



School of Pharmacy
He Rau Kawakawa

Postgraduate Student Handbook 2024



Pharmacy
at Otago.

POSTGRADUATE



Te Whare Wānanga o Ōtāgo
NEW ZEALAND





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INTRODUCTION

This handbook is designed to provide information that you will need throughout the time you will spend completing your postgraduate study in the School of Pharmacy.

It provides basic information on things you need to know and directs you to places to find out more about many of the topics. You will only be given this Handbook when you enter a postgraduate programme, so please keep it for reference during your time here.

While all reasonable efforts have been made to ensure that the information contained herein is correct at the time of going to press, matters covered by this publication are subject to change.

The School of Pharmacy reserves the right to introduce changes as needed.
(including addition, withdrawal or restructuring of papers and programmes).

Please ask the School of Pharmacy staff if you require any further information and please let us know of any topics you think would be helpful to include.

Enjoy your studies.

STAFF CONTACTS

School of Pharmacy
Adams Building, 18 Frederick Street Dunedin
PO Box 56
Dunedin 9016

Telephone: +64-3-4797275
Website: www.otago.ac.nz/pharmacy

To contact any of the staff members below using an outside telephone line, dial 479 then the extension number.

To make an outside phone call – dial 1 – followed by the number.
In an emergency phone 1-111

For an up-to-date staff list see the Pharmacy website: www.otago.ac.nz/pharmacy

Academic Staff you may need to be initially familiar with

Dean

Professor Carlo Marra	pharmacy.dean@otago.ac.nz	Room 715
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Associate Dean – Postgraduate

Associate Professor Alesha Smith	alesha.smith@otago.ac.nz	Room 507
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Associate Dean – Research

Professor Shyamal Das	shyamal.das@otago.ac.nz	Room 616
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Seminar Co-Ordinator

Dr Mudassir Anwar	mudassir.anwar@otago.ac.nz	Room 613
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General Staff

Administrative Staff you may wish to be familiar with

Maggie Jenkins	Postgrad and Research Administrator pharmacy.research@otago.ac.nz pharmacy.postgrad@otago.ac.nz	Room 718 03 4795129
Andy Coburn	Manager Divisional Services and Administration andy.coburn@otago.ac.nz	Room 709 021 2791677
Lisa Head	Lead Administrator, Divisional Services and Administration lisa.head@otago.ac.nz	Room 717 021 279 0563

TBC

Dean support
pharmacy.dean.support@otago.ac.nz

Room 716

TBC

Receptionist
pharmacy.reception@otago.ac.nz

Room 718

Technical Staff you may need to be familiar with

Head Technician

Blake Gibson

blake.gibson@otago.ac.nz

Room 606
02108345574

Keith Duthie

Research and teaching IT support
keith.duthie@otago.ac.nz

Room 609

Sara De La Harpe

Instrument and Development Technician
sara.delaharpe@otago.ac.nz

Room 704

For an up-to-date staff list see the Pharmacy website: www.otago.ac.nz/pharmacy

Location of School's Rooms & Laboratories

4th Floor	
404a	Postgraduates write up room
404b	Postgraduates write up room
404c	Research Staff office
406a	Medicinal Chemistry laboratory
406b	Postgraduates write up room
407	Laboratory Technician office
408	Pharmaceutical Sciences teaching laboratory
409	Postgraduates write up room
411	Cell Culture laboratory
412a	Research laboratory
412b	Postgraduates write up room
415/417	Pharmaceutical Sciences research laboratories
418	Staff office
419	Staff office
420	Staff office
421	Staff office
5th floor	
504	Postgraduates write up room
505	Staff office - Professional Practice Fellows
505b	Staff office
505a	Staff office
506	Staff office
506a	Staff office
507	Staff office
508	Pharmaceutical laboratory (Instrument room)
509	Pharmaceutical laboratory (Instrument room)
510	Pharmaceutical Sciences laboratory
512a	Pharmacy Student study area
512b	Cell Culture laboratory
513	Pharmacy Practice Virtual Laboratory (VPPL)
514	Techs office
515	Prep/storage room
518	Meeting Room/Pharmacy Practice teaching room
520a	Staff office
520b	Staff office
520c	Staff office
521	Staff office
522	Staff office
523	Staff office
524	Particle Characterisation laboratory
6th floor	
605	Postgraduates write up room
605a	Staff office
606	Head Technician Office
609	Pharmaceutical Sciences teaching laboratory
609a	Teaching and Research IT Support

