

PhD Candidate onboarding: Supervisor checklist



To discuss with candidate upon start of contract period:



- PhD Development Cycle including: the Go / No-go meeting, timeline, milestones.
- Registration of working hours in TIM on monthly basis & travel arrangements in BCD. (week 1)
- Traveling policies, budget and tentative planning for conferences. (Week 1)
- Handing in the PhD agreement within three months.
- Inform the PhD candidate on submitting a draft plan for the PhD.
- Typical workweek and meetings planning.
- Possible non-research tasks related to teaching, grading, MSc/BSc student supervision, etc.
- Working from home options.
- Annual leave.



To be arranged by the supervisor



- Show allocated office of PhD candidate.
- Share the project proposal with the PhD student (if available) (Week 1)
- Orientation round: department, facilities.
- Plan welcome meeting 1:1, intro to section meetings.
- Plan a meeting 2 weeks before ending of trial period for performance review.
- Software, lab equipment, health & safety.