Induction Checklist for Research Supervisors.

A summary of issues all new postgraduate research students should be informed of as part of their initial induction to the University.
# Induction Checklist for Research Supervisors

This checklist is provided as an *aide mémoire* for research supervisors when inducting new students into the University. Not all of the following will be applicable to all new research students. However, supervisors should ensure that the requisite information has been provided to the new student and the relevant procedures have been followed.

## First Supervisor

- Name and contact details
- Date of first supervisory meeting and frequency of further meetings during first six months of research (every 4-6 weeks for full-time students)
- Responsibilities of the student relating to supervisory meetings
- Copies and explanations of forms/records to be completed
- Set target date for Confirmation Review

## Second Supervisor

- Name and contact details
- Date of first supervisory meeting and frequency of further meetings during first six months of research (every 4-6 weeks for full-time students)
- Responsibilities of the student relating to the Doctoral Development Programme
- Copies and explanations of forms/records to be completed, e.g. Training Needs Analysis, DDP registration

## Supervisory Team (Other Contacts)

- Name and contact details of other members of supervisory team, e.g. Personal Tutor, Postgraduate Tutor (or equivalent) and outline of their roles
- Date of first meeting and explanation of how the supervisory team will work with the student
- Name and contact details for the Head of Department

## Publications

- Code of Practice for Research Degree Programmes
- Departmental handbook for postgraduate research students
- Health and Safety Code of Practice (either printed format or from the web)
Registrations and Events

- University registration for new students
- Information session for new research students
- DDP registration
- Registration with the University Health Service
- UCard
- CiCS registration for computer passwords/email account, etc
- Session on copyright and avoidance of unfair means in theses (offered by the University Library)

Departmental and University Resources & Requirements

- Explanation of what the Department expects from the student
- Opportunity for the student to discuss any expectations they may have
- Explanation of the importance of good academic practice and avoiding the use of unfair means (e.g. plagiarism)
- Introduction to Staff/Student Committees and the chance to be a representative on central University committees
- Explanation of procedures for Confirmation Review
- Departmental workspace and equipment
- Departmental and University library facilities
- Departmental and University computing facilities
- Departmental safety procedures
- Discuss requirements for ethical approval and vaccinations (if required)
- Graduate Research Centre facilities
- The Union of Students, including Student Advice Centre
- Immigration advice provided by International Student Support (where appropriate)
- Introduction to the English Language Teaching Centre (which offers free writing advisory service to both home and international students) and the Modern Languages Teaching Centre.
- Details of other University welfare departments, e.g. SAMHS, Counselling Services, Disability and Dyslexia Support Service

Social and Networking Opportunities

- Details of mentoring scheme, if available
- Details of opportunities for new students to meet other research students and staff
- Details of opportunities that exist for students to share experience and understanding beyond their own study area
- Information on Researcher Community events and PGR forums:
  www.sheffield.ac.uk/rs/postgraduate-research/community