610	Pharmaceutical Sciences research laboratory
611	Staff office
612	Staff office
613	Staff office
614	Clinical Science research laboratory
615	Pharmaceutical Sciences research laboratory
616	Staff office
617	Staff office
618	Staff office
619	Staff office
7th floor	
704a	Staff office
705	Pharmaceutical Sciences research laboratory
708	Postgraduates write up room
709	Manager, Divisional Services and Administration/ Finance Associate
710	Staff office
711	Staff office
712	Staff office
713	Seminar room
714	Staffroom
715	Dean's office
716	Staff office (Dean Support)
717	Staff office (Lead Administrator)
718	Reception
8th floor	Storage

Use of English

English is the language of instruction in all parts of the University of Otago, including the School of Pharmacy. The ability to communicate effectively in English is one of the essentials of any student working in this country, hence the strong emphasis placed on communication skills throughout the programme. We do understand that not all our students have English as their first language and understand that some may wish to use a more familiar language when they are in discussion with other similar students in a close working environment. We have noted, however, that this practice has hindered students in their efforts to become confident in their ability to use the English language in social, academic, or professional settings. Consequently, we strongly discourage students from using any language other than English within the School of Pharmacy. This should be adhered to in the staffroom especially.

Plagiarism

Students should make sure that all submitted work is their own. Plagiarism “is a form of dishonest practice. Plagiarism is defined as copying or paraphrasing another's work, whether intentionally or otherwise, and presenting it as one's own” (see the University of Otago Calendar). In practice this means plagiarism includes any attempt in any piece of submitted work (e.g. an assignment or test) to present as one's own work the work of another (whether of another student or a published authority).

Please see the University of Otago website <https://www.otago.ac.nz/study/academicintegrity/plagiarism> for more information.

General Rules of Conduct

A. Within the University

Students are expected to have read the General Regulations Section in the University of Otago Calendar.

B. Within the Laboratories

Laboratory safety is greatly dependent on all personnel (staff and students) acting in a responsible manner and being conscious of the hazards in their working environment.

Rules for good conduct are:

1. Ensure that personal clothing is suitable to the laboratory conditions. Always wear a clean white laboratory coat. Do **not** wear jandals or open sandals in the laboratory; non-slip footwear is preferred.
2. Always wear eye protection in chemical laboratories (Note: the wearing of contact lenses is not a substitute for normal eye safety protection).
3. Do not run in the laboratory or along corridors.
4. Always open and close doors carefully when entering or leaving the laboratory.
5. Do not handle or consume food or drink in the laboratory.
6. If your hair is long, keep it tied back during laboratory sessions.

7. Do not mouth pipette liquids under any circumstances.
8. Prior to working with a substance that may be hazardous:
 - find out what the hazards of that substance or material are,
 - understand what safety precautions are necessary.
9. Always use safety carriers for transporting chemicals in glass or plastics with a capacity of 2 litres or greater. Never carry containers of mutually reactive substances at the same time.
10. Always use a fume cupboard when working with highly toxic, volatile, or odorous substances. Use a microbiological safety cabinet when handling pathogens.
11. Never block access to exits or safety equipment. Do not store clothes and bags on the floor of the laboratory or in access corridors. Use the facilities for storage provided.
12. Dispose of special wastes (glass, biological, radioactive, or chemical substances) as per guidelines for that laboratory.
13. Report any incident where a person is harmed and any incident where a person may have been harmed had the circumstances been different. The University is required by law to record such accidents and incidents.
14. Prior to working in a laboratory familiarise yourself with:
 - any specific hazards peculiar to that laboratory,
 - specific safety procedures for that laboratory,
 - the location of safety equipment, emergency procedures, first aid.

USE OF SCHOOL FACILITIES

1. Telephone

The university now uses Teams Calling, in the first instance please call using the team's app if you have been set up for this function.

Otherwise in all other instances please use your personal cell phone.

2. Stationery

Necessity items of stationery will be provided by the school, e.g. lab books, pens, highlighters, and these can be obtained from the stationery cupboard located near the photocopier on 7th floor. The stationery cupboard key can be obtained from reception. These item costs are covered by the supervisor. Accessory items of stationery should be borne by the student. Each postgraduate office area should have a supply of standard items to share, such as stapler, tape, scissors etc. and are not supplied to individual students.

