SPHCM POLICY AND PROCEDURE CHECKLIST

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| The following documents need to be reviewed prior to commencing at the placement  |
| **√** n/a[ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ]  | **Important Policy and Procedure**UNSW Copyright PolicyNHMRC Responsible conduct of research Conflict of Interest PolicyUNSW Intellectual Property PolicyUNSW Student Complaint ProcedureUNSW Insurance Coverage for Students on PlacementUNSW Travel Policy and travel approval formRelevant risk assessment(s) |

**The completed form has to be forwarded to Vanessa Green (****v.green@unsw.edu.au****) before departing for your internship or research project.**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Academic Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_