

Higher Degree by Research Exit Checklist

All Higher Degree by Research (HDR) students **must** complete this checklist prior to leaving UniSQ. 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 UniSQ.

**Please note:** Your named email account (e.g. [John.Citizen@unisq.edu.au)](mailto:John.Citizen@usq.edu.au) close, and access to your personal OneDrive as well as access to any UniSQ network drives will cease once you have been approved for graduation. Please remove or arrange alternate storage of your data prior to departure. Your Umail account (e.g. [U1234567@umail.unisq.edu.au)](mailto:U1234567@umail.usq.edu.au) will remain active.

# Section 1

To be completed by the student

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| **1.1** | **Student Details** | | | |
| **1.1.1** | **Student Name (first, last):** | <Student Name> | | |
| **1.1.2** | **Student ID** | <Student Number> | | |
| **1.1.3** | **Program:** | <Program Name> | | |
| **1.1.4** | **Thesis title** | <Title of thesis> | | |
| **1.1.5** | **Primary Affiliation** | <Primary affiliation> | | |
| **1.2** | **Ethical/Biosafety Approvals** | | | |
| **1.2.1** | **Did any part of your project require one or more of the following approvals? (mark all**  **that apply & provide approval number).** | | | |
| ☐ Human Research Ethics | | Application ID Number: | | <Application ID> |
| ☐ Animal Research Ethics | | Application ID Number: | | <Application ID> |
| ☐ Institutional Biosafety Approval | | Application ID Number: | | <Application ID> |
| ☐ Working with high-risk biologicals | | Application ID Number: | | <Application ID> |
| ☐ None of the above | | Go to Question 1.3 | | |
| **1.2.2** | **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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| **1.3** | **Research Data and Primary Material** | | | | |
| **1.3.1** | The [Queensland University Sector Retention and Disposal Schedule](https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/retention-disposal-and-destruction-of-records/search-for-a-retention-and-disposal-schedule/university-sector-retention-and-disposal-schedule) and the [University’s](https://policy.usq.edu.au/documents/13427PL) [Records and Information Management Policy](https://policy.usq.edu.au/documents/13427PL) provide guidance around retention periods. | | | | |
| **1.3.2** | **Research Data:** | Have your research data been stored according to the requirements of your research approvals (i.e. ethics) in the secure Post-HDR Research Data Repository? (*You can request access to the Repository by emailing the Graduate Research School:* [*grs@unisq.edu.a*](mailto:grs@usq.edu.au)*u)* | | | |
| * Yes | | | ☐ No |
| **1.3.3** | **Primary Materials:** | Have any primary materials been stored appropriately or  disposed of according to the approved processes? | | | |
| ☐ Yes | | | ☐ No |
| **1.3.4** | **Details:** | Detail any other research data storage arrangements you have made and/or other arrangements made to dispose of research data or primary materials. Attach reference material or further information relating to the location and, if relevant, the custodian of physical research materials (e.g.  your supervisor(s). | | | |
| <Details> | | | |
| **1.4** | **Resources** | | | | |
| Equipment and property may have been purchased from UniSQ funds for your use as you completed your project. This property must be returned to the Graduate Research School. You may also have been loaned UniSQ equipment by your Research Centre, Institute, Faculty, or School, or may have had an oncampus workstation. This equipment must be returned to the relevant department, any workstation must be cleared or personal effects and cleaned, and any key(s) returned to Security. Please indicate the location equipment/keys were returned to under “Further  Details” below, the date of the return, and the UniSQ staff member to whom they were returned. | | | | | |
| **Item** | | **Returned/** | **N/A** | **Further details (if applicable)** | |
| **Actioned?** |
| **1.4.1** | **AV equipment, computing**  **equipment, mobile devices:** |  |  | <Further Details> | |
| **1.4.2** | **Other UniSQ property (e.g.**  **tools or parts):** |  |  | <Further Details> | |
| **1.4.3** | **Any oncampus workspace cleaned (incl. workstation, lab space, filing cabinets) and personal effects**  **removed?** |  |  | <Further Details> | |
| **1.4.4** | **Have you asked Security to**  **remove your keycard accesses? Attach** |  |  | <Further Details> | |

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|  | **confirmation from** [**security@unisq.edu.a**](mailto:security@usq.edu.au)**u** |  |  |  |
| **1.4.5** | **Room/desk keys returned**  **to Security? Include key ID number in further details.** |  |  | <Further Details> |

# Section 2

Sign-offs and declarations.

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| **2.1** | **Faculty Central Operations**  To be completed by relevant Faculty Central Operations team member. | | | |
| I confirm that all resources have been returned and any workstation has been cleared. | | | | |
| **Name:** | | <Faculty Central Operations Staff Member> | | |
| **Signed:** | |  | **Date:** | Click or tap to enter a date. |

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| **2.2** | **Student Declaration**  To be completed by the student exiting UniSQ. | | | |
| I confirm that I have returned all UniSQ property, complied with all UniSQ and legislative  requirements and that the information I have provided above is true and correct. | | | | |
| **Name:** | | <Student Name> | | |
| **Signed:** | |  | **Date:** | Click or tap to enter a date. |

Please return the completed form to [grs@unisq.edu.au](mailto:grs@usq.edu.au)