



THE FIRST MONTH OF MEETINGS

Previously called the 'First Interview Checklist'

This guide helps supervisors remember all the matters that should be discussed in the first two or three meetings with Higher Degree Research (HDR) candidates.

Names of Supervisors	
HDR Candidate name	

A. Learn about each other

1. Grant all individuals an opportunity to share their personal interests, strengths, and limitations they would like to address in the future.		
2. Clarify the role of each supervisor or associate.		
3. Assign a percentage that represents the degree to which each supervisor will contribute to the project.		
Possible roles include:	Name	% FTE
• the primary contact for the candidate,		
• the subject matter experts,		
• the apprentice or ECR,		
• the industry partner,		
• the cultural advisor,		
• the principal or person assigned the responsibility to monitor progress and resolve disputes.		

B. Clarify the journey

1. Develop a rough timeline or Gantt chart, perhaps adapting the table in Appendix A	
2. Discuss which activities to complete over the next month or two. For example, supervisors may suggest a few theses or papers to read	
3. Discuss the training that candidates should consider, such as useful workshops or topics	

C. Commencement of candidature

1. To finalise the commencement of candidature form, decide whether to modify the mandatory clauses that appear in Appendix B	
2. To finalise the commencement of candidature form, include at least one other clause that appears in Appendix B	

D. Rules, Regulations and Codes

1. Check that candidates are aware of <ol style="list-style-type: none">support services at the university,the Responsible Conduct of Research,authorship, plagiarism, and the referencing style that tends to be used in this discipline,workplace health and safety policies or resources in the facultyhuman, animal, or bio-safety ethics, if relevant	
2. Discuss relevant matters around intellectual property, such as <ol style="list-style-type: none">the right of candidates to own their copyright,whether patents may be possible,other parties that may need to be considered.	
3. Outline the research proposal review, including perhaps a sample, and annual progress reports	
4. Outline the examination process—such as the criteria that two examiners evaluate	

E. Check access

1. Check that candidates can access the requisite workspace, equipment, software, hardware, printer, and photocopier—and discuss resources that may need to be purchased. To arrange a workspace, complete this form .	
2. Check that candidates understand the funds they can access each year.	

F. Contacts and networks

1. Introduce candidates to relevant individuals, such as peers, relevant academics, and the HPS	
2. Inform candidates about representatives, such as the student advisory committee, GRC representatives, and WUPA	
3. Refer candidates to other websites that assists HDR candidates, such as <ol style="list-style-type: none">the thesis whisperer forum:the research whisperer forumPhD Twitter sites, such as twitter.com/PhDForum and twitter.com/WriteThatPhD	

Candidates should retain this form for their records. The university may ask candidates to submit this form later if complications arise.

APPENDIX A

Activity	Start date	End date
Review the relevant fields of literature		
Conduct a systematic literature review		
Contact stakeholders		
Attend the relevant CDU workshops		
Construct a research proposal		
Prepare and present the research proposal		
Submit an ethics application		
Engage the community or conduct a pilot		
Study 1: Prepare materials		
Study 1: Collect data		
Study 1: Analyse data		
Study 1: Write and submit report		
Study 2: Prepare materials		
Study 2: Collect data		
Study 2: Analyse data		
Study 2: Write and submit report		
Present at a conference		
Study 3: Prepare materials		
Study 3: Collect data		
Study 3: Analyse data		
Study 3: Write and submit report		
Write introduction and literature review		
Write a methodology chapter		
Write the linking paragraphs		
Write the general discussion		
Identify possible examiners		
Prepare for submission		

APPENDIX B: Clauses to include in the commencement of candidature form

Mandatory clauses: These items may be modified to accommodate specific needs

Supervisors will help candidates identify suitable literature, choose research questions and methods, write the reports, develop a career plan, and complete other relevant tasks
The candidate will meet at least one supervisor regularly—perhaps an hour a week or fortnight.
The principal supervisor will organize joint meetings, at least every four months, with the candidate and all other supervisors.
If full time, the candidate will dedicate about 40 hours a week to this project. If part time, the candidate will dedicate about half this time to the project.
Supervisors will offer detailed and constructive feedback on the research within an agreed timeframe and help the candidate write more effectively in the future
If the supervisors present criticisms, this feedback must revolve only around specific behaviors the candidate can change—coupled with tangible suggestions on how to improve—rather than vague or unfavorable labels.
The candidate should always consider the advice of their supervisors—but can also explicitly challenge and reject this advice as well.
The candidate is granted the authority to reach decisions about all facets of the project—except the supervisor can override or impose decisions that could otherwise risk the health and safety of other individuals or could violate laws, regulations, contracts, or agreements.
The candidate will generally be the first author of publications that emanate from the thesis—unless a deviation is approved by an Associate Dean of Research or other authority.
The candidate and supervisors will foster and maintain a safe, respectful, constructive and productive work environment.
If a PhD, the candidate will attempt to write a complete draft of the thesis within 3 years and submit the thesis within 3.5 years
At least one supervisor will carefully read every page of the thesis.
If any of the supervisors leave the university, or unavailable over more than a month, they should either continue to supervise remotely or organise a suitable replacement.
The candidate and supervisors have discussed and agreed on all these clauses—and agree to review these clauses once a year.

Other clauses that could be included in the commencement of candidature form

Every month, the candidate will submit some written work to at least one supervisor—such as 200 words or a rough plan of a chapter. This work could include summaries of studies, methods, limitations, or other material that could be included in the research proposal or thesis.
The candidate will organize the meetings. Before each meeting, the candidate will prepare some questions to guarantee that meetings are fruitful. But supervisors should also prepare some material to impart, such as information about research methods, writing, or project management.
The candidate will maintain a record of the key matters and decisions of each meeting
If the candidate has not spoken to supervisors during the last two months, at least one supervisor will contact the candidate—to confirm that no severe problems have transpired.
The supervisors will help the candidate develop experience in roles that could be relevant to their future careers. They might introduce the candidate to industry partners, arrange opportunities for the candidate to participate in lectures, and so forth.
The supervisors will encourage the candidate to receive mentoring or advice from other people, including other academics or peers.