

Settling in: Checklist for new PhD students

- University registration
- Student card
- Registration process and who to contact (fees)
- Arrangements for payments of stipend/salary
- Library card (access and entitlements)
- Access and security to the building?
- Provide institutional policies for research students (handbooks, website)
- Health and Safety policy
- Induction courses
- Available supports when research problems arise
- Are they expected to assist with the:
 - 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'?
- Holidays: number of days, formal notification required or not
- Sick leave (if applicable)

LOCAL ADMINISTRATION

- Introductions to key people
- Travel and subsistence expenses
- Booking of institutional transport e.g. for fieldwork
- Photocopying facilities
- Working hours
- Coffee times, lunch times

LOCAL FACILITIES

- Office space with desk and chair
- Book shelf and filing cabinet(s)
- Computer
- Internet access
- Printing facilities
- Software permissions
- Institutional email
- Internet access

ADD YOUR OWN SUGGESTIONS HERE:

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