### 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 Master’s Handbook on the Master’s website

 (*www.otago.ac.nz/study/masters*)

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 plagiarism

 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. \_\_\_ A paper file has been 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 paper file

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)

4. Archiving of relevant information that has been stored electronically and that is not in hard copy format on the candidate’s paper file

**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