

## ATTACHMENT 4

### FIRST INTERVIEW BETWEEN THE SUPERVISOR AND THE STUDENT – FIRST INTERVIEW CHECKLIST

At the first meeting, the Supervisor and Honours Candidate should discuss the *Management of Research Candidature in Bachelor Honours Degrees Policy* with particular reference the responsibilities of the Principal Supervisor and the student. The student and Principal Supervisor should come to an agreement on the items listed below:

#### Objectives and Key Contacts:

- Honours research program objectives.
- Details of key contact people within the School or Discipline area, including the Associate Dean (Research).

#### Role of supervisors and students:

- The duration, location and timing of future meetings
- The structure of future meetings and the responsibilities of the candidate and supervisors.
- Processes for submission of work e.g. whether material should be submitted before meetings.
- Whether to keep a diary of meetings or another method of record keeping.

#### Key Dates & Schedule:

- A broad timetable for the complete thesis showing key milestones and any foreseen intervening matters such as required coursework or fieldwork.
- Oral presentations.
- Timetabling of the ethics application.
- Submission for examination of Thesis or Research Project.

#### Training, resources, support services for Honours students:

- What access to equipment, study space, computer/software, access to email and funds is available to the candidate from the School? Where these are and will be available? Are there any likely resource implications?
- Is there any financial or material assistance?
- If training is required then an agreed timetable for completion to be negotiated

- Which research centre would be most closely affiliated with this research?
- What services/resources can the School offer?
- What services/resources can SSC and Scholarships Office offer?
- Contact details of the Student Support Offices (Student Services), School support officers and Librarian.
- Prizes, scholarships and grants.
- What other services are available from the University?

**Policies – How do the following influence the research being undertaken?**

- Australian Code for the Responsible Conduct of Research
- IP Intellectual Property Policy and the consequences candidate's research
- OHS and Ethics Policies (Human, Animal and Bio-Safety) and risk assessment requirements
- Authorship and Plagiarism
- Grievance Procedures as outlined above.