

## 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  
(<http://www.otago.ac.nz/graduate-research/study/researchmaster/index.html> )
2. \_\_\_ The regulations for Masters' theses 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. \_\_\_ 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
  - e. \_\_\_ Candidate's responsibilities
  - f. \_\_\_ University policy on intellectual property
  - g. \_\_\_ University policy on ethical behaviour
  - h. \_\_\_ Responsible practice in research, including the University policy on academic integrity
  - i. \_\_\_ Normal duration of the course
  - j. \_\_\_ Sources of help in the event of problems
  - k. \_\_\_ Presentation of the thesis or research report
  - l. \_\_\_ Possible sources of research funding
4. \_\_\_ In addition to an eVision file, a paper file may be opened for the candidate (for filing of relevant documentation related to the candidate's thesis and to the supervisor-candidate relationship)

**Signatures:** .....(supervisor) .....(candidate) .....(date)

### Ongoing:

1. Meeting the University's expectations regarding the responsibilities of supervisors and candidates
2. Filing of relevant documentation on the candidate's file (in eVision and by paper if used)
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 supervisor and candidate have discussed the thesis and agree that it is ready for submission