

DEPT OF PAEDIATRICS: CHECKLIST FOR INTRODUCTORY DISCUSSION

Name of Research Higher Degree student:

Have you and your student discussed expectations and reached agreement about the following:

	<input type="checkbox"/>	notes
Supervisory Meetings: Scheduling/duration/frequency/documentation	<input type="checkbox"/>	
Time commitments expected (of student and supervisor)	<input type="checkbox"/>	
Relations with co-supervisors at same site/off-site	<input type="checkbox"/>	
Monitoring progress/providing feedback: What's required Timing of feedback	<input type="checkbox"/> <input type="checkbox"/>	
Thesis outline/Research plan	<input type="checkbox"/>	
Timelines: Confirmation, progress reports, completion	<input type="checkbox"/>	
Intellectual Property issues	<input type="checkbox"/>	
Storage of research data	<input type="checkbox"/>	
Authorship on manuscripts	<input type="checkbox"/>	
Ethical Issues: Code of conduct for research Human/Animal ethics clearances	<input type="checkbox"/> <input type="checkbox"/>	
Financial Resources: eg for project consumables, conferences, study abroad, scholarships, field trips	<input type="checkbox"/>	
Involvement with University Departmental activities eg student groups, seminars, committees	<input type="checkbox"/>	
Expectations regarding attendance at seminars and presentations within host Institute / hospital eg RCH / MCRI seminars, lab meetings etc	<input type="checkbox"/>	
Facilities available: Generally available in Department Desk space* Computer facilities For specific project including access to any specialised equipment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Courses needed for successful, timely completion: eg library skills, computer skills, writing presentation etc	<input type="checkbox"/>	
Uni of Melbourne Student Support Services eg SGS, UMPA, learning skills unit, careers unit etc	<input type="checkbox"/>	
How this organisation works eg University, Department, Institute	<input type="checkbox"/>	
Career planning SGS/UMPA opportunities/courses	<input type="checkbox"/>	
Occupational Health & Safety	<input type="checkbox"/>	

*Space Requirements

The issue of adequate provision of desk space for postgraduate students has recently been raised at the University Department of Paediatrics Research Committee. The Committee recognises that desk space should be available for all postgraduate students. This space can be either individually allocated or shared space. In the case of students undertaking laboratory projects, desk space should ideally be relatively near to the laboratory area. Supervisors are reminded that part of the obligation in accepting postgraduate students is the commitment to provide suitable desk space.

CHECKLIST FOR INTRODUCTORY DISCUSSION (PAGE 2)

Where will the student be based?

eg University department, RCH dept, MCRI lab/theme: _____

We certify that we have discussed together the points in the checklist overleaf:

Name of student

Student's signature

Date

For primary supervisors: I also certify that I have read the University Department of Paediatrics' guidelines for supervision of postgraduate students (available on <http://www.paediatrics.unimelb.edu.au/rhd/committee.html#guideline>)

Name of primary supervisor

Supervisor's signature

Date

Please send a copy of this form, once completed, to:

Kate Bride, Research & Postgraduate Studies Manager,
Department of Paediatrics, The University of Melbourne
4th Floor, Front Entry Building
Royal Children's Hospital.