**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 office  Library |
| 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 admin  Graduate School |
| Discuss expectations (theirs and yours) concerning the supervisory relationship | Setting ground rules for the supervisory relationship  Agreeing responsibilities | Terms and conditions as outlined by the ‘Postgraduate Study Plan and Personal Development Log’ |
| Discuss training needs | Complete a skills audit  Alert 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 |