3. Photocopiers

There are photocopy areas located on floors 4-7. Your Student ID is required for any photocopy work to be done; you can contact reception to have printing credit loaded onto your account (if applicable). The photocopy machine is also capable of scanning documents, and these will be directly emailed to your computer. Likewise, you can print to the photocopy machine should you require better quality print outs of any specific work-related materials. Instructions of the use of the photocopier/scanner can be given by the receptionist. paper is supplied to photocopiers and may be obtained also from reception.

4. Mail

Inwards Mail - The University operates an internal mail system. Items labelled with the recipients name and university department is required on all outgoing internal mail. Internal mail can be placed in the mailbox located to the left inside of the main doors of preventive and social or hand to reception. For internal mail please use recycled envelopes or blank envelopes (not the University permit post envelopes).

Inwards mail will be delivered to **staff room mailboxes** under Postgraduate Students. For large parcels or boxes, these will be able to be collected from reception within normal business hours If this should be the case, you will be notified by email for collection.

Outwards Mail – Place in the mailbox located to the left inside of the main doors of preventive and social (this is open Mon-Fri 8:30-4:30).

Courier – Reception can arrange sending items by courier.

Surveys – If you are undertaking a survey as part of your PhD studies, please liaise with reception for instructions on proceeding with this. You will need to order stationery and there are certain procedures to follow regarding the envelope requirements for mail outs.

5. Email and Internet

New students should contact the head technician for support in contacting the appropriate IT services.

The rules for use of the school's computers are simple:

1. Do not install software. If you want software installed see the IT Support Technicians.
2. **Internet use must be work related. Personal use is NOT permitted. This includes reading newspapers, downloading music, and streaming radio stations.**
3. Work on the hard drive of the computer you are using **MUST** be backed up to the file server.
4. Delete files you no longer need to keep.
5. Always have a backup!

6. Staffroom

The staff room on the 7th floor is available for all School of Pharmacy Staff and Postgraduate Students to use and we ask you to respect the facilities.

Please label and date any food you keep in the refrigerator. The Staff Room refrigerator/freezer is cleared out regularly and any unlabeled food will be disposed of in the rubbish.

The Staff Room refrigerator/freezer is not to be used to store samples of any description. Any samples found there will be thrown out without exception. We do not want research samples stored next to our food. Please see the Head Technician should require storage for your research samples.

You may use the Staff Room crockery and cutlery, but please be aware these are resources for all staff and postgraduate students to share. Therefore, **it is imperative that you return crockery and cutlery to their correct place in the cupboards once you have washed and dried the items thoroughly.** Clean tea towels and hand towels are stored in the cupboard underneath the kitchen sink. Please put the dirty towels in the green basket located underneath kitchen sink. If there are no towels left, please let reception know.

We run a weekly roster system for loading/unloading the dishwasher and wiping down the benches in the Staffroom. You will see a calendar located on the fridge - please write your name on this calendar for a week that is spare.

Lab coats are NOT to be worn in the staffroom.

7. Water Cooler

There is filtered water available in the staffroom at the kitchen sink bench. There is also a water cooler located on the 4th floor.

8. ID Cards

Once you are enrolled you must go to the ID card office in the Central Library and obtain your ID Card. You need this to access student email/ Printing and obtain after-hours access to the Adams Building.

9. After Hours Access

Request for after-hours access to the building may be obtained from reception. You must have a current ID card. This is a privilege, not a right, and if you are found to be exploiting this privilege it may be terminated.

During the Christmas/New Year break and the Easter period, the University has a mandatory closure. You will be notified of this via email from the VC's office. Under exception circumstances the Head Technician may grant you permission to use the laboratories and have access to the building over this time (i.e. writing up thesis, important experiments).

10. Keys

Please see personnel at reception for keys to labs and offices. You will also require an 'A' key to access the staffroom area after-hours for the top of the stair area.

11. Car parking

Car parking around the Adams Building is a **tow way area**. Please refrain from parking in any rental car parks around the campus area, 24 hours/7 days per week. These are regularly patrolled by the Property Services office of the University.

OTHER USEFUL INFORMATION

1. Library Resources

The Medical Library is situated in the Sayers Building, fronting Great King Street. There are subject librarians designated to each discipline area. Please make use of this contact for any library query or problem – they are there to help you.

The Subject Librarian contact for pharmacy is:

Thelma Fisher
Academic Liaison Librarian
Medical Library, Sayers Building, Room 104
Direct dial 03 479-7237
Email: thelma.fisher@otago.ac.nz

Make an appointment before you start your research.

