

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/)