

PhD Candidate: Start of contract checklist



Settling in



- Get your laptop and employee (campus) card.
- Activate your netID and setup your email.
- Send a short bio and your photo to the management assistants, at secr-he-cit@tudelft.nl. This info will be shared with your colleagues from the relevant section.
- Send an email to the webmaster at webmaster-wbk-citg@tudelft.nl, to create a personal page at the HE Department website and for instructions to set up a profile at the Current Research Information System (CRIS) of TU Delft, PURE.
- Ask your supervisor to introduce you to fellow PhD candidates & colleagues in the HE Department.
- Discuss access to specific software/ hardware/ lab equipment, if relevant.



Add to your agenda / to do list



- Fill in the PhD Agreement and draft PhD plan.
 - Submit the PhD plan.
 - Complete the PhD agreement form - within the first three months.
- Regular meetings with your supervisor.
- Go / No-go meeting with graduation committee.
- Attend section meetings (optional).



To discuss with your supervisor



- PhD program structure, regular progress meeting, PhD agreement, timeline, expected deliverables, expectations for Go/No-go meeting and timely PhD defense.
- Monthly submission of timesheets incl. working hours and relevant project code. Registration of working hours in TIM (hours.tudelft.nl) on monthly basis & travel arrangements in BCD.
- Travel policy, available budget and tentative planning for conferences.
- Annual leave, planning of holidays.
- Discuss tasks related to teaching, grading, MSc/BSc student supervision, etc.