

## Settling in: Checklist for new PhD students

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|--------------------------|--|
| <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"><li>• Organisation and delivery of laboratory sessions for undergraduates?</li><li>• Organisation and delivery of tutorials for undergraduate or postgraduate students?</li><li>• Organisation of a major conference that you have planned?</li><li>• Delivery of lectures?</li><li>• Writing of research proposals?</li><li>• Supervision of final-year undergraduate students and their 'mini-projects'?</li></ul> |
| <input type="checkbox"/> | Holidays: number of days, formal notification required or not  |
| <input type="checkbox"/> | 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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