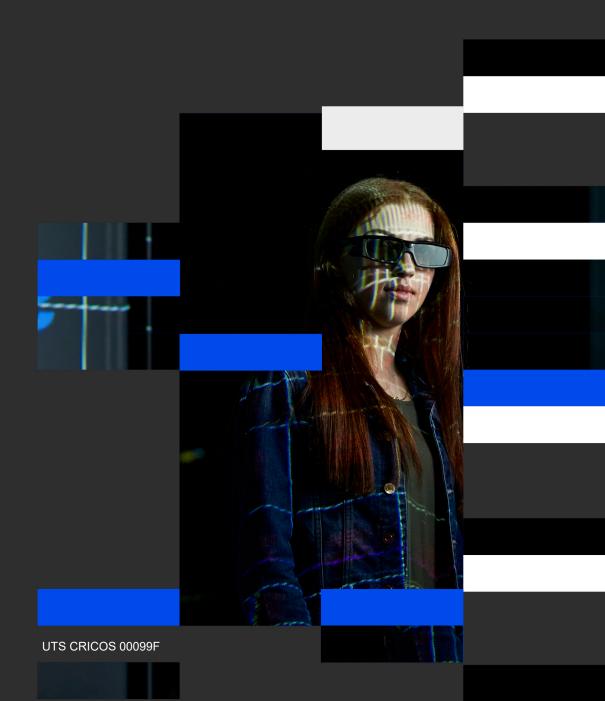
# HDR Induction Checklist 2024





# Induction checklist for HDR students 2024

# Before you start:

- Accept your offer
- Activate your <u>email account</u>
- · Agree on your start date with your supervisor
- · Complete your enrolment on the agreed start date

# First month:

- Meet your supervisory panel and <u>set expectations</u>
- Contact your faculty arrange access to study spaces, laboratories, etc
- · Check out the resources and facilities available to you as a student
- Familiarise yourself with the policies, procedures, and frameworks that govern HDR study:
  - Graduate Research Candidature Management, Thesis Preparation and Submission Procedures
  - UTS Student Rules, especially Section 11 Graduate Research
  - Graduate Research and Supervision Policy
  - Student Rights and Responsibilities Policy
  - <u>UTS's Research Policy</u>
  - Australian Code for the Responsible Conduct of Research
- Complete your Graduate Research Study Plan in consultation with your supervisor
- Familiarise yourself with ResearchMaster
- Set up your HDR student profile on Symplectic
- Visit the UTS Library website and the library itself if you are on campus
- Attend GRS's HDR Induction or watch the recording

## First session:

- Learn what regular scholarly activities your faculty, school, or discipline organises (ex. colloquia or lecture series)
- Meet members of your research centre (if you are part of one) and learn what the activities the centre
  is conducting
- Ensure you know who the HDR Student Representative is for your faculty
- Complete the online Research Integrity module
- Complete the online Consent Matters module
- Understand the requirements of a Research Data Management Plan and familiarise yourself with Stash
- Identify potential safety and ethical issues in your proposed research and understand what steps you
  must take to manage them
- In consultation with your supervisor, identify any approvals, licenses or permits you may need to carry out your research and learn how to obtain them

# Useful UTS HDR links:

A list of resources to support you in your HDR journey at UTS:

#### · New research students: getting started

https://www.uts.edu.au/research-and-teaching/graduate-research/new-research-students-getting-started/enrolment-information

#### Graduate Research School

- https://www.uts.edu.au/research-and-teaching/graduate-research
- https://www.uts.edu.au/research-and-teaching/graduate-research/contact-us

#### Policies and procedures

- https://www.uts.edu.au/sites/default/files/2022-12/grs-graduate-research-candidature-management-thesis-preparation-and-submission-procedures.pdf
- https://www.uts.edu.au/about/uts-governance/rules/uts-student-rules
- https://www.uts.edu.au/about/uts-governance/policies/uts-policy/graduate-research-andsupervision-policy
- https://www.uts.edu.au/about/uts-governance/policies/uts-policy/student-rights-and-responsibilities-policy
- https://www.uts.edu.au/about/uts-governance/policies/uts-policy/research-policy
- https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018

#### Graduate Research Journey

- https://www.uts.edu.au/research-and-teaching/graduate-research/current-researchstudents/graduate-research-journey
- https://www.uts.edu.au/sites/default/files/2022-03/grs-graduate-research-environment-guidelines-2022.pdf

#### HDR Capability Framework

 https://www.uts.edu.au/research-and-teaching/graduate-research/current-researchstudents/graduate-research-journey/uts-hdr-capability-framework

#### Researcher Development and Support

https://www.uts.edu.au/research-and-teaching/graduate-research/current-research-students/research-education-and-development

# • Graduate research support

 https://www.uts.edu.au/research-and-teaching/graduate-research/current-researchstudents/graduate-research-support

### Other academic and wellbeing support

https://www.uts.edu.au/current-students/support

### UTS Library

- https://www.lib.uts.edu.au/services/services-for-researchers
- https://www.lib.uts.edu.au/get-help/contact-us

#### ResearchMaster support

 https://www.uts.edu.au/research-and-teaching/graduate-research/current-researchstudents/policies-guidelines-and-forms/hdr-online-forms