

GRADUATE RESEARCH SCHOOL

**Graduate researcher induction checklist**

Congratulations on your enrolment at La Trobe as a graduate research candidate. This checklist aims to help you become aware of important information and processes associated with your degree, as well as resources and support available to you.

**Tips for completing the checklist**

• Completing the checklist is a shared task between you and your supervisor during your first three months

• You can fill in the checklist electronically and print a hard copy for reference if you want to

• Revising the checklist may help you prepare for confirmation.

1. **Essential first steps**

I have obtained a student ID card ([latrobe.edu.au/students/card](http://www.latrobe.edu.au/students/card))

I understand that university communications will be via my student email, and I know how to access it

I have made an appointment to meet my supervisor

I have booked my orientation session (if available)

I have signed up to the Graduate Research Scholar newsletter ([latrobe.edu.au/library/research-and-grant-support/hdr-scholar-newsletter](http://www.latrobe.edu.au/library/research-and-grant-support/hdr-scholar-newsletter))

I have signed up to the RED Alert blog ([redwritinghood.blogs.latrobe.edu.au/](http://redwritinghood.blogs.latrobe.edu.au/))

1. **Orientation / introductions**

The Graduate Research Coordinator(s) (GRC) for my discipline is (are)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My School Graduate Research Coordinator (SGRC) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If I’m on a regional campus, my Regional Graduate Research Coordinator is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My School HDR Student Representative(s) is (are)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have attended a face-to-face orientation session (if available)

I have explored the online orientation material on Graduate Research Online (GRO) ([latrobe.edu.au/url/tinyurl.com/LatrobeGRO](http://webstat.latrobe.edu.au/url/tinyurl.com/LatrobeGRO))

I know what support my discipline / department / school offers for new HDR students (eg local induction, buddy system etc)

I have completed any required safety induction(s)

I have met other graduate researchers in my area

1. **Expectations**

I have met with my supervisors and have discussed our respective roles and responsibilities (including mine):

|  |  |
| --- | --- |
| **Name** | **Responsible for** |
|  |  |
|  |  |
|  |  |

I understand that I am required to interact regularly with my supervisory team and I will have the following regular meetings with my supervisors (and any other relevant people involved in my research):

|  |  |  |  |
| --- | --- | --- | --- |
| **Who with** | **Frequency** | **Mode (e.g. in person, zoom)** | **Purpose** |
|  |  |  |  |
|  |  |  |  |

I have met with my principal supervisor and discussed and recorded expectations for:

time commitment (including recreation leave entitlements)

how communication will occur between me and my supervisor

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

coursework (where relevant)

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

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

1. **Research conduct / integrity**

I have discussed with my supervisor if my project will require animal or human research ethics approval. If so, I have booked in for the relevant training. [latrobe.edu.au/researchers/ethics](http://www.latrobe.edu.au/researchers/ethics)

I know who owns the intellectual property for my research and have discussed this with my supervisor [latrobe.edu.au/legalservices/research-contracts/intellectual-property-in-research-projects](http://www.latrobe.edu.au/legalservices/research-contracts/intellectual-property-in-research-projects)

I am familiar with my obligations under the Australian Code for the Responsible Conduct of Research and know where to find a research integrity advisor if I need advice on research integrity or misconduct [latrobe.edu.au/researchers/research-office/ethics/integrity](http://www.latrobe.edu.au/researchers/research-office/ethics/integrity)

I have discussed any potential conflicts of interest with my supervisor and how they will be managed

I have checked with my supervisors if my discipline, department or school have any specific requirements

1. **Progress and candidature**

The members of my Progress Committee / Research Progress Panel (RPP) are:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact details** |
| Chair: |  |  |
| Other independent member (optional): |  |  |
| Supervisors: |  |  |
|  |  |  |
|  |  |  |

My first RPP meeting will be held in (month) (year).

My maximum candidature date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My confirmation milestone is due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am developing a research project plan with a design and scope to maximise my chance of completing my research within my maximum candidature period.

I understand what is required to achieve confirmation.

I know where to find instructions if I need to make a change to my candidature: [latrobe.edu.au/researchers/grs/hdr/candidature/forms-and-resources](http://www.latrobe.edu.au/researchers/grs/hdr/candidature/forms-and-resources)

1. **Resources and support**

I have read the ‘Support for Research Postgraduates Policy’ ([policies.latrobe.edu.au/](https://policies.latrobe.edu.au/)).

I have access to the resources required to undertake my research, such as:

Office workspace

Ability to make / receive phone calls

IT access, systems and equipment (including computer)

Copier / printing

Lab access and supplies

I have discussed with my supervisors:

whether any specific resources are required for the successful completion of my project, and if so, how they will be obtained.

my developmental needs and what activities are recommended in year one

My area / school provides the following opportunities / forums for me to meet with other researchers / present on my work:

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I am aware of the following resources:

Research Education & Development resources, workshops and seminars for graduate researchers [latrobe.edu.au/researchers/grs/red](http://www.latrobe.edu.au/researchers/grs/red)

Research support from the library, including the option to make an appointment with a Library Research Advisor to discuss my research needs [latrobe.edu.au/library/research-and-grant-support](http://www.latrobe.edu.au/library/research-and-grant-support)

Research Mailer [latrobe.edu.au/news/announcements/2014/are-you-in-the-know](http://www.latrobe.edu.au/news/announcements/2014/are-you-in-the-know)

Resources and funding available for researchers at La Trobe University and in my school [latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/resources](http://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/resources)

Industry and community engagement opportunities including internships and mentoring [latrobe.edu.au/researchers/grs/industry-community](http://www.latrobe.edu.au/researchers/grs/industry-community)

Student support services [latrobe.edu.au/students](http://www.latrobe.edu.au/students)

Student health and wellbeing services, including counselling & mental health, disability support, LGBTIQ support and support for students with a refugee background [latrobe.edu.au/students/wellbeing](http://www.latrobe.edu.au/students/wellbeing)

LTSU Student Advocacy service [latrobesu.org.au/advocacy](http://www.latrobesu.org.au/advocacy)

Graduate Research Student Society [grss.tilda.ws](http://grss.tilda.ws/)