

## School of Agriculture, Food and Wine Induction Checklist – 2 pages

Complete this and submit as an attachment to the CCSP	
Student name:	
Thesis topic:	
Date of enrolment:	
Introductory seminar date:	
Draft research proposal due date:	
CCSP due date:	
Principal supervisor's name:	
Co-supervisor(s)' name(s):	
Independent advisor's name:	
<p><b>Supervisor/s checklist:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organise first meeting of supervisors and new student</li> <li><input type="checkbox"/> Introduce student to Postgraduate Coordinator and Research Group Convenor</li> <li><input type="checkbox"/> Student and supervisors choose an Independent Advisor and notify the Postgraduate Coordinator</li> <li><input type="checkbox"/> Ensure relevant paperwork is completed</li> <li><input type="checkbox"/> Project planning</li> <li><input type="checkbox"/> Discuss relationship between student and supervisor, establish mutual expectations</li> <li><input type="checkbox"/> Discuss research proposal, including literature review (scope, provide examples)</li> <li><input type="checkbox"/> Discuss laboratory practice, record keeping/lab books/research ethics</li> <li><input type="checkbox"/> Introduce student to lab group and Research Group and explain expectations for participation</li> <li><input type="checkbox"/> Allocate work-space</li> <li><input type="checkbox"/> Tour of facilities (research group, School and campus, including library)</li> <li><input type="checkbox"/> Email/computing facilities/internet use/telephone/facsimile/Australia Post mail</li> <li><input type="checkbox"/> Photocopying, card for library copier</li> <li><input type="checkbox"/> Add student's name to distribution list for School Bulletin (via Sally Sibson)</li> <li><input type="checkbox"/> Discuss purchasing procedures and petty cash</li> <li><input type="checkbox"/> Visit cafeteria and teaching unit (for location of lectures, if appropriate)</li> <li><input type="checkbox"/> Check that student is aware of the International Student Advisor (Jane Copeland), if appropriate</li> </ul>	
Date: _____	
Supervisor's signature: _____	
Student's signature: _____	

**School of Agriculture, Food and Wine Candidature Management Workshop checklist:**

- Structured program
- Seminars and seminar log book
- Annual review of progress
- Major review of progress
- Thesis preparation review
- Problem resolution
- Introduction to AgPOGS Committee and activities
- Introduction to professional staff and functions
- Introduction to online OH&S induction course
- Use of School vehicles and parking permits
- Campus car parking rules (Waite and North Terrace)
- Location of AUU office (Waite)

Date: \_\_\_\_\_

DHOS(Learning &amp; Teaching) signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

**School Management checklist:**

- Confirm funding arrangements with School Manager
- Computing suites – Postgraduate and Undergraduate
- Other relevant School facilities
- Safety/first aid/evacuation procedures/OH&S checklist
- After-hours access and security

Date: \_\_\_\_\_ APO's signature: \_\_\_\_\_ Student's signature: \_\_\_\_\_

**School of AFW website <http://www.agwine.adelaide.edu.au/> and webpage for HDR Students <https://agwine.webdev.adelaide.edu.au/current-students/current-hdr/>**

- Access and explore these websites

Date: \_\_\_\_\_ Student's signature: \_\_\_\_\_

**Safety Inductions**

- Online University OH&S Induction (**within 3 Months of commencement**)
- School of Agriculture, Food & Wine OH&S Induction (**within 1 month of commencement**)
- Local Induction –for each lab (**within 1 week of commencing in each lab**)

Date: \_\_\_\_\_ Student's signature: \_\_\_\_\_

**For further information about the safely inductions, contact the Technical Services Office.**