**Induction and the early days: The first meeting**

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| Discussion point | Notes | Resources/contact points  |
| Ensure the student is properly enrolled | Have they signed their enrolment form?Do they have system log in details?Do they have library access? | PGR officeLibrary |
| Provide/organise a tour of the department/school | Show them their working space, or options for working spaces (cross campus).Explain departmental facilities, i.e. noticeboards, shared spaces, kitchen and toilets.Explain what storage space they have, both physical and online | Keys (office/locker/desk) |
| Ensure the student is aware of induction processes | Is there a school/college induction?Have they booked onto the Graduate School PGR induction? (compulsory)  | School/College adminGraduate School |
| Discuss expectations (theirs and yours) concerning the supervisory relationship | Setting ground rules for the supervisory relationshipAgreeing responsibilities | Terms and conditions as outlined by the ‘Postgraduate Study Plan and Personal Development Log’ |
| Discuss training needs | Complete a skills auditAlert the student to provision in the School/College and wider university  | Training and Development Needs Analysis forms (Graduate School portal page) |
| Introduce local research culture | Make them aware of departmental seminars and/or research groups and any mechanisms for formal and informal support for PhD students | PALs for PhDs (Graduate School) |
| Check on disability/learning difference/ long term medical conditions | Students may choose not to disclose these but it is important to provide the opportunity | Alert/refer to The Student Wellbeing Centre if appropriate |
| Explore other things that might be problematic | E.g. Finance, accommodation, family, being away from familiar surroundings, language difficulties  | Alert to the Accommodation office, student support centre and/or English Language Centre as required |
| Health and Safety | Ensure that the student is aware of appropriate Health and Safety policy and procedures | University/College/ School policy |