

 Before completing this form please consult <http://w3.unisa.edu.au/researchstudents/milestones/induction.asp>

PART 1: STUDENT DETAILS

Student ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>

PART 2: SUPERVISORY PANEL DETAILS

Proposed role in panel	First Name	Last Name
Principal Supervisor	<input type="text"/>	<input type="text"/>
Co-supervisor	<input type="text"/>	<input type="text"/>
Co-supervisor	<input type="text"/>	<input type="text"/>
Associate Supervisor	<input type="text"/>	<input type="text"/>
End-user Advisor	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Research Education Portfolio Leader (or equivalent)	<input type="text"/>	<input type="text"/>

PART 3: MEETINGS WITH KEY PERSONNEL

<input type="checkbox"/>	Principal Supervisor
<input type="checkbox"/>	Co/Associate Supervisor (s)
<input type="checkbox"/>	Research Education Portfolio Leader (REPL) (or equivalent)
<input type="checkbox"/>	Meeting with relevant professional staff/support person
<input type="checkbox"/>	Introduction to Academic Librarian

PART 4: GENERAL INFORMATION

Area of information	Person responsible	Location of information	Date completed
UniSA username and login requirements	Research Administration Officer (or equivalent)	Student enrolment letter	<input type="text"/>
MyUniSA	Research Administration Officer (or equivalent)	Student portal	<input type="text"/>

Student Research Portal	Research Administration Officer (or equivalent)	My Research link from student portal	
Home campus and local area accommodation	Research Administration Officer (or equivalent)	Student enrolment letter	
Organisational structure relevant to research degree students at UniSA	Supervisor(s)		
Occupational Health, Safety, Welfare and injury Management Policy	Supervisor(s)	http://w3.unisa.edu.au/policies/policies/corporate/C06.asp	
Complete OHSW Induction- OHSW23	Supervisor(s)	http://w3.unisa.edu.au/safetyandwellbeing/SMS/forms/WHS23.docx	
Ethics requirements	Supervisor(s)	http://w3.unisa.edu.au/researchstudents/milestones/ethicsapproval.asp	
Financial support and resources available to undertake the research program	Supervisor(s)	http://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/#appA	
Research proposal requirements	Supervisor(s)	http://w3.unisa.edu.au/researchstudents/milestones/researchproposal.asp	
Planning and Reviews of Progress	REPL (or equivalent)	http://w3.unisa.edu.au/researchstudents/milestones/reviewsofprogress.asp	
Conditions of Candidature and responsibilities	REPL (or equivalent)	http://w3.unisa.edu.au/policies/policies/resrch/res10-regs.asp Letter of offer http://w3.unisa.edu.au/researchstudents/responsibilities/default.asp	
Scholarship Conditions (if applicable)	Supervisor(s) REPL (or equivalent)	Letter of Offer/ Student agreement Domestic Scholarship Benefits and Conditions International Scholarship Benefits and Conditions	
Special conditions (eg sponsorship/ industry etc)	Supervisor(s) REPL (or equivalent)	Letter of sponsorship/ Industry conditions etc (you must be aware of any special terms and conditions so that these can be managed appropriately)	
Leave of Absence provisions	Supervisor(s) REPL (or equivalent)	http://w3.unisa.edu.au/researchstudents/forms/default.asp	
Australian Code for the Responsible Conduct of Research and other Codes and relevant policies	REPL (or equivalent)	http://w3.unisa.edu.au/res/ethics/resources/australiancode.asp	
University Activities Policy (Intellectual Property Guidelines)	REPL (or equivalent)	http://w3.unisa.edu.au/res/contracts/intprop.asp	
Authorship Policy	REPL (or equivalent)	http://w3.unisa.edu.au/policies/policies/resrch/res12.asp	
Plagiarism	REPL (or equivalent)	http://w3.unisa.edu.au/researchstudents/milestones/plagiarism.asp	
Equal Opportunity and Sexual Harassment policies	REPL (or equivalent)	http://w3.unisa.edu.au/policies/policies/corporate/C02.asp	

PART 5: RESEARCH PROPOSAL REQUIREMENTS

Under the [Academic Regulations for Higher Degrees by Research](#), research degree students are enrolled provisionally until the research proposal has been approved. To facilitate this the student and supervisor agree to the following milestones:

That a draft version of the research proposal will be submitted to the Principal Supervisor by:	
That a final version of the research proposal will be submitted to the Principal Supervisor by:	
The Confirmation of Candidature Panel will review the research proposal on:	
The supervisors' relative involvement in the drafting of the research proposal will be:	
Principal Supervisor	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Co-Supervisor	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
It is agreed that during the development of the research proposal the student will meet with the Principal Supervisor:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
It is agreed that during the development of the research proposal the student will meet with the Co-supervisors:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other

PART 6: STUDENT DEVELOPMENT ACTIVITIES

As part of the research education process, it is agreed that the research student, in the 1st six months of equivalent full time candidature following the signing of this agreement, will attend the following lectures, seminars and workshops offered within the division/school/institute/centre and the University's Research Education Support Activities (RESA). Future research education activities should be documented as part of the candidature planning and review process. Research education may include coursework units, online courses, ATN eGRAD modules, workshops and seminars provided as part of the RESA program.

This schedule may be reviewed at regular intervals during meeting between the research student and supervisor and other activities assessed as the need and opportunity arise. These activities will be documented as part of the planning and review process.

Helpful links:

- [RESA workshops and resources](#)
- [RESA workshops to write your proposal](#)
- [Research Degree Graduate Qualities \(RDGQ\):](#)

Name of activity	RDGQ addressed	Date Scheduled	Date Completed
University Orientation: <ul style="list-style-type: none"> • Responsible Research • Managing your study and the supervisor relationship • Online Orientation 			
RESA: English for writing the proposal (for students for whom English is an additional language)			
RESA Induction: Getting off to a flying start			

PART 7: DECLARATIONS

In signing this form, I confirm that this plan has been developed in collaboration with my Supervisory Panel and meets the requirements of my proposed research activities.

Student signature

Date

In signing this form, I confirm that this plan has been developed in collaboration with my fellow supervisors and meets the requirements of my proposed research activities.

Principal Supervisor signature

Date

In signing this form, I confirm that I have reviewed this plan and that it meets the requirements of the University as well as the School/ Institute/Centre.

REPL signature (or equivalent)

Date