



## Higher Degree by Research Student Induction Checklist

This checklist is designed to help you have the best possible start and ensure you are aware of the necessary processes and/or procedures for you to integrate into the School as quickly and smoothly as possible. Review and discuss the checklist with your supervisor(s) during your first few weeks of arrival.

### Getting you settled

Step 1: Enrol at the Graduate Research School (GRS) in Hackett Hall in person and complete the enrolment form provided by the GRS

Step 2: Contact your supervisor(s) and your Graduate Research Coordinator (GRC) to inform your enrolment [postgraduate.uwa.edu.au/contact/coordinators](https://postgraduate.uwa.edu.au/contact/coordinators)

Step 3: Activate your Pheme account ([student.uwa.edu.au/learning/it/pheme](https://student.uwa.edu.au/learning/it/pheme)), UWA email account and internet access ([its.uwa.edu.au/student](https://its.uwa.edu.au/student))

### Getting you started

Obtain your UWA campus card [campuscard.uwa.edu.au/obtain-card/students](https://campuscard.uwa.edu.au/obtain-card/students)

Desk/workspace/Laboratories (contact your supervisors(s) for assistance)

Computer hardware, software and printer connectivity (contact [it-science@uwa.edu.au](mailto:it-science@uwa.edu.au) for assistance)

Attend the University Welcome and Induction hosted by the GRS. Register here [postgraduate.uwa.edu.au/students/induction/postgraduate-welcome-form](https://postgraduate.uwa.edu.au/students/induction/postgraduate-welcome-form)

Complete the online Health and Safety induction [safety.uwa.edu.au/induction-and-training/online-health-and-safety-induction-for-students](https://safety.uwa.edu.au/induction-and-training/online-health-and-safety-induction-for-students)

Consult information on the ethical conduct of research [governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP12/25](https://governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP12/25)

Consult the confidentiality and intellectual property issues associated with your research [postgraduate.uwa.edu.au/students/thesis/ip](https://postgraduate.uwa.edu.au/students/thesis/ip)

Complete the online Academic Conduct Essentials unit [student.uwa.edu.au/learning/resources/ace](https://student.uwa.edu.au/learning/resources/ace). ALL postgraduate students must complete this.

Read the policies and rules regarding graduate study at UWA [postgraduate.uwa.edu.au/students/policies](https://postgraduate.uwa.edu.au/students/policies)

Read discipline specific guides and follow discipline specific information sent via email

Check regularly the GRS website [postgraduate.uwa.edu.au](https://postgraduate.uwa.edu.au)

Check the Postgraduate Almanac - a comprehensive guide to postgraduate life at UWA [postgraduate.uwa.edu.au/students/?a=68625](https://postgraduate.uwa.edu.au/students/?a=68625)

Check the seminars and workshops available through the GRS [postgraduate.uwa.edu.au/students/resources](https://postgraduate.uwa.edu.au/students/resources)

Contact UniPark if you need student parking [transport.uwa.edu.au](https://transport.uwa.edu.au)



Visit the Student Services website to see what is available  
[student.uwa.edu.au/contact#studentsupport](http://student.uwa.edu.au/contact#studentsupport)

Meet with other postgraduate research students – join LACE  
([student.uwa.edu.au/learning/studysmarter/writesmart/lace](http://student.uwa.edu.au/learning/studysmarter/writesmart/lace)), join a UWA Guild social or sporting club ([myuwastudentguild.com/clubs-societies](http://myuwastudentguild.com/clubs-societies)), or attend a PSA event ([uwastudentguild.com/about/departments/psa](http://uwastudentguild.com/about/departments/psa))

**What you are expected to do over the next nine months**

Meet regularly with your supervisor(s) to develop a research proposal

Obtain approval for your research proposal

Submit ethics approval (if required) [research.uwa.edu.au/staff/human-research/approvals](http://research.uwa.edu.au/staff/human-research/approvals)

Check candidature milestones regularly [studentadmin.uwa.edu.au/welcome/student\\_connect](http://studentadmin.uwa.edu.au/welcome/student_connect)

**Who can help?**

If you have questions during your candidature:

- About administrative issues – contact your Academic Services team, GRC ([postgraduate.uwa.edu.au/contact/coordinators](http://postgraduate.uwa.edu.au/contact/coordinators)) or Candidature Officer ([pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au))
- About academic issues – contact your supervisor(s)
- About finance/purchasing issues – contact [purchasing-fsci@uwa.edu.au](mailto:purchasing-fsci@uwa.edu.au)
- About IT issues – contact [it-science@uwa.edu.au](mailto:it-science@uwa.edu.au)
- About other issues or concerns – contact your supervisor(s) or GRC in the first instance

**Useful web links to bookmark:**

Graduate Research School page: [postgraduate.uwa.edu.au](http://postgraduate.uwa.edu.au)

Graduate Research School forms page: [postgraduate.uwa.edu.au/schools/forms](http://postgraduate.uwa.edu.au/schools/forms)

University contact directory: [directory.uwa.edu.au](http://directory.uwa.edu.au)

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Student Name:	Student number:
School:	Enrolment date:
Supervisor(s):	

**Return to Academic Services team for File**