

At an early opportunity a meeting between the Project Supervisor and the AMS Student should occur, so that the issues below can be discussed and a suitable understanding of the roles and expectations of each can be achieved.

Preferably this meeting should occur as soon as possible after the start of the AMS year, if not before.

The checklist is to assist you to determine the functional arrangement between you. Different projects and supervisors will lead to different expectations. It is important that the student and supervisor have a clear understanding of the expectations of each, and that simple processes such as the means of communication are clear.

Once completed, the supervisor and student should sign, keep one copy each, and a copy either posted or faxed to the AMS office:

AMS Administrator
Medical Education Unit (MEU)
Faculty of Medicine, Dentistry & Health Sciences
The University of Melbourne
Victoria 3010 AUSTRALIA
Fax: +61 3 8344 0188

[Special note regarding ETHICS APPROVAL](#)

Each year several AMS projects are severely hindered by delays in obtaining approval from an Ethics committee. Do not underestimate this problem! It should be dealt with as a matter of urgency until it is resolved. In some cases projects were delayed until after the new year, and in a few cases, they had to be abandoned and a revised (different) project started because of excessive delays.

STUDENT ID NUMBER _____

Issue	Resolution
Have you submitted project supervisor contact details to AMS Administrator?	
Time, frequency, and usual location of meetings between project supervisor and AMS student (who initiates meetings?).	
Principal means of communication (email, phone, through admin staff, etc).	
Weekly time commitments and expected and times of attendance.	
Any variations to the 2 x 19 week AMS Semester dates.	
Any conflicts of commitment for student such as outside work or other duties.	
Any coursework needed beyond the research methods?	
Any other expectations beyond the project itself, such as seminars, presentations, meetings.	
Intellectual property issues (who will be author / coauthor of any publication based on the project?).	
ETHICS: Is Ethics approval needed? (Default = yes). How will this be expedited so that the project is not delayed?	
Please state any health and safety issues that are relevant.	
Arrangements for possible absences of supervisor (email contact, replacement, etc?)	
<p>Any students traveling to areas of high HIV prevalence or working in high HIV-risk environments have reviewed, signed and submitted the student infectious disease guide to the AMS office, downloadable on the AMS safety web page? (Supervisors should also read this document).</p>	<p>Y: <input type="checkbox"/></p> <p>N: <input type="checkbox"/></p> <p>N/A: <input type="checkbox"/></p> <p>COMMENTS:</p>

Any matters still needing to be resolved?

Student Name:

Student Signature:

Supervisor Name:

Supervisor Signature:
