



# FIRST INTERVIEW CHECKLIST

## A GUIDE FOR THE FIRST FORMAL MEETING BETWEEN SUPERVISOR(S) AND HIGHER DEGREE RESEARCH (HDR) CANDIDATES

Supervisor(s) names	
HDR Candidate name	
Student number	
Date of meeting	

ITEMS FOR DISCUSSION		
A	The duration, location and timing of future meetings;	<input type="checkbox"/>
B	The structure of future meetings, including which supervisors will attend and the responsibilities of candidate and supervisor(s) in the event of postponement of meeting;	<input type="checkbox"/>
C	Timetabling of and completion and presentation of the first year research proposal review; the details of what is required in the thesis proposal and criteria for an acceptable thesis proposal;	<input type="checkbox"/>
D	A broad timetable, taking into account the level of the thesis, the HDR candidate's timetable for the thesis, any foreseen intervening matters (e.g. major conferences) coursework required and the timetable agreed for completion and criteria of such work;	<input type="checkbox"/>
E	'Remedial' work required and a timetable agreed for completion and criteria of such work or the possibility that the need for such remedial work may arise;	<input type="checkbox"/>
F	Processes for submission of work e.g. whether material should be submitted before meetings;	<input type="checkbox"/>
G	Access to equipment, study space, computer/software and funds, and where and when these are/ will be available and likely resource implications;	<input type="checkbox"/>
H	Obligations under the University's Annual Progress Reporting (APR) system;	<input type="checkbox"/>
I	Requirements to attend seminars, and how details of these will be communicated;	<input type="checkbox"/>
J	Intellectual Property Policy and the consequences of this for the candidate's research are explained carefully;	<input type="checkbox"/>
K	Workplace Health and Safety and Ethics Policies (Human, Animal and Bio-Safety) and requirements;	<input type="checkbox"/>
L	The question of whether or not to keep a diary of meetings or another method of record keeping;	<input type="checkbox"/>
M	First Year Research Proposal Review Guidelines;	<input type="checkbox"/>
N	Progress Review and Probation Guidelines;	<input type="checkbox"/>
O	Authorship and Plagiarism;	<input type="checkbox"/>
P	Code of Practice - Responsible Conduct of Research;	<input type="checkbox"/>
Q	Normal progress requirements and other University Course Rules and where these are available to the HDR candidate.	<input type="checkbox"/>
R	Discuss responsible and safe research practices, the Code of Practice Research and the Research Misconduct Policy, and	<input type="checkbox"/>
S	Discuss Plagiarism policy and acceptable referencing practices	<input type="checkbox"/>
T	Discuss support services available, including Student Support Advisors, Learning Development, Student Accessibility and Inclusion, and Student Advocacy	<input type="checkbox"/>

HDR Candidate signature.....Date:.....

Supervisor signature.....Date:.....