

# HDR Supervisor's Checklist for Exiting Students

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- Who must use this checklist:**
- HDR Supervisors (Parts A and B)
  - HDR Students (Parts A and B)
  - Facility Managers (Part B)
- When they must use it:**
- Before each time the Student leaves active research
  - Before any leave of absence (e.g. longer than a month)
  - Before leaving to commence writing
  - Before examination of the thesis
- What they must do with it:**
- Complete it
  - Sign it
  - Keep a record of it
  - Ensure this checklist is completed as part of the Student's Milestone 3/graduation requirements

Note that if the Student is leaving to commence writing, then they can retain all the materials and research information needed for writing, and note it in the checklist for review before thesis submission.

Part A - to be completed by the HDR Student and their Supervisor

Student Information	
Student Name	
Student ID	
Student Contact Phone Number	
Facilities utilised	
Enrolling School	
Course Code (UDC)	
Course Name	
Supervisor Information	
Principal Supervisor Name	
Supervisor Contact Phone Number	

Departure and Return Information		
Are your Student's HDR studies complete?	Yes	No
Will they be returning to Curtin to continue their studies?	Yes	No
Estimated date of return to Curtin to re-commence studies.		

Exit Discussion – for Students completing their studies	
Checklist	Complete
<ul style="list-style-type: none"> <li>Student to organise and attend any final exit discussions with their Director Graduate Studies (DGR).</li> </ul>	

Research Data Management	
<p><i>Any equipment used for the project which was purchased with University funds, including Research Support Funds, remains the property of Curtin and must be returned to the University.</i></p> <p><b>Contacts for assistance:</b>            Data retention and destruction: <a href="mailto:informationmanagementandarchives@curtin.edu.au">informationmanagementandarchives@curtin.edu.au</a>            Data access or data publishing: <a href="mailto:ResearchData@curtin.edu.au">ResearchData@curtin.edu.au</a></p> <p><b>Additional information:</b>            The Curtin Information Management and Archives <a href="#">Managing research data</a> guideline</p>	
Checklist	Complete
<ul style="list-style-type: none"> <li>Determine the minimum retention period of your Student’s research data. These retention requirements can be met by depositing data on the R: drive.</li> </ul> <p><i>Minimum retention requirements quick reference table:</i>  <a href="https://libguides.library.curtin.edu.au/c.php?q=202401&amp;p=1333256#s-lq-box-21330047">https://libguides.library.curtin.edu.au/c.php?q=202401&amp;p=1333256#s-lq-box-21330047</a></p>	
<ul style="list-style-type: none"> <li>Review your Data Management Plan in relation to retention of data by logging into <a href="https://dmp.curtin.edu.au/">https://dmp.curtin.edu.au/</a> and update it where necessary.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure your Student has saved all digital research data to the R drive and ensure you have access to it. More information on R: access: <a href="https://libguides.library.curtin.edu.au/c.php?g=202401&amp;p=1333219#s-lg-box-21330025">https://libguides.library.curtin.edu.au/c.php?g=202401&amp;p=1333219#s-lg-box-21330025</a></li> </ul>	
<ul style="list-style-type: none"> <li>Discuss the storage of all hard copy research data with your Student, ensuring that it is appropriately labelled and is in Curtin’s custody.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure your HDR has deleted or securely destroyed any duplicate data or working copies not belonging to them.</li> </ul>	
<ul style="list-style-type: none"> <li>Receive your Student’s research log books.</li> </ul>	
<ul style="list-style-type: none"> <li>Assist your Student to hand over any research that needs to continue in their absence to whoever will be responsible for it.  <i>(For example, living creatures will need husbandry in their absence, contracted deliverables will need to be delivered)</i></li> </ul>	
<ul style="list-style-type: none"> <li>Have your Student’s access to ‘stand-alone’ or local area networks/drives revoked.</li> </ul>	
<ul style="list-style-type: none"> <li>For software purchased by University funds: ensure Student has appropriately transferred/removed/returned media, documentation and licenses.            This includes removing any home-use software, provided as part of student benefits, from personal devices.</li> </ul>	

