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**HDR Exit Checklist**

**Return completed form to** **GRS@usq.edu.au**

 **Instructions for Use:**

* All Higher Degree by Research (HDR) students **must** complete this checklist prior to leaving USQ. Once completed and signed, the checklist must be submitted with your thesis as part of the final requirements for graduation. Please complete all boxes and mark as N/A where not applicable.
* This form may also be used internally for students on extended leave from USQ.

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| 1. **Student Details:**
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| Student Name (first, last): |  |
| Student ID: |  |
| Program: |  |
| Project Title: |  |
| Phone number:  |  |
| Faculty/Institute:  |  |

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| 1. **Departure:**
 |
| Date leaving USQ: |  |
| Will you be returning? | Yes: | [ ]  | No: | [ ]  |
| If yes, indicate date: |  |

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| 1. **Ethical/Biosafety Approvals**
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| 3a. Did components of your project require approval to be undertaken (tick all that apply)? |
| No - not required  | [ ]  | ☞ go to section 4 |
| Yes - Human Research Ethics approval | [ ]  | Application ID:  |  |
| Yes - Animal Ethics approval | [ ]  | Application ID:  |  |
| Yes – Institutional Biosafety Committee | [ ]  | Application ID:  |  |
| Yes – Work with high-risk biologicals | [ ]  | Application ID:  |  |

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| 3b. Have you met the reporting conditions as per your approval? |
| Final report completed | Yes: | [ ]  | No: | [ ]  |
| Final report marked ‘satisfactory’ | Yes: | [ ]  | No: | [ ]  |
| Attached confirmation of completion | Yes: | [ ]  | No: | [ ]  |

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| 1. **Research Data and Primary Material Management**
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| The [Queensland University Sector Retention and Disposal Schedule](https://www.forgov.qld.gov.au/system/files/schedules/university-sector-retention-and-disposal-schedule-qdan601.pdf?v=1485132536) and the University’s [Records and Information Management Policy](https://policy.usq.edu.au/documents/13427PL) provide guidance around retention periods. |
| Research Data – Has been stored as per requirements (e.g. ethics)? | Yes: | [ ]  | No: | [ ]  | n/a: | [ ]  |
| Primary materials have been stored appropriately or disposed of, by the approved processes: | Yes: | [ ]  | No: | [ ]  | n/a: | [ ]  |
| Provide details around storage and/or disposal of research data and materials (attach reference material/further information relating to location and if relevant, the custodian of physical research materials, e.g. your supervisor) |  |

Please note:

* Named email accounts (e.g. John.Citizen@usq.edu.au) will close and access to OneDrive and network drives will cease following graduation, please remove or arrange storage of **all** required data prior to departure. (NOTE: Your USQ Umail account will remain active)
* If you have not arranged for storage of your research data, please contact GRS, eResearch or the Library Research team for advice on whether you need to submit a Research Data Repository request (via USQ Hub).

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| 1. **Resources**
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| Over the course of your project, equipment and property may have been purchased for your use with USQ funds. Please ensure that all this USQ property is returned. In the further details section, provide additional notes to indicate date returned/actioned, staff member and location where you have returned item. |
| **Item** | **Returned/ Actioned** | **N/A** | **Further Details (if applicable):** |
| AV equipment, computing equipment, mobile devices | [ ]  | [ ]  |  |
| Other University property (e.g. tools, parts) | [ ]  | [ ]  |  |
| All appropriate business and research records moved into appropriate storage locations. | [ ]  | [ ]  |  |
| University allocated workspace/s (e.g. desk, filing cabinet, lab bench) have been cleaned and personal items removed | [ ]  | [ ]  |  |
| Entry access card removed ^ | [ ]  | [ ]  |  |
| Room Key/s (include Key Id number in further details)  | [ ]  | [ ]  |  |
| Other keys (e.g. filing cabinet) | [ ]  | [ ]  |  |

^ Attach confirmation from security@usq.edu.au confirming access removed.

**Faculty Central Operations Team** to confirm that all resource requirements have been completed:

|  |  |  |
| --- | --- | --- |
| **Faculty Central Operations Team member:** | Name |  |
| Signature |  | Date |  |

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| 1. **Legal**
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| A project participation agreement has been signed with USQ (if appropriate) | Yes: | [ ]  | No: | [ ]  | n/a: | [ ]  |

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| 1. **Acknowledgement and Declarations:**
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| I acknowledge that I have returned all required items, complied with all university and legislative requirements and confirm all information outlined above is true and correct. |

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| --- | --- | --- |
| Student | Name |  |
| Signature |  | Date |  |

We confirm the above requirements for graduation have been met.

|  |  |  |
| --- | --- | --- |
| Principal Supervisor | Name |  |
| Signature |  | Date |  |

☞ **Forward completed form to:** **GRS@usq.edu.au**

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.