- *For personal consultations*
- *Advice on how to access the right resources for your research.*
- *Advice on citation styles and reference management tools to suit your needs.*
- *Provide information on organising, completing, and depositing your thesis.*

Pharmacy Subject Guide has useful tips and research resources specific to your course:
<http://otago.libguides.com/pharmacy>

Managing your References with EndNote

<http://otago.libguides.com/managingreferences/endnote>

EndNote is software that allows you to create a personal “Library” of the references you are using for a paper. You can select references from your library, insert them into the text of your Word document, and automatically create and format your bibliography list in the citation style of your choosing. Free access on the Student Desktop.

2. Harassment

Students should be aware that there is a University of Otago policy on harassment and further information can be obtained through brochures available from the Student Union. The Otago University Students Association can be contacted (03 777 3900) and will advise on counsellors available in specific divisions or departments throughout the University.

There is also information on their student support hub page.

<https://ousasupporthub.org.nz/>

3. Purchasing Research Related Goods

See the Head Technician Blake Gibson in relation to purchasing research related goods.

4. **Casual Work and Tutor/Demonstrating**

Please see the Lead Administrator (Room 717) for Casual Work/Demonstrating. This is available to PhD and PGCertPharm students based in Dunedin assisting with undergraduate programmes.

5. **Representation on Committees**

Opportunities arise for students to take part in formal committees both in the School and the University. Please take the opportunity to become involved in these committees or societies as every experience adds to your CV when you are job seeking.

Examples:

- Committees: Research Committee, CRS student representative

6. **Representative Officers**

Security Officer	Mr Blake Gibson/ Ms Sara De La Harpe
Health & Safety Officer	Mr Blake Gibson/ Ms Sara De La Harpe

7. **OUSA**

There is a strong Otago University Students' Association present on campus. As part of your sundry fees, you may opt to belong to this Association. This will give you access to the Student Recreation Centre and many other extra-curricular activities. Check the website for details.

<http://www.ousa.org.nz/>

8. **Departing Postgraduate Student Checklist**

See attachment form (on last page) which **must be completed** before departing the school of Pharmacy. Please return to the Health & Safety Officer.

INFORMATION FOR NEWCOMERS TO DUNEDIN

The Dunedin City Council has provided a link on their website for newcomers to Dunedin.

<http://www.dunedin.govt.nz/services/newcomer-information>

They have provided information regarding, banking, housing, health, language, community, and the list goes on.



INFORMATION FOR PhD STUDENTS

1. **Enrolment**

PhD Students must enroll every year. You can simply do this by enrolling online through your Student Portal then by clicking on the 'Pick your Papers' link and follow the instructions.

2. **Scholarships**

Scholarships are awarded by the University, external Funding Bodies, and the School of Pharmacy. You will receive these for three years of study. If you have any problems or queries with your payments, please see the Research Administrator.

If you defer from your programme for any period, please let the Research Administrator know of this intention and complete the paperwork required. While on deferral your scholarship payments will cease.

3. **Student Conference Travel Fund**

PhD students \$2,000 is available from the Health Sciences Divisional Office *normally* during your second or third year of study. You must present your research at the conference and a report is required upon returning from the conference.

4. **Employment**

The University expects that full-time candidates will devote the majority of their working time to their studies. It is not recommended that full-time candidates accept employment for more than ten hours per week, on average, over a period of twelve months. When progress is significantly hampered by work exceeding this recommendation, the candidate may be required to reduce work commitments or change to part-time enrolment.

PhD students may have the opportunity of demonstration duties in undergraduate programmes. Please see the Lead Administrator for more details.

5. **Holidays**

You, as PhD students, are expected to work on your PhD, as if it were an employed position. Therefore, the usual hours would be 8:30 am to 5:00 pm, Monday to Friday. However, as workload and laboratory experiments may require working on the premises out of these times, flexibility is given over the hours and days in which you attend the office. This should be discussed with your primary supervisor.

Four weeks leave is permitted per year, although if you wish to extend this time (to allow return to overseas home during the Christmas/New Year holiday period) please discuss this with your primary supervisor. If you are away from the school for an extended period of two weeks

or more, please notify the Research Administrator of your leave dates. This is for information purposes only and not to keep a track of any time away.

6. **Deferral of studies**

Should you find you need a period of leave from study during the course of your programme for personal reasons, formal deferral is required to be applied for. Any time period of 2-12 months duration may be applied for. This should be discussed with your primary supervisor with an amicable decision made. Application is made through your eVision portal.

