

School of Biomedical Sciences
Induction Checklist – Postgraduate Students

Name: _____

PRIOR TO COMMENCEMENT:

Induction Officer: _____

Date: ____/____/____

ACTION	Completed
Create New Student File	<input type="checkbox"/>
Prepare HOS Welcome letter	<input type="checkbox"/>
Ensure enrolment documentation complete	<input type="checkbox"/>
Confirm scholarship arrangements	<input type="checkbox"/>
Confirm location - Provision of desk, computer etc.	<input type="checkbox"/>
Update postgraduate spreadsheet	<input type="checkbox"/>
Prepare Induction Pack	<input type="checkbox"/>
Notify Finance of Scholarship type , funding, start date, office details	<input type="checkbox"/>

COMMENCEMENT

Induction Officer: _____

ACTION	Completed
Confirm student has log in/email access	<input type="checkbox"/>
Provide student with induction pack	<input type="checkbox"/>
Provide student with welcome letter	<input type="checkbox"/>
Ensure all starting documentation has been completed	<input type="checkbox"/>
Arrange office keys	<input type="checkbox"/>
Ensure allocation to correct email groups (announce etc)	<input type="checkbox"/>
Online scholarship induction for UQ scholarship holders	<input type="checkbox"/>
Introduce to School Manager	<input type="checkbox"/>
Introduce to Posgraduate Coordinator	<input type="checkbox"/>
Confirm time to attend OH&S Induction	Date: ____/____/____ <input type="checkbox"/>
Undertake UQ online OH&S Induction (casual staff)	Certificate of completion to Robyn Oram <input type="checkbox"/>
Take on tour of facilities	<input type="checkbox"/>
Photo	<input type="checkbox"/>
Provide local information detail (as per prepared 'Local Information' checklist)	<input type="checkbox"/>
Provide & discuss Confirmation of Candidature documentation	<input type="checkbox"/>

Induction Officer: _____ Date: ____/____/____

To be placed on student file