## Resources Management

*Over the course of your Student's project, equipment and property may have been purchased with research funds or financial aids, or loaned to the Student by Curtin - ensure that all this Curtin property is returned.*

### **Contact for assistance:**

*Security and access: Your local Facility Manager.*

*Finance and credit cards: Your Transactions Team*

Checklist	Complete
<ul style="list-style-type: none"><li>Assist your Student to check key registers and return any building door/room keys, security device access cards, desk/filing cabinet keys, and locker keys.</li></ul>	
<ul style="list-style-type: none"><li>Remove your Student's security access by emailing <a href="mailto:securitytechoffice@curtin.edu.au">securitytechoffice@curtin.edu.au</a> and Facility Managers.</li></ul>	
<ul style="list-style-type: none"><li>Assist your Student to return applicable hardware to DTS via the service desk, or to your School, if School- owned.</li></ul>	
<ul style="list-style-type: none"><li>Return the Student's laptop (purchased from Curtin) to DTS for removal of Curtin licensed software and intellectual property.</li><li>Discuss with the Student the date of return for the "clean" laptop.</li></ul>	
<ul style="list-style-type: none"><li>Assist your Student to return all loaned tools and protective clothing.</li></ul>	
<ul style="list-style-type: none"><li>Assist your Student to return any corporate credit cards.</li><li>Ensure there is no outstanding private expenditure on the card and no outstanding receipts required.</li></ul>	
<b>Work Space – Office Environment</b>	
Checklist	Complete
<ul style="list-style-type: none"><li>Ensure your Student thoroughly cleans out their workstation/desk/locker and removes all personal items.</li></ul>	

## Student to complete

I, \_\_\_\_\_ (student name)

Student ID \_\_\_\_\_

declare that the above checklist is a true representation of my University affairs and that:

I have returned all University property to the respective areas or provided the location of such items, and I have thoroughly cleaned out any desk space, work location and locker(s) that was provided to me as part of my studies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Supervisor to complete

*I have verified, to the best of my knowledge and ability, that the student has complied and completed the requirements of the above checklist.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PART B - to be completed by the Supervisor and HDR Student, with each Facility Manager

Note that if your Student has used more than one facility during their studies, you will need to copy and paste the tables below and fill in one set of tables for each facility used.

Note that if a facility doesn't have a Facility Manager, then complete this section with a member of the Technical Staff responsible for the facility.

Facility and Facility Manager Information	
Student Name	
Student ID	
Supervisor Name	
Building Number	
Room Number or Facility Identifier	
Facility Manager or Responsible Person	

Primary Materials and Equipment Management (Chemicals, reagents, radioactive substances, biological samples, radiation equipment, artwork etc.)	
<p><b>Contact for assistance:</b>  <a href="mailto:HazardousMaterials@curtin.edu.au">HazardousMaterials@curtin.edu.au</a></p>	
Checklist	Complete
<ul style="list-style-type: none"> <li>Identify all the research materials and equipment your Student acquired during their project. (They may be listed on an inventory)</li> </ul>	
<ul style="list-style-type: none"> <li>Identify all the research materials and equipment your Student produced during their project (including samples and by-samples). (They may be listed on an inventory)</li> </ul>	
<ul style="list-style-type: none"> <li>Identify who owns the hazardous materials and equipment your Student acquired and produced during their project: <i>Refer to <a href="#">Intellectual Property Policy</a> and <a href="#">Intellectual Property Procedure</a> for assistance.</i></li> </ul>	
<ul style="list-style-type: none"> <li>For the hazardous materials and equipment that Curtin owns, formally handover custodianship of the physical objects from the Student to the Supervisor. <i>(Note: any equipment should be returned/left in good working order)</i></li> <li>Hand over any associated user guides, user instructions, quick start guides, or inventories of materials.</li> </ul>	
<ul style="list-style-type: none"> <li>For the hazardous materials and equipment that Curtin owns, the Supervisor must now take responsibility for them by:</li> <li>Ensuring that the Supervisor holds or is listed on all required permits/licences/registers/approvals. (e.g. Import Permits, GM Dealings, Poisons Permits, Radiation Licences, ASNO registers, Human Research Ethics Approvals, Animal Ethics Approvals, etc. Refer to the <a href="#">Research Initiation Guide</a> for assistance)</li> <li>Ensuring that the Student is withdrawn/closed/removed from the permits/licences/registers/approvals.</li> <li>Identifying the retention time, expiry date, or if Time Sensitive, the safe storage period. (Note: Funding bodies, publishers, Human Research Ethics Committee, and State Records Act have specific retention times for samples)</li> </ul>	

