

**i** Before completing this form please consult: [Induction and orientation - Intranet - University of South Australia \(unisa.edu.au\)](http://unisa.edu.au)

## PART 1: STUDENT DETAILS

Student ID	
First Name	
Last Name	

## PART 2: SUPERVISORY PANEL DETAILS

Proposed role in panel	First Name	Last Name
Principal Supervisor		
Co-supervisor		
Co-supervisor		
Associate Supervisor		
End-user Advisor		
Research Degree Coordinator (RDC)		

## PART 3: MEETINGS WITH KEY PERSONNEL

<input type="checkbox"/>	Principal Supervisor:
<input type="checkbox"/>	Co/Associate Supervisor(s):
<input type="checkbox"/>	Research Degree Coordinator:
<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 / Home campus and local area accommodation	Research Administration Officer (or equivalent)	Student enrolment letter	
MyUniSA	Research Administration Officer (or equivalent)	Student portal	
Student Research Portal	Research Administration Officer (or equivalent)	My Research link from student portal	

## PART 4: GENERAL INFORMATION - Continued

Area of information	Person responsible	Location of information	Date completed
ORCID registration From 2019, commencing students are required to create an ORCID iD, or connect your existing ORCID with UniSA.	Student	<a href="#">Home - ORCID - Guides at University of South Australia (unisa.edu.au)</a> > ORCID for Research Degree Students	
Research Integrity Training (mandatory)	Student	<a href="#">Research Integrity Learn Online</a>	
Organisational structure relevant to research degree students at UniSA	Supervisor(s)		
Occupational Health, Safety, Welfare, and injury Management Policy	Supervisor(s)	<a href="#">C 6 - Health safety and injury management - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
Complete OHSW Induction-OHSW23	Supervisor(s)	<a href="#">Safety and Wellbeing Induction - People, Talent and Culture - Intranet - University of South Australia (unisa.edu.au)</a>	
Ethics requirements	Supervisor(s)	<a href="#">Research ethics - Research - University of South Australia (unisa.edu.au)</a>	
Financial support and resources available to undertake the research program	Supervisor(s)	<a href="#">AB-58-AD1 Minimum Resources for Research Degree Students - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
Research proposal requirements	Supervisor(s)	<a href="#">guidelines3-researchproposals-2018.pdf (unisa.edu.au)</a>	
Planning and Reviews of Progress	RDC	<a href="#">Reviews of Progress - Intranet - University of South Australia (unisa.edu.au)</a>	
Conditions of Candidature and responsibilities	RDC	<a href="#">AB-58 Research Degrees - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>  Letter of offer: <a href="#">Commencing Students - Intranet - University of South Australia (unisa.edu.au)</a>	

## PART 4: GENERAL INFORMATION - Continued

Area of information	Person responsible	Location of information	Date completed
Scholarship Conditions (if applicable)	Supervisor(s) RDC	Letter of Offer/ Student agreement: <a href="#">Scholarship Benefits and Conditions for Domestic Students</a>  <a href="#">Scholarship Benefits and Conditions for International Students</a>	
Special conditions (e.g. sponsorship/ industry etc)	Supervisor(s) RDC	Letter of sponsorship/ Industry conditions etc (you must be aware of any special terms and conditions so that these can be managed appropriately)	
Leave provisions	Supervisor(s) RDC	<a href="#">Student Forms - Intranet - University of South Australia (unisa.edu.au)</a>	
Australian Code for the Responsible Conduct of Research and other Codes and relevant policies	RDC	<a href="#">AB-58 Research Degrees - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
University Activities Policy (Intellectual Property Guidelines)	RDC	<a href="#">Res 22 - Intellectual Property: Ownership and Management Policy - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
Authorship Policy	RDC	<a href="#">Res 12 -Authorship Policy - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
Plagiarism	RDC	<a href="#">AB-58-AD3 Research Misconduct - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	
Equal Opportunity and Sexual Harassment policies	RDC	<a href="#">C 2 - Equal opportunity - Policies and Procedures - Intranet - University of South Australia (unisa.edu.au)</a>	

## PART 5: RESEARCH PROPOSAL REQUIREMENTS

Under the [AB-58 Research Degrees - Policies and Procedures - Intranet - University of South Australia \(unisa.edu.au\)](#), 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:	

## PART 5: RESEARCH PROPOSAL REQUIREMENTS - Continued

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

Commencing research degree students should familiarise themselves with the Enhancement of Doctoral Graduate Employability (UniSAEDGE) framework. UniSAEDGE provides a platform that enables students to understand their current knowledge, skills and experience and to record future research education experiences. UniSAEDGE then enables students to develop a training plan from among a suite of training options provided by the University including from the Academic Unit level, the university-wide level, and from the Australian Technology Network (ATN). Future research education activities should be documented and discussed as part of the candidature planning and review process. The training plan will be reviewed at regular intervals during meetings between the research student and supervisor and other activities assessed as the need and opportunity arise.

Helpful links:

[Introduction to UniSAEDGE](#)

[EDGE<sub>x</sub>](#)—Plan, find, book and record research education activities and experiences.

## 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.

<b>Student signature</b>		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.

<b>Principal Supervisor signature</b>		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 Academic Unit/ Institute/Centre.

<b>Research Degree Coordinator signature</b>		Date
--	--	------