

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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