<ul style="list-style-type: none"> <li>• Moving the hazardous materials/equipment to appropriate storage locations.</li> <li>• Re-labelling them to reflect the correct custodian.</li> <li>• Identifying any materials or equipment that are of no further use or imminently expiring and disposing of them appropriately. <i>(For assistance with disposal, refer to the <a href="#">Biosafety Manual</a>, <a href="#">Chemical Management Plan</a>, <a href="#">Radiation Safety Manual</a>.)</i></li> <li>• Updating relevant inventories, systems and records.</li> </ul>	
<ul style="list-style-type: none"> <li>• Identify who owns the non-hazardous materials and equipment your Student acquired and produced during their project: <i>Refer to <a href="#">Intellectual Property Policy</a> and <a href="#">Intellectual Property Procedure for assistance</a>.</i></li> </ul>	
<ul style="list-style-type: none"> <li>• For the non-hazardous materials and equipment that Curtin owns, formally handover custodianship of the physical objects from the Student to the Supervisor. <i>(Note: any equipment should be returned/left in good working order)</i></li> <li>• Also handover any associated user guides, user instructions, quick start guides, or inventories of materials.</li> </ul>	
<ul style="list-style-type: none"> <li>• For the non-hazardous materials and equipment that Curtin owns, the Supervisor must now take responsibility for them by: <ul style="list-style-type: none"> <li>• Identifying the retention time or expiry date.</li> <li>• Moving them to appropriate storage locations.</li> <li>• Re-labelling them to reflect the correct owner.</li> <li>• Identifying any materials or equipment that are of no further use and disposing of them appropriately.</li> <li>• Updating relevant inventories, systems and records.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• For the materials and equipment that the Student owns, assist your Student to decide if they are: <ul style="list-style-type: none"> <li>• Of no further use and can be appropriately disposed of. <i>(For assistance with disposal of hazardous materials and equipment, refer to the <a href="#">Biosafety Manual</a>, <a href="#">Chemical Management Plan</a>, <a href="#">Radiation Safety Manual</a>.)</i></li> <li>• Of further use and can be removed from campus. <i>(For assistance with transport, refer to the <a href="#">Biosafety Manual</a>, <a href="#">Chemical Management Plan</a>, <a href="#">Radiation Safety Manual</a>.)</i></li> <li>• Of further use and negotiate with their Supervisor to retain the materials at Curtin for a specified period of time, under the Supervisor's custodianship (see sections above).</li> <li>• Update relevant inventories, systems and records.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Keep a record of all items (hazardous and non-hazardous) handed over.</li> </ul>	

Laboratories, studios, theatres etc. (excluding offices)	
<b>Contact for assistance:</b> Your Facility Manager	
<b>Checklist</b>	<b>Complete</b>
<ul style="list-style-type: none"> <li>• Ensure your Student has thoroughly cleaned out any workspace utilised during the course of their studies in any laboratories, equipment facilities or group work areas including (but not limited to) shelf space allocation, bench space, fridge and freezers, and lockers.</li> </ul>	
<ul style="list-style-type: none"> <li>• Equipment and surfaces have been decontaminated where applicable.</li> </ul>	
<ul style="list-style-type: none"> <li>• Borrowed equipment has been returned (in good working order) where applicable.</li> </ul>	

Student to complete

I, \_\_\_\_\_ (student name)

Student ID \_\_\_\_\_

declare that the above checklist is a true representation of my University affairs and that:

I have returned all University property to the respective areas or provided the location of such items

I have thoroughly cleaned out any desk space, work location and locker(s) that was provided to me as part of my studies;

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor to complete

*I have verified, to the best of my knowledge and ability that the student has complied and completed the requirements of the above checklist.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Manager to complete

*I accept the above checks as complete and am satisfied my facility has been handed back in an acceptable manner.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_