

HDR Induction Checklist 2024



Induction checklist for HDR students 2024

Before you start:

- Accept your offer
- Activate your [email account](#)
- Agree on your start date with your supervisor
- Complete your enrolment on the agreed start date

First month:

- Meet your supervisory panel and [set expectations](#)
- 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](#)
 - [UTS's Research Policy](#)
 - [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-and-supervision-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-research-students/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-research-students/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-research-students/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-research-students/policies-guidelines-and-forms/hdr-online-forms>