

Settling in: Checklist for new PhD students

<input type="checkbox"/>	University registration
<input type="checkbox"/>	Student card
<input type="checkbox"/>	Registration process and who to contact (fees)
<input type="checkbox"/>	Arrangements for payments of stipend/salary
<input type="checkbox"/>	Library card (access and entitlements)
<input type="checkbox"/>	Access and security to the building?
<input type="checkbox"/>	Provide institutional policies for research students (handbooks, website)
<input type="checkbox"/>	Health and Safety policy
<input type="checkbox"/>	Induction courses
<input type="checkbox"/>	Available supports when research problems arise
<input type="checkbox"/>	Are they expected to assist with the: <ul style="list-style-type: none"> • Organisation and delivery of laboratory sessions for undergraduates? • Organisation and delivery of tutorials for undergraduate or postgraduate students? • Organisation of a major conference that you have planned? • Delivery of lectures? • Writing of research proposals? • Supervision of final-year undergraduate students and their 'mini-projects'?
<input type="checkbox"/>	Holidays: number of days, formal notification required or not
<input type="checkbox"/>	Sick leave (if applicable)

LOCAL ADMINISTRATION

<input type="checkbox"/>	Introductions to key people
<input type="checkbox"/>	Travel and subsistence expenses
<input type="checkbox"/>	Booking of institutional transport e.g. for fieldwork
<input type="checkbox"/>	Photocopying facilities
<input type="checkbox"/>	Working hours
<input type="checkbox"/>	Coffee times, lunch times

LOCAL FACILITIES

<input type="checkbox"/>	Office space with desk and chair
<input type="checkbox"/>	Book shelf and filing cabinet(s)
<input type="checkbox"/>	Computer
<input type="checkbox"/>	Internet access
<input type="checkbox"/>	Printing facilities
<input type="checkbox"/>	Software permissions
<input type="checkbox"/>	Institutional email
<input type="checkbox"/>	Internet access

ADD YOUR OWN SUGGESTIONS HERE:

<input type="checkbox"/>	
<input type="checkbox"/>	