7. **Fees**

All students will receive an invoice (once enrolled) for sundry fees. Students will be charged this every year. If you start your PhD study halfway through the year you may be charged sundry fees at the full year price, however these should be able to be apportioned at quarter-year although not all parts of the fees can be apportioned. You would need to make enquiries regarding this with the Student Financial Services.

8. **Consumables**

Consumables funding for your project is provided by the School's Research Committee to your primary supervisor on an annual basis during the first three years of your study (on an EFTS apportionment). Any purchasing you require should be first discussed with your supervisor, and then processed using the purchasing system online. If you require any assistance, you should see the Head Technician.

9. **Study off-campus**

During your studies your supervisor may wish you to undertake some research at another University or facility they have collaborations with. You are able to have an overseas placement for up to 12 months. This placement requires approval from the Graduate Research School Dean, and there is a form to complete for this. Check with your Research Administrator for details.

10. **Research Seminars**

As part of your postgraduate studies, it is an expectation that ALL postgraduate students attend the regular research seminars provided in the school, and also encourage students to attend relevant seminars in other Departments. These opportunities enhance your postgraduate experience.

11. **Facilitator**

Once you have been at the school for a few months it will be necessary to settle on a facilitator for your studies. You should select a facilitator soon after starting your PhD. A facilitator should be completely independent of your supervision team.

12. **School of Pharmacy - Processes and criteria for PhD confirmation**

Confirmation is a formal process of assessment for first year PhD students in the School of Pharmacy (SoP). It involves processes implemented by both the School and the University Doctoral and Scholarship office. It provides a means of ensuring that the early phase of research is progressing well and that an adequate foundation of knowledge and skills has been acquired.

A facilitator is required for some aspects of the confirmation process, and the student should select a facilitator soon after starting their PhD. The facilitator is an academic staff member in the

SoP (who is not part of the research project) who also provides advice to the student as appropriate – refer to No.11 above).

Each PhD student will be reviewed by the PhD Advisory Committee in the School, which is responsible for monitoring and assessing student performance. The Committee consists of the Dean, the Associate Dean, Research, two academic staff members (nominated by the Research Committee), and the Research Administrator (Secretary).

All PhD students are required to complete the following tasks within the first year.

1. A research presentation to the Committee.
2. A 6-month progress report for the School of Pharmacy.
3. A separate 6-month progress report for the university.
4. A 1-year progress report for the university.

Research Presentation (6 month)

The Research Administrator will arrange a suitable date for the student to present a research seminar to the PhD Advisory Committee members. The seminar should consist of a **15-minute** presentation outlining.

1. the research question/ problem to be addressed
2. the central aim of the research, including relevance for the advancement of knowledge
3. details of a literature review (if appropriate)
4. proposed methods
5. tasks completed to date
6. proposed future work

There will be question time following the presentation from the Advisory Committee members. This will be similar to an oral viva. The student will be primarily responsible for the presentation; however, the supervisor will be present and will be able to assist with questions after the presentation.

Assessment

The Advisory Panel will evaluate the seminar based on:

1. scientific content (50%)
2. presentation quality (e.g. clear communication of ideas) (20%)
3. handling of questions (30%).

School of Pharmacy 6-month Progress Report

Prior to the due date, the Research Administrator will send each student a School of Pharmacy progress review form. This should be returned directly to the Research Administrator on completion. The content of this form should not be discussed with the supervisor. The primary supervisor is also required to complete a similar progress form.

Assessment

The SoP 6-month progress reports will be assessed by the PhD Advisory Committee. The outcome will be made available to both the student and supervisor after the oral viva. The student is expected to provide evidence of the following (note: these requirements may differ depending on the nature of the project);

- Completion of a critical review of the literature to an appropriate standard
- Mastery of specified technical skills.
- Good communication skills (as demonstrated in the 6-month seminar)
- A sufficient depth of knowledge related to the research area (as demonstrated by the handling of questions during the 6-month seminar)
- Problem solving skills

- A clear outline of future plans, milestones and proposed publishable papers.

The Advisory Committee is responsible for.

- determining if the PhD project has a good chance of successful and timely completion.
- reviewing reports from the student and supervisor.
- interviewing the student and primary supervisor if required (separately or together)
- liaising with the student's facilitator.
- making recommendations for remedial action if necessary.
- preparing a report to the student and supervisor in cases where termination of the PhD is recommended

The University of Otago 6-month Progress Report

Prior to the due date, the Research Administrator will send each student details of the requirements for the Doctoral and Scholarship Office six-month progress report. This is separate from the reports (above) required by the School of Pharmacy. It includes.

