

## Department of Engineering

### Research Group Induction 2017/18

Name of Research Student .....

*Each research student should ask his or her supervisor (or nominated deputy) to sign this form as each of the topics is covered. The form must be returned to the Engineering Department Graduate Studies' Office by **Monday 31 October 2016**.*

#### 1. Health and Safety

The supervisor, or a nominated deputy, should provide such information as is required to enable safe efficient work within the research group. Research work may not begin until this item has been signed off.

Supervisor/deputy	Student	Date
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#### 2. Introduction to academic staff, post-doctoral researchers and students

The supervisor should outline the work of all group members doing research directly relevant to the area in which the research student will be working. There should be a chance to meet key members of staff either after a seminar or during some group social event. In particular it is important that the student has an opportunity to meet his or her advisor as well as his or her supervisor. Ideally there should be an opportunity to meet other students and staff working in a similar area at a social event. This requirement does not need to be signed-off.

#### 3. Facilities and Research Environment

**Laboratory.** The supervisor, or a nominated deputy, should describe the laboratory facilities used by the research group. Arrangements for sharing limited resources should be outlined. Relevant technicians should be introduced.

**Computing.** The supervisor, or a nominated deputy, should describe the computing facilities used by the research group. Facilities for word processing and where appropriate, numerical analysis should be described. Relevant computer officers should be introduced.

**Libraries.** The supervisor, or a nominated deputy, should describe the libraries in Cambridge and resources on the web that are relevant to the research. Effective use of bibliographic databases to track both forwards and backwards in time should be described in detail. Techniques for obtaining inter-library loans through the Engineering Department Library and for paying for photocopies at remote libraries should be described.

**The Wider Research Community.** The supervisor, or a nominated deputy, should describe the conferences and journals that are most relevant to the research area.

Supervisor/deputy	Student	Date
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#### 4. Research Practice

The supervisor should give general guidelines for the conduct of the research: working times, notebooks, administrative requirements, security and expectations for the supervisor-student relationship.

Supervisor	Student	Date
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#### 5. Plan for work in the first month

The supervisor should give clear instructions as to the work to be completed during the first month of research. A list of goals should be agreed with the student and written down.

Supervisor	Student	Date
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