

Orientation check list for higher degree students in the School of Molecular Science

Congratulations on entry into the higher degree program of the School of Molecular Science. Could you please complete the following check list of orientation procedures within 1 month of commencing your candidature? Please give the list to the PG coordinator in your Department.

Student Name: _____ **Student Number:** _____

MSc/ PhD: _____ **Date commenced:** _____

Supervisor Name: _____ **Department:** _____

1. Have you received and read the School/Department postgraduate guidelines? **Yes / No**
2. Have you been advised of School/Department OH&S procedures and had appropriate safety training? **Yes / No**

If not, when will the appropriate training courses be undertaken? _____
3. Are you aware who are your Health and Safety Representatives? **Yes / No**
Do you know the procedures for incident reporting? **Yes / No**
4. Are you aware of the Emergency Procedures (incl. evacuation, role of floor wardens, emergency telephone numbers)? **Yes / No**
5. Are you aware that within three months after the commencement of candidature, it is recommended that, in consultation with the supervisor(s), you draw up a project plan and timetable.? **Yes / No**
6. Are you aware of the requirements for giving and attending seminars in your Department? **Yes / No**
7. Are you aware of the 'hurdle' requirements for progression of PG students in your Department? **Yes / No**
8. Are you aware of any intellectual property and data confidentiality issues associated with your project? **Yes / No**
9. Are you aware of the Animal Ethics, Human Ethics and Genetic Manipulation approvals that are needed for your project? **Yes / No**
10. Are you aware of mechanisms the School has in place to deal with any problems that arise in the course of the candidature, including procedures to handle breakdowns in the relationship between student and supervisor? **Yes / No**
11. Are you aware of the University's policy on plagiarism? **Yes / No**