Guidance for Research student induction

Scope
All new full and part-time research students including those registered on a validated research degree programme and academic and administrative staff who have a responsibility for inducting new research students.

To be read in conjunction with Section 9 of the University’s Quality Manual
Research Student Induction

City University London provides research students with sufficient information to enable them to begin their studies with an understanding of the academic and social environment in which they will be working. All research students should be provided with a checklist on proposed areas of induction to ensure that all relevant aspects are covered for all students.

A half-day induction session for all new research candidates (including staff) by on two occasions each year is organised in September/October and January/February by Academic Services. All new research candidates are encouraged to attend Induction as it is considered to be an integral part of the first year of study.

The aim of the University Induction Programme for research students is to:

- Introduce research student to the Dean of the City Graduate School and/or the Pro-Vice Chancellor (Research & Enterprise) or a nominee;
- Provide advice on managing the study experience from the point of view of the student and of the Supervisor/Senior Tutor for Research;
- Introduce students to Library, Information and Careers Services;
- Provide information on resources and training available;
- Enable research students to interact with their peers;
- Provide information on administrative procedures and regulations;
- Provide students with an opportunity to register and organise payment of fees.

It is also important that an Induction is provided at School/Departmental level where research students. The aim of the School Induction is to:

- Welcome the students to the School/Department;
- Introduce the student to the first supervisor, additional supervisor(s), Senior Tutor for Research and School Research Administrator;
- Introduce the student to immediate colleagues;
- Introduce the student to colleagues in adjacent/adjoining work areas;
- Provide information on resources and training available;
- Provide information on first aid and health and safety issues;
- Provide information on any special needs;
- Tour of building to include classrooms, seminar rooms, toilets, cloakrooms, kitchen areas, drink facilities and escape routes.
Induction is a joint responsibility of the research student, supervisors and the Senior Tutor for Research. All new research candidates are encouraged to attend Induction as it is considered to be an integral part of the first year of study.

**Research Student Induction Checklist**

The Research Student Induction Checklist should be used by the research student to ensure all aspects of the induction process are covered. Research students should work through the Research Student Induction Checklist over a period of time, discussing it with their supervisor(s)/Senior Tutor for Research and seeking help where appropriate. This will also help the research student to better understand their own responsibilities.

Induction is an ongoing process. A number of activities should be covered in the first week, but some will be monitored on an ongoing basis, requiring further discussion and follow-up.
CITY UNIVERSITY LONDON

Research Student Induction Checklist

Name: ........................................................................................................................................

Student Id No: ........................................ Email .............................................................

Department/School: ..............................................................................................................

Supervisor (Int): ................................................................................................................

Supervisor (Ext): ................................................................................................................

Senior Tutor for Research ...................................................................................................

Date of Registration: ............................................................................................................

Date of Induction: ................................................................................................................

Degree and Registration Category

Please delete as appropriate)

MPhil ☐  LLM ☐  MMA ☐  PhD ☐  DMA ☐  Dsych ☐  DHealth ☐  DJourn ☐
FT ☐  PT ☐  Int ☐  Ext ☐  Staff ☐
University Level Induction
Induction Checklist

Introduction
- Welcome to the University by the Dean of the City Graduate School
- Roles and Responsibilities of Senior Tutor, Student & Supervisor, including Research and Progress (RaP)
- Roles and Responsibilities of Research Ethics Committee
- Information on Library Information Services/Computing
- Information on Career and Skills Development
- Information on Moodle and Research Skills Online
- Information on City Research Office
- Details on Research Student events/workshops

Formalities
- Confirmation of visa details
- Receive Guide for Research Student, including handouts and maps
- Familiarity with Research Degrees web pages
- Complete Registration Form and Arrange Payment of Fees
- Collection of ID card
- Familiarise yourself with the Student Centre

Induction Departmental Level

Date of Induction: …………………………………………………………………….

Introduction
- Welcome to the Department.
- Introduction to the First Point of Contact Supervisor and Additional Supervisor(s)
- Introduction to immediate colleagues.
- Introduction to colleagues in adjacent/adjoining work areas.
- Tour of building to include classrooms, seminar rooms, toilets, cloakrooms, kitchen area, drink facilities and escape routes.

Formalities
- Meeting Supervisory Team to discuss work schedule for first month
- Arrange work station (desk), email details, locker and keys.

Working Arrangements
- Access to buildings.
- Procedures for out of hours working.
- Hours of attendance.
• Inform Department/School of any change of circumstances
• Procedures for reporting sickness and other absence.
• Use of telephone, use of photocopier and use of fax machine.
• Use of computer systems including email and internet.
• No Smoking Policy and designated smoking areas.

General Welfare
• Identification of specific and personal needs.
• Registration of vehicle, parking disc and parking.
• Bicycle security information.
• Occupational Health Services

Fire
• Nature of alarm (for example, continuous sounding bell).
• What to do if a fire is discovered and how (explain how the fire alarm is sounded and the location of call points).
• What to do on hearing the fire alarm
• Location of escape routes and assembly point (show inductee).
• Use of fire fighting equipment (explain that inductee should only attempt to use a fire extinguisher if they have been trained and if it does not put them in more danger.
• Purpose of fire doors (to prevent the spread of fire and smoke and must not be propped open).

First Aid
• Names and location of local first aiders

Accidents
• What to do in the event of an accident, whether it involves injury or not (report incident to Health and Safety Office).
• Procedure in the event of a reportable accident (Departmental procedure should be explained).

COMMENTS
Please make any comments overleaf on the University induction/School induction or note any incidents of good or bad practice here:
Please ensure the completion of the following:
I agree that I have received appropriate information, guidance and instruction as outlined on this checklist.

Signed .......................... (student)       Date ............................

First Supervisor/Senior Tutor for Research (DoS) to complete the following:
The above student has received induction information and training as indicated on this checklist.

Signed ............................ (Supervisor)       Date ......................