

Induction Checklist

Complete and return to Discipline Postgraduate Co-ordinator **within 2 weeks** of enrolling.
An electronic copy is available at www.agwine.adelaide.edu.au/current/pg/forms

Student's Name:	
Thesis Topic/Seminar Title:	
Commencement Date:	
Preliminary Research Proposal Due:	
Introductory Seminar Due:	
Literature Review & Research Proposal Due:	
Structured Program Due:	
Principal Supervisor Name:	
Co-Supervisors Names:	

Supervisor(s) Checklist:

- Organise first meeting of supervisor and new student
- Ensure relevant paperwork is completed
- Project selection and research proposal (examples provided)
- Discuss relationship between student and supervisor, establish mutual expectations
- Literature Review (scope, style, length)
- Record keeping/laboratory books/research ethics
- Laboratory practice
- Research group participation
- Research group introduction
- Discipline group introduction
- Working space allocation
- Email/computing facilities/internet use/telephone/facsimile/AustPost mail
- Tour of research group, School and campus facilities, including library
- Discuss purchasing options
- Visit refectory, teaching unit (location of lectures if appropriate)
- Overseas Student Advisor and Language & Learning Service (if appropriate)

Date:

Supervisor:

Student:

Discipline Postgraduate Co-ordinator Checklist:

- Structured Program
- Discipline seminars/Seminar book
- Annual review
- Problem resolution

Date: _____ Co-ordinator: _____ Student: _____

Head of Discipline/School Checklist:

- Welcome/Enrolment Forms

Date: _____ Student: _____

Postgraduate Student Representative Checklist:

- Welcome and explanation of role
- Location of Postgraduate Common Room
- Location of WISA office (Waite)/ RACSUC office (Roseworthy)

Date: _____ Student: _____

School Management Checklist:

- Introduction to general staff and functions
- Confirm funding arrangements
- Purchasing procedures
- Petty cash
- School vehicles and parking permits
- Campus car parking rules (Waite/Roseworthy/North Terrace)
- Computing suites – Postgraduate and Undergraduate
- Other School facilities
- Introduce OH&S representative, Safety Officer, Fire Wardens and First Aid Officers
- Safety/first aid/evacuation procedures/OH&S checklist
- On-line OH&S induction course
- Accident and incident reporting
- After hours access/security issues
- Photocopying – PIN for School copier, card for library copier
- Organise photograph for School photo board

Date: _____ School Manager: _____ Student: _____

School website (<http://www.agwine.adelaide.edu.au/>):

- Access and explore website to familiarise yourself with the structures and peoples of the School

Date: _____ Student: _____