Checklist for Starting Supervision at UCD

Checklist

Starting Supervision in UCD - Checklist- Top Qs's	Yes	No
Have I enough time to supervise a doctoral student?		
Are there enough resources available to carry out the research?		
How many students am I supervising currently?		
Have I interviewed the potential candidate?		
Does the candidate have relevant disciplinary/research experience as evidenced by: 1. Previous Written Material 2. References 3. Disciplinary Experience 4. Relevant Work Experience 5. Research Activity 6. Academic Qualifications		
Does the candidate have the following necessary qualities: 1. Enthusiasm / Motivation 2. Flexibility 3. Tenacity 4. Positive Approach to Work		
Will the candidate be a good 'fit'? 1. With other research students in group /School 2. With me as a Research Supervisor		

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Starting Supervision in UCD - Checklist- Top Qs's (cont.)	Yes	No
"Have I considered the Equality, Diversity and Inclusion implications of supervising this potential candidate, especially in relation to how I evaluate their 'fit' and if they may require any reasonable accommodations to support them in their research degree education?"		
Do I require a co-supervisor(s)/ Adjunct/ External Supervisor on this project?		
Is the Research Studies Panel (RSP) in place?		
Have I scheduled a meeting with my student about clarifying mutual expectations?		
Have I discussed with the student the key elements of the UCD PhD? 1. Research component 2. RPDP (Research & Professional Development Plan) 3. Transfer Assessment 4. Research Studies Panel 5. Transferable & Discipline Specific Skills 6. Research Ethics & GDPR		
Have I discussed a schedule of meetings, how feedback will be given and when?		
Have I discussed the key monitoring milestones managed by: 1. The School (eg Transfer Assessment, Seminars etc.) 2. Me personally (eg progress summaries, annual reports, conferences)		
Have I shown my new research student where all the policies, guidelines and procedures pertaining to Graduate Research in UCD can be found?		
Have I introduced the student to peers, colleagues, professional staff in the School?		
Have I engaged with Research Supervisor Professional Development programmes / supports?		