

## Graduate Researcher Commencement checklist

Name:

Student ID:

The purpose of this checklist is to assist you, as a graduate researcher, to navigate the first stage of your research degree, from induction to confirmation. The checklist highlights points for discussion and provides prompts for you to cover in talking to your supervisor(s), and agreeing to expectations during candidature. The checklist also helps you to be aware of where else you can find information and support at the University to ensure an effective induction.

### ***Tips for completing the checklist***

- *Completing the checklist is a shared task between you and your supervisor during your first three to six months*
- *For the purposes of recording your discussion you may wish to print the checklist and work from the hard copy*
- *Revising the checklist may assist you to prepare for confirmation.*

### **1. Orientation and induction**

Attend the University Welcome and Orientation for graduate researchers conducted by Melbourne CSHE.

Register here: <http://gradresearch.unimelb.edu.au/getting-started/orientation-and-induction>

Attend school/department /external institution induction(s)

Complete necessary EHS /safety induction/risk assessments

Book a research consultation at the Library <http://library.unimelb.edu.au/research/research-consultations>

### **2. Advisory Committee members:** *To be discussed between you and your supervisor prior to appointing members.*

Chair Name:

Principal supervisor Name:

Co-supervisors Name(s):

Other committee members Name(s):

### **3. Expectations – Principal supervisor and graduate researcher**

Discuss and record expectations for:

time commitment (including vacation leave entitlements)

key milestones

research proposal

research plan – provisional timelines

how communication will occur between graduate researcher and supervisor

how records of supervisory meetings will be kept (e.g. will minutes be taken and shared?)

coursework (where relevant)

what is required to achieve confirmation?

what is the intended thesis format and requirements? (including creative works, and thesis with publications)

Agree to frequency (at least once per month) and mode (in person, Skype) of supervisory meetings

Participation in departmental events (journal clubs, regular seminars, lab meetings)

Expectations of supervisors: what support can you expect from your principal supervisor and supervisory panel?

Expectations of graduate researcher: what does the supervisory panel and principal supervisor expect from you?

Do you understand the processes and avenues for resolving problems?

<http://gradresearch.unimelb.edu.au/being-a-candidate/resolving-problems>

#### 4. Facilities and resources

Desk/workspace

Facilities/resources available (copier/printing, lab supplies, computer, etc.). Check the principles for infrastructure <https://staff.unimelb.edu.au/students-teaching/graduate-research/infrastructure-principles>

IT access and systems (call x40888 for IT help)

What research-specific facilities will you need access to?

Will you be undertaking travel, fieldwork for your research? Are you eligible for funding, or will additional funding be required?

#### 5. Research Ethics and Integrity

Complete Research Integrity Online Training (RIOT) <http://orei.unimelb.edu.au/content/research-integrity-training>. ***All graduate researchers enrolling from July 2016 must complete the online component of RIOT prior to confirmation.***

Are ethics approvals required for this project?

<http://www.unimelb.edu.au/governance/compliance/compliance-obligations-by-key-area/research-ethics-And-practice>

If so, what, by when?

Do you require specific training? (e.g., handling animals, statistics and other analytical methods)

Are any other regulatory approvals required (e.g., working with children check/police check/materials handling certification, quarantine permits, other licences and permissions)?

If so, what, by when?

Protocols for maintaining research records (general and specific to topic e.g., clinical trials/ethnographic data)

Complete MANTRA research data management online training

[http://library.unimelb.edu.au/digitalscholarship/training\\_and\\_outreach/mantra2](http://library.unimelb.edu.au/digitalscholarship/training_and_outreach/mantra2)

## **6. Authorship and IP**

Are there any restrictions on the IP in the research project?

Record IP arrangements that will apply

<http://www.unimelb.edu.au/governance/compliance/compliance-obligations-by-key-area/copyright-And-other-intellectual-property>

Discuss any potential conflicts of interest, and any implications arising from funding agreements or collaborations with other parties

Are there any restrictions on authorship/open access?

Record your authorship arrangements here:

Obtain and register your ORCID ID (Open Researcher and Contributor ID)

<http://unimelb.libguides.com/c.php?g=403178&p=2742549>

## **7. Professional development, research training and skills development**

Discuss developmental needs. What activities are recommended in year One?

Academic writing/English language support

[https://futurestudents.unimelb.edu.au/info/international/english\\_and\\_foundation\\_programs](https://futurestudents.unimelb.edu.au/info/international/english_and_foundation_programs)

Postgraduate Essentials: Strategies for a Successful Start to Your PhD (online course available in the Graduate Research ePortfolio (GReP)). Log in through the LMS <http://melbourne-cshe.unimelb.edu.au/resources/graduate-research-eportfolio-grep>

The Graduate Research Hub provides links to skills development and support for graduate researchers across the University: <http://gradresearch.unimelb.edu.au/#skills-development>

## 8. Key Resources

Graduate Research Hub <http://gradresearch.unimelb.edu.au/>, your one stop shop for all things graduate research, including helpful guides to each stage of candidature

The Graduate Research ePortfolio (GReP) log in at: <https://www.lms.unimelb.edu.au/>

Support Services – <http://services.unimelb.edu.au/finder>

Graduate Research Training policy MPF1321- <https://policy.unimelb.edu.au/MPF1321>

University and Australian Code for Conduct of Research <http://orei.unimelb.edu.au/content/codes-conduct>

## 9. Start building your networks

Find out about the Graduate Student Association <http://www.gsa.unimelb.edu.au/> and the University of Melbourne Student Union <http://umsu.unimelb.edu.au/> and join societies that interest you

Find out about departmental and other seminars and events related to your research

## 10. What's next?

Sign, date and submit the completed checklist to your contact in your department/graduate school; it will be kept on your student record. You could revisit this checklist as part of your preparation for your advisory committee meeting close to confirmation.

Principal Supervisor Name:

Signature:

Date:

Graduate Researcher Name:

Signature:

Date: