

College of Nursing and Health Sciences

Checklist for supervisors of commencing HDR students

Before the student starts:

- ☐ Confirm student's FAN (Flinders Authentication Name) and ensure they have set up Okta access.
- ☐ Navigate to 'Getting Started' page on [CNHS HDR Website](#) and read [Onboarding document](#) including
 - ☐ Setting up email account
 - ☐ Getting a student ID card
 - ☐ How to get Swipe card access to study space (if applicable)
 - ☐ Information of HDR central
 - ☐ Security information
- ☐ If your student needs access to desk space at Sturt/HMRB please email cnhs.hdrstudents@flinders.edu.au with requirements and expected allocation days
- ☐ Encourage student to complete HDR Online Induction: [HDR Orientation](#)

During first weeks:

- ☐ Schedule an initial meeting to discuss expectations, research project scope, and [supervisor-student responsibilities](#).
- ☐ Use the [Getting started with your HDR student tips](#) to guide discussion points

Throughout candidature:

- ☐ Establish a regular meeting schedule for supervision and progress discussions.
- ☐ Ensure timely milestone completion (e.g., Confirmation of Candidature and presentations).
- ☐ Support student well-being by directing them to available university support services.
- ☐ Encourage conference participation and publication planning.
- ☐ For ongoing student OGR support and resources please refer to [HDR Development](#).

For additional support, contact the HDR team at cnhs.hdrstudents@flinders.edu.au