

**Department of Biology**

**Research Student Checklist**

Welcome to the Department of Biology. The following checklist should be completed by yourself in conjunction with your Supervisor on your first day in the Department – or as soon as possible thereafter. Your induction will include a tour of the Department and major offices and introductions to key members of staff.

This checklist and the Health and Safety form should be completed and signed as appropriate and returned to the Biology Graduate School Office (C011).

Your are welcome to attend the next Biology Graduate School Induction programme for research students held in early October of each year and the January Skills week, held usually in the first week of January. Timetables of previous sessions are included in your welcome pack. Further details are available from the Biology Graduate School Office.

**Please tick to confirm you have received the relevant information from the Biology Graduate School Office, or covered the appropriate topic with your Supervisor:**

* **Student Handbook.**

Web based handbook available at:

[**http://www.york.ac.uk/biology/intranet/current-research/**](http://www.york.ac.uk/biology/intranet/current-research/)

[**https://www.york.ac.uk/students/studying/**](https://www.york.ac.uk/students/studying/)

* **Received a tour of the Department and major offices and been introduced to key members of staff.**
* **Contacted David Nelson (david.nelson@york.ac.uk), Departmental Safety Advisor to discuss any safety issues and completed the Health and Safety checklist http://www.york.ac.uk/biology/intranet/health-safety/**
* **Visited the J B Morrell Library and been advised on journal and book location, inter-library loans and literature search facilities.**
* **Uploaded your photo onto:**

[**https://evision.york.ac.uk/**](https://evision.york.ac.uk/)

 (Please keep up to date with changes of address and phone numbers and emergency contact details on e-vision).

* **Completed the Academic Integrity Tutorial at:** [**http://vle.york.ac.uk/webapps/portal/frameset.jsp**](http://vle.york.ac.uk/webapps/portal/frameset.jsp)

After completion, please bring the certificate of completion to the Biology Graduate School Office, and read and sign the declaration form.

* **The Biology Web Pages**

New members of the dept should familiarise themselves with the various information provided under the Departmental web pages - <http://www.york.ac.uk/depts/biol/>

From the main Biology web page students can access Research Students information from ‘Information for staff and current students’ then, ‘Current research students’ this includes information on, supervision and training.

Examples of some of the documents/information obtainable from the Biology web pages include:

The Biology IT services; The Biology Weekly Bulletin; Departmental Objectives and Priorities; Safety Information; General Departmental Guidelines; Directory of All Departmental Staff; The Technology Facility; Biology Related Links; Social Information; Departmental Plans; Departmental Handbook.

**Please tick to confirm you have received the relevant information or covered the appropriate topic with your Supervisor:**

* **Location of nearest:**
	+ **Toilets**
	+ **Drinking water**
	+ **Pigeonholes and mail collection points**
	+ **Photocopier**
* **Catering on campus:**
	+ **Departmental snack bar / departmental vending machines**
	+ **Nearest colleges**
	+ **Other snack bars on campus**
	+ **Shops on campus**
* **Issue of photocopying codes where appropriate.**
* **Internal / external training opportunities**
	+ **Details of training courses run on campus can be found at the following locations:**
		- [**http://www.york.ac.uk/admin/hr/training/**](http://www.york.ac.uk/admin/hr/training/)
		- [**http://www.york.ac.uk/admin/hr/training/gtu/index.htm**](http://www.york.ac.uk/admin/hr/training/gtu/index.htm)
* **The importance of the Weekly Bulletin and York Extra:**
	+ [**http://www.york.ac.uk/depts/biol/news/BullIndex.html**](http://www.york.ac.uk/depts/biol/news/BullIndex.html)
	+ [**http://www.york.ac.uk/yorkextra/**](http://www.york.ac.uk/yorkextra/)
* **Finding your way round campus.**
	+ [**http://www.york.ac.uk/about/maps/**](http://www.york.ac.uk/about/maps/)

 **(A printed map is available from the Biology Graduate office. Please ask if you would like one)**

* **TIME AWAY FROM THE DEPARTMENT AND WAIVER OF RESIDENCY**
	+ **Students must inform their Supervisors of any planned absences from the Department, including vacations etc. Any student absent from the University for a period greater than 3 weeks is required to complete a form requesting a waiver of residency.**
	+ **Some students conduct research away from the University, for example working with the co-operation body of a CASE studentship or on fieldwork. For ANY period where research will be done away from York, a Waiver of Residency Form and a Safety Assessment Form must be completed.**
	+ **These forms are available from:**

[**http://www.york.ac.uk/biology/intranet/current-research/miscellaneous/time-away/**](http://www.york.ac.uk/biology/intranet/current-research/miscellaneous/time-away/)

**Please tick to confirm you have covered the following safety regulations / protocols.**

* **Importance and web location of the Departmental Safety Handbook.**

(Please note that it is important that all staff read the Biology Safety Handbook before starting any lab work. This is available at**:** [**http://www.york.ac.uk/biology/intranet/health-safety/**](http://www.york.ac.uk/biology/intranet/health-safety/)

* **Details on how to use communal facilities / equipment from the Chief Technician in your area.**
* **Where applicable, issue of Lab coat, goggles, gloves and other protective clothing, etc.**
* **Fire Regulations / What to Do / Where to assemble / Nearest Fire Alarm.**

[**http://www.york.ac.uk/biology/intranet/health-safety/fire-safety/**](http://www.york.ac.uk/biology/intranet/health-safety/fire-safety/)

* **First Aid (name of trained first aider for the Unit/Lab/Corridor and location of Departmental First Aid Room). http://www.york.ac.uk/biology/intranet/health-safety/first-aid/**
* **Accident and Incident Reporting.**

Accident report forms are available on-line and the procedure to follow can be found at:

**http://www.york.ac.uk/biology/intranet/health-safety/accident-reporting/**

* **Reporting Sick**

Please inform your supervisor and the Biology Graduate School Office (biol-grad@york.ac.uk) of absences from the department.

**Supply of emergency contact details. Please keep these up to date on:** [**https://evision.york.ac.uk/**](https://evision.york.ac.uk/)

**Once you have completed all the above sections, and read the supporting information (either on the internet pages given, or in the appropriate enclosure included within your welcome pack), please complete the following and return the signed form to the Biology Graduate School Office (Area 1).**

**Thank you.**

**NAME ………………………………………………………...**

**SIGNATURE ………………………………………………… DATE ………………………………**

**NAME OF SUPERVISOR ……………………………………**

**SIGNATURE ………………………………………………… DATE ………………………………**

**September 2014**