

## FIRST INTERVIEW CHECKLIST

### First interview between the Honours Supervisor and Student

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At the first meeting, the Supervisor and Honours Student should discuss the Admission/Enrolment and Academic Progress Rules/the Honours Supervision Guideline and the Responsibilities of Bachelor Honours Students Guideline with particular reference to the responsibilities of the Principal Supervisor and the Honours Student. The Honours 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 Student**

- ☐ The duration, location and timing of future meetings.
- ☐ The structure of future meetings and the responsibilities of the Honours Student 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 and 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 the 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 Honours Student 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 Hub, the Academic Skills Centre, relevant School 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](#)

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- ☐ [Intellectual Property Policy](#) and the consequences of the research
- ☐ [WHS](#) and [Conducting Research with Integrity](#) Policies (Human, Animal and Bio-Safety) and risk assessment requirements
- ☐ [Authorship, Publishing and Peer Review Guidelines](#)
- ☐ Grievance Procedures, noting the [Complaints Policy](#) and the [Responsibilities of Bachelor Honours Students Guideline](#)
- ☐ [Academic Misconduct Rules for Students](#), noting Clause 7.4 regarding Bachelor Honours Students