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| **ECMS New HDR Student Induction Checklist** | |
| **Student Details** | |
| **First Name:** | **Student ID No.:** |
| **Last Name:** | **School / Centre:** |
| **University of Adelaide Email:** | |
| **Principal**  **Supervisor:** | **1st Day Appointment**  **with Supervisor:** |
| **Buddy (if nominated by Supervisor):** | |
| **A comprehensive guide to your induction and useful resources are also available online – please visit:**  [**ecms.adelaide.edu.au/study-with-us/student-support/information-for-hdr-students**](https://ecms.adelaide.edu.au/study-with-us/student-support/information-for-hdr-students) | |

| **Description** | **Details** | **Done** |
| --- | --- | --- |
| **First week** | * Complete online enrolment form (emailed to you by AGC) |  |
| * Complete local induction with School Office Administrator |  |
| * Meet with your Supervisor |  |
| * Complete Supervisor Checklist items including HSW overview and induction items (ongoing) |  |
| * Set up your workstation |  |
| * If you are completing a Master of Philosophy with coursework, please check with the **Learning** **Support Officer** in your school for the online course enrolment process |  |
| **One week after commencement**  [**HDR Induction program**](https://ecms.adelaide.edu.au/study-with-us/student-support/information-for-hdr-students/new-hdr-student-induction-program) | * Arrange your student ID card (once your enrolment has been processed and confirmed by AGC) |  |
| * Familiarize yourself with the Adelaide Graduate Centre website <https://www.adelaide.edu.au/graduatecentre/> |  |
| * Complete the **Adelaide Graduate Centre (AGC) online induction program** |  |
| * Complete **HSW Induction Program** as per the ECMS intranet   <https://ecms.adelaide.edu.au/hsw/induction#higher-degree-by-research-hdr-students> |  |
| * Access useful training courses and tours available |  |
| * Register your Orcid ID |  |
| * Create your Research Profile and add your photo |  |
| * Plan regular meetings with your Supervisor in MS Outlook |  |
| * Meet your Post Graduate Coordinator PGC |  |
| **One month after commencement** | * Complete your **Careers and Research Skills Training (CaRST) skills assessment** |  |
| **6 months after commencement** | * Complete your **Core Component of the Structure Program (CCSP)** with your Supervisor, review your training progress and skills development plan and confirm your research focus. |  |
| * Please present the completed Supervisor Checklist to your PGC at **CCSP review**. |  |