

CHECKLIST FOR SUPERVISORS

AT THE FIRST INTERVIEW:

- Discuss the responsibilities of each stakeholder as written in the [Higher Degree Research \(HDR\) Supervision and Resources Policy](#).
 - Discuss issues outlined in the First Interview Checklist – [Appendix A of the Code of Practice - Supervision](#). (First Interview Checklist for [printing](#))
 - Complete the Commencement of Candidature form – [Appendix B of the Code of Practice - Supervision](#).
 - Advise the student about:
 - [Additional training/workshops](#) that are available across campus;
 - The [Graduate Research School](#);
 - [Booking a consultation](#) at the Library;
 - Faculty policies and procedures;
 - [Statistical Consulting Service](#);
 - Any intellectual property issues or expectations – see [Intellectual Property \(IP\) Commercialisation Revenue Guidelines](#)
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WITHIN THE FIRST YEAR:

- Begin discussions/preparations for the [Research Proposal Review](#). All Postgraduate Research students must present a formal research proposal in their first year of enrolment in their thesis subject. Continuation of candidature is conditional upon successful completion of the Research Proposal Review.
 - Advise if candidates will need to apply for [Ethics Approval](#). Does the research involve human subjects, animals, or genetic manipulation? If so, candidates will need to complete an ethical application *before* the research can begin.
 - The [Annual Progress Report \(APR\)](#) needs to be completed by both the candidate and Principal supervisor.
 - The Head of Postgraduate Studies and the Dean of the Faculty need to approve the APR before it is returned to the Graduate Research School.
 - APRs are compulsory and are an important and formal means to monitor research student progress.

 - Each report should be a frank appraisal of the student's progress by both the supervisor and the student.
 - The annual report is the means by which the University assesses whether the candidature will continue into the following year.
 - The Annual Progress Report form will also provide an opportunity to check and update if necessary the details pertaining to student's full-time/part-time status, thesis title, and supervisor(s).
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PROBLEMS DURING THE YEAR:

- Consult the [Progress Review and Probation Guidelines](#).
- Consult the [HDR Student Academic Grievance Policy](#).
- Consult the [Student Conduct Rules](#).
- Consult Faculty Grievance procedures.

- Consult your faculty [Commercialisation Manager](#) if any IP protection or ownership issues arise.



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