### Sample Checklist for Masters’ Candidates and their Research Supervisors

Candidate’s name: …………………………………. Department: …………………………………..………

Degree programme:……………………………… Research supervisor’s name: ……………...………….

**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)

j. \_\_\_ Sources of help in the event of problems (supervisor, Postgraduate Coordinator, HoD, Associate Deans Postgraduate, Graduate Research School, Graduate Wellbeing Coach, Student Learning, 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 Master’s research degree support ‘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