silva in the Front Office to have your photo taken and School ID card organised. Please note that you must have all the required signatures on the Commencement Details form otherwise Dimetra will not be able to process. Dimetra will contact Security Services for building perimeter and lab access. She will also let you know when you should return to collect your office keys.
- Once the Proximity Card Access Online request has been processed, take your University Student ID card to Campus Assist, 1st Floor, Services Building (G12) corner Abercrombie and Codrington Streets, Darlington Campus so that the card can be programmed for building/lab access. You should enter via Codrington Street. Tell the Campus Assist staff that your access approval has been submitted and quote them the work request number that has been sent to you, (Dimetra will email you this).
- Complete the WHS Induction Checklist included in your welcome package (or online) with your supervisor/nominated delegate and return to Dimetra Skondras-Silva in the Front Office.
- Complete the online WHS Induction. Instructions can be found in your Welcome pack or visit the Administration Website and click on Useful Information then WHS Induction Online (instructions). Ensure to provide the Certificate of Completion to Dimetra Skondras-Silva in the Front Office.
- For postgraduate students who have been awarded scholarships – complete your Scholarship Commencement form and return to the Administration Manager in Room 206 (who will obtain the Director of Postgraduate Studies’ signature and send the form to the Scholarships Office). Complete your Scholarship Payment Authority form. These forms are available from the Scholarships Office website: http://sydney.edu.au/scholarships/research/psa_forms.shtml
- Take your Scholarship Payment Authority form to the Scholarships Office and inform them that the Commencement form will be sent to them shortly. The Scholarships Office can be found at: Level 5, Jane Foss Russell Building G02 (next to the Wentworth Building). Alternatively, Dimetra Skondras-Silva can email your form to the Scholarship Office.
- Ensure that your supervisor has introduced you to the staff in your Service Room who will show you where the pigeon holes are for your mail and explain how things are administered on your floor.
DO NOT HESITATE TO COME AND TALK TO THE FRONT OFFICE STAFF IF YOU ARE UNCERTAIN ABOUT WHAT TO DO. WE ARE HERE TO HELP YOU!