1. a self-review
2. a formal progress report
3. a meeting with supervisors and facilitator

The student should meet with his/her facilitator to discuss their progress prior to the meeting, and the facilitator will chair the meeting. The self-review, progress report and meeting scheduling are the responsibility of the student. The facilitator is responsible for the completion of the university progress report form. All paperwork should be returned by the facilitator to the Research Administrator on completion. Consult the University of Otago PhD handbook for further details (<http://www.otago.ac.nz/study/phd/handbook/otago001983.html>)

The University of Otago 1-year Progress Report

As above, for the 6-month report. Note that a university progress report is required yearly until completion.

RESEARCH SEMINARS

The PhD candidate is required to present two seminars during their candidature, at the 12–18-month period and again at the conclusion of the PhD, generally once submitted. The 12–18-month seminar should be arranged through relevant journal club/research group, and the final seminar will be organised by the Seminar coordinator, as part of the school's seminar series.

Sample Checklist for PhD Candidates and Their Primary Supervisors

Candidate's name:

Department: School of Pharmacy

Primary supervisor's name:

Admission Checklist:

1. The candidate is aware of the PhD website (www.otago.ac.nz/study/phd)
2. The PhD regulations have been discussed with the candidate
3. In particular, the supervisor has drawn the candidate's attention to the following aspects:
 - a. Ethical approval for the proposed topic
 - b. If applicable, the appropriate steps to obtain ethical approval have been followed
 - c. Appropriate departmental policies, practices, procedures, and guidelines
 - d. The responsibilities of a research supervisor
 - e. The candidate's responsibilities
 - f. University policy on intellectual property
 - g. University policy on ethical behavior
 - h. Guidelines for responsible practice in research
 - i. Normal duration of the PhD course
 - j. Sources of help in the event of problems
 - k. Presentation of the thesis
 - l. Possible sources of research funding
4. A file has been opened for the candidate (for filing of relevant documentation related to the candidate's thesis and to the supervisor-candidate relationship)
5. The candidate has attended a PhD orientation workshop (these are held regularly by the Student Learning Centre)

Signatures:(supervisor)(date)

.....(candidate)(date)

Ongoing Requirements:

1. Meeting the University's expectations regarding the responsibilities of supervisors and candidates
2. Filing of relevant documentation on the candidate's file
3. Maintaining an electronic 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)
4. Archiving of relevant information that has been stored electronically.

Submission Checklist:

1. PhD Publishing Award Bursary application has been completed (if applicable)
2. The supervisor(s) and candidate have discussed the thesis and agree that it is ready for submission.
3. Your supervisor is responsible for arranging examiners for your thesis; these will be organised without your knowledge.

School of Pharmacy - Departing Postgraduate Student Checklist

Activity	Student	Supervisor
All lab spaces (benches, drawers, cupboards, fridge, and freezer) should be cleaned out ready for new students. Ensure that all samples and chemicals are disposed of appropriately (Check with Head Technician or Purchasing Officer if unsure).		
Apparatus/samples/chemicals used in the Cold Room should be thrown out or re housed as appropriate.		
The -85oC freezers need to be emptied of samples or relabeled. with the Supervisors name if they are to be kept. Records (held in the Store) need to be modified.		
The benches and apparatus (pipettes, glassware etc.) they have used. should be left tidy, clean, and uncontaminated.		
Any ongoing projects should be stored together, with the Supervisor. being informed as to the location.		
Any chemicals/glassware that is not readily required in the laboratory. should be returned to the Store for recycling/reuse by others, and appropriate storage.		
Lab coats and safety glasses should be returned to the Store for recycling/reuse.		
Consumable materials that are left over should be made available to other lab users, or if not readily required, returned to the Store for use by others.		
Write up areas must be left clean and tidy with all paper removed, and books returned.		
Personal laptops with university software installed must be given to the IT Technician to ensure complete removal of the software.		
Return all keys and ID cards to Reception. (Keys to other Departments must be returned to the appropriate department)		

This check list must be completed and initialed by both the student and supervisor **BEFORE** graduation.

This will take a significant amount of time for the completed student to accomplish, however it is very important so new students move into the labs which are ready for use and sets the standard which they should follow. It will also enable us to make better use of the available space and reduce the amount of waste in the school.

Please return completed form to the Health & Safety Officer prior to departure.

Your keys should be returned to Reception, along with your Student ID card.