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THE UNIVERSITY
OF QUEENSLAND
School of Pharmacy

Principal Advisor Checklist
Commencing Research Higher Degree Candidate

> University research training involves the active participation of both staff and students. The task of ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the institution, its academic staff, and students, all have legitimate expectations of each other.

Prior to the candidate commencing

☐ Inform the candidate, prior to enrolment, of all financial arrangements which might affect them and the proposed project. These could include external grant funds that will support the research and factors that might impact on funding continuity.

☐ Inform the candidate, prior to enrolment, of the implications that third party involvement might have for the candidate's project. These could include, for example, the rights of the third party, the level of commitment the third party has to continuance of the project, and the effects of the withdrawal of the third party during the course of the project.

☐ Assess the candidate's risk of acquiring HIV/Hepatitis C whilst undertaking the proposed project. Inform the candidate, prior to enrolment, of the level of risk associated with the proposed project. You **must** complete the risk assessment form if the candidate will be working with affected samples etc when the candidate commences to ensure they are covered by the University's insurance. The form is available from the Research and Postgraduate Students Officer.

☐ Discuss obtaining ethical clearances for the candidate's proposed project, if appropriate.

First Day

☐ Advise the candidate the location of: your office, associate advisor's office, laboratories, school's main office, photocopy room, tea room, their pigeon hole, toilets, refectory, ATM, library and any other useful facility they may require on the first day.

☐ Complete the Key Allocation form. Identify which rooms the candidate will be required to access. Please note that a $50 deposit for each key will be required from the student. This deposit will be returned to the student when they hand in their keys at the end of their candidature. (Form is available from the School's FAQ website)

☐ Discuss with the candidate the nature and scope of the research they will be performing, relevant literature sources and methodology, and the expected standard of research, analysis, writing and presentation.

☐ Complete student registration, in conjunction with the Research and Postgraduate Students Officer. Please check which forms are required for individual students before completing. *(Forms are available from the UQ Graduate School website http://www.uq.edu.au/grad-schoo/l, then follow the link to Forms.)*

  ☐ *Application for Admission and Enrolment*
  ☐ *Proposal for a Research Project*
  ☐ Curriculum Vitae (CV)
  ☐ Certified academic records and degree certificates
  ☐ *School Recommendation on an Application for Admission and Enrolment*
  ☐ *Enrolment in Additional Courses*
  ☐ *Recommendation on Shared EFTSU*

☐ Check that the candidate has met with the Postgraduate Coordinator

☐ Arrange an introduction with Associate Advisors, other RHD students in your research team, research assistants/officers etc that the candidate will be studying/working with.

☐ Advice the Research and Postgraduate Students Officer which research email group/s the candidate should be included in via email.

☐ Inform the candidate it is compulsory that they attend the School seminar series.

First Week

☐ Provide specific advice, instruction and training in occupational, health and safety for the candidate to participate fully in their research activities. A general overview will be undertaken by the candidate through completion of the Queensland Government Workplace Safety Sense program and certificate. The candidate is also required to read the Occupational Health and Safety in the Laboratory (Postgraduate Students Edition) document. They should complete and sign (in conjunction with yourself) the Postgraduate Student Safety Declaration Form and return it to the Research and Postgraduate Students Officer. The OH&S document is available from http://www.uq.edu.au/ohs/Postgrads.pdf , however a hardcopy will be provided to your candidate as part of the induction package.

☐ Inform the candidate at the time of enrolment of intellectual property, confidentiality and authorship considerations and how these matters will be handled in the event that candidature is terminated, the student changes supervisor, school or university, or the student withdraws from candidature.

☐ Provide advice on correctly completing their laboratory notebook and ensure that it is maintained at all times. Liaise with the candidate to make arrangements for their laboratory notebook to be signed by you on a regular basis. The School recommends at least once per week.

☐ Encourage the candidate to seek advice from the UQ Union Legal Service on intellectual property

☐ Encourage the candidate to attend UQ Library classes as appropriate, including EndNote and Database Searching. http://www.library.uq.edu.au/

☐ Plan for the candidate's confirmation. Provide an overview of specifically what will be required and when it will be due. Set regular meetings to discuss the candidate's progress. Please also read the School of Pharmacy "Confirmation of Candidature" documentation. http://www.uq.edu.au/pharmacy/

☐ Be aware of what the candidate will be required to undertake in order to comply with the University's rules and policies (available from www.uq.edu.au/grad-school)

**The School of Pharmacy encourages you and your candidate to
refer to the following useful weblinks:**

- School of Pharmacy website, particularly "For current students", "Seminar Series", "LEAD Programs"   http://www.uq.edu.au/pharmacy
- UQ Graduate School: http://www.uq.edu.au/grad-school
- UQ Union: http://www.uqu.uq.edu.au/
- UQ Library: http://www.library.uq.edu.au/