

### Checklist of important issues to be discussed during your supervisory meetings

Have you...?	Check
reviewed the relevant degree regulations?	
reviewed the relevant guidelines for doctoral candidates and supervisors?	
discussed the overall timetable for your programme and its completion?	
noted constraints other than time (e.g. cost, equipment availability)	
agreed to your timetable and be aware of the importance of completing on time?	
considered and noted the requirements for induction and other formal training?	
reviewed relevant safety procedures and responsibilities for compliance	
been made aware of other relevant staff members?	
discussed the standard of work expected (degree regulations, successful theses)?	
discussed good scientific practice in storage/maintenance of results, research protocols, etc.	
been pointed to relevant safety procedures and responsibility for compliance?	
discussed the importance of publication and authorship of publications?	
been made aware of issues of plagiarism and fabrication of results?	
reviewed possible participation in meetings of societies and conferences?	
agreed on a schedule of regular supervisory meetings?	