

## PhD CHECKLIST FOR CSSE INDUCTION

*Name:*

*Student number:*

*Candidature:* PhD

*Coordinating supervisor:*

*Date of induction interview:*

Item	Responsibility	Conf.	Date
Have you Enrolled (@Graduate Scholarships Office)?	SELF	Yes / No	
Do you have your student card?	SELF	Yes / No	
Has your student card been activated for access to CSSE	School Manager	Yes / No	
Have you had a Safety Induction at the School?	School Manager	Yes / No	
Have you had a CSSE website walkthrough?	School Manager	Yes / No	
Have you had your induction tours of the building and of UWA?	School Manager	Yes / No	
Have to had an official meeting with your Supervisor since arriving?	Supervisor	Yes / No	
Have you had a meeting with the Postgraduate Coordinator?	PG Coordinator	Yes/No	
Are you aware of your short term deadlines with regards your research project?  (specifically Postgraduate Proposal deadlines & confirmation of candidature)	Supervisor	Yes / No	
Do you know who to go to for administrative matters in your School?	School Manager	Yes / No	
Have you made arrangements for securing a suitable computer for you research needs?	Supervisor / Computing Support	Yes / No	
Do you have a fixed seating location in the School and the necessary access (keys, etc.)	Supervisor	Yes / No	

Do you have your password for the photocopy machine?	Accounts Officer	Yes / No	
Have you been issued with stationery?	Admin Officer		
Have you activated your school email account?	Computing Support	Yes / No	
Have you been assigned a Postgraduate mentor?	Postgraduate Coordinator/ Supervisor	Yes /No	
Have you made arrangements to read the book 'How to Get a PhD'? Excellent for all PhD aspirants	School Manager	Yes / No	
Are you aware of the Short Courses you should attend? Please check following website for 'Research Skills' workshops  <a href="http://www.postgraduate.uwa.edu.au/events">http://www.postgraduate.uwa.edu.au/events</a>	SELF	Yes / No	
Are you aware of the Graduate School Induction? Please check for when the next one is being held	SELF	Yes / No	
If you are an International Student, have you made arrangements to meet the Graduate Education Officer ? Dr Krystyna Haq (3783)	SELF	Yes/No	
Finally, do you have any queries that you would like answered ?			

\* Note, this list should be completed within 1 week of arrival

Completed By: \_\_\_\_\_

Student :

Email Address:

Room Number:

Phone Number:

Confirmed By: \_\_\_\_\_

Supervisor:

Confirmed By: \_\_\_\_\_

Postgraduate Coordinator