**DPhil in Medical Sciences   
First Term Checklist**

Making a good start in the first year of your graduate program is vital to ensure you progress towards your final degree in an appropriate time frame. The checklist below is to help you to keep track of the many things you need to do or get access to in your first term to ensure your DPhil gets off to a good start.

***Please bear in mind that for the Academic Year starting in 2020 many of the meetings and training sessions will be remote due to Covid-19.***

|  | Planned | Done | N/A |
| --- | --- | --- | --- |
| **Meeting People** | | | |
| Meet with my main supervisor to discuss plans for the first few weeks |  |  |  |
| Arrange a secondary supervisor (and optionally a 3rd co-supervisor) for my project |  |  |  |
| Meet with (all of) my secondary/co-supervisor(s) |  |  |  |
| Arrange a thesis committee to support my progress |  |  |  |
| Meet with my DGS / local graduate advisor |  |  |  |
| Make contact with my college advisor |  |  |  |
| **Inductions** | | | |
| Attend RDM Graduate Induction **(Remote, Monday 5 and Tuesday 6 October)** |  |  |  |
| Attend the Medical Sