

Introduction of new PhD students

Checklist for supervisors upon introduction for new PhD students during the first week

1. Practical (access)
 - a. Arrange for key to office/labs and name tag (for door) (with Carl S.)
 - b. Instruct how to get a LU-card
 - c. If necessary show the document for foreign students on the webpage: <http://www.biology.lu.se/internal/research-and-education/postgraduate-studies/doctoral-student-handbooks-and-student-unions>
2. Introduction (coworkers)
 - a. HR (Nina Sandberg/Elin Johansson/Anne Liljendahl) for lucat-id, email address, email send lists (department, unit, PhD students)
 - b. FU-Ladok (Anne Fogelberg/Katarina Nygren)
 - c. Building supervisor (Carl Sjökvist) & caretaker (Cecilia Thomasson)
 - d. Head of Department
 - e. Head of Unit
 - f. Members of the Supervisory Committee
3. Show coffee room, administrative offices, Blue Hall, both buildings
4. Explain the organisation
 - a. the Department/the units
 - b. the postgraduate studies (see the web page), among other things that it is an education not a position, the role of the supervisory committee, courses (use the web pages and the General Curricula).
5. FU web pages
 - a. Show the web page: <http://www.biology.lu.se/internal/research-and-education/postgraduate-studies>
6. The General Curricula & the Individual Study Plan
 - a. Show and go through the GC at the web page
 - b. Explain and show the link to the ISP
7. Education
 - a. Provide the contact details to the Head of Biology Education (Carin Jarl Sunesson) and ask the PhD student to contact her.
8. Presentation
 - a. Ask the PhD student to write a short presentation to the Biology blog and send that together with a photo to inger.ekstrom@biol.lu.se
9. Email lists & newsletter
 - a. Biologilistan, Anslagstavlan, phd-students (PA, Nina Sandberg/Elin Johansson/Anne Liljendahl)
 - b. The email list to the unit
 - c. BioBullen (Inger Ekström)
10. The Library
 - a. Introduce the PhD student for the staff at the library and make an appointment for an introduction
11. Safety at the lab
 - a. Make an appointment with the person responsible for the lab
12. Expectations
 - a. Look through the file "Expectations..." at the web
 - b. <http://www.biology.lu.se/internal/research-and-education/postgraduate-studies/supervisory-committee>