Sample Checklist for Master's Candidates and their Research Supervisors

Candidate's name: …………………………….… Department: ……………………………………………….

Degree programme: ……………………....... Research Supervisor: …………….……………………

On admission:

1. ___ The candidate is aware of the information on the Master's website (https://www.otago.ac.nz/graduate-research/study/researchmaster/index.html)

2. ___ The regulations for Masters' theses have been discussed with the candidate

3. ___ It is strongly recommended that a Student-Supervisor Agreement is completed (see a template that can be adapted at http://www.otago.ac.nz/graduate-research/policies/index.html#Masters).

   If this agreement is not completed, then the following aspects should be discussed:

   a. ___ Ethical approval for the proposed topic

   b. ___ If applicable, the appropriate steps to obtain ethical approval have been followed

   c. ___ The PVC has approved the topic of the thesis (any changes to the topic must be approved by the PVC before work commences)

   d. ___ Responsibilities of a research supervisor

   (https://www.otago.ac.nz/administration/policies/otago713531.html)

   e. ___ Candidate's responsibilities

   f. ___ University policy on intellectual property

   (https://www.otago.ac.nz/administration/policies/otago003228.html)

   g. ___ University policy on ethical behaviour

   (https://www.otago.ac.nz/administration/policies/otago003161.html)

   h. ___ Responsible practice in research

   (https://www.otago.ac.nz/administration/policies/otago003211.html), including

   the University policy on academic integrity

   (https://www.otago.ac.nz/administration/policies/otago116838.html)

   i. ___ Normal duration of the course

   j. ___ Whether formal progress reports will occur (eVision will trigger these every 6 months)

   k. ___ Sources of help in the event of problems (supervisor, Postgraduate Coordinator, HoD,

   Associate Dean-Postgraduate, Graduate Research School (GRS), Academic Coach in GRS,

   Library etc.)

   k. ___ Presentation of the thesis or research report

   l. ___ Possible sources of research funding

4. ___ Information pertaining to the candidate will be filed in eVision (e.g. a Student-Supervisor Agreement) and possibly by paper

Ongoing:

1. Meeting the University's expectations regarding the responsibilities of supervisors and candidates

2. Filing of relevant documentation on the candidate's file (eVision and possibly by paper)

3. Maintaining a supervision diary (containing, for example, notes concerning the formulation of the topic, the progress of drafts, the nature of the response to them, and guidance of the project)

On submission:

1. ___ Postgraduate Publishing Bursary application has been completed (if applicable)

2. ___ Title of the thesis has been approved by the PVC

3. ___ Internal and external examiners have been nominated (the supervisor should not be an examiner) and approved by the PVC

4. ___ The thesis has been checked for unintentional plagiarism using Turnitin (available in the Blackboard GRS Turnitin 'course')

5. ___ The supervisor and candidate have discussed the thesis and agree that it is ready for submission

6. ___ Digital format for examination and a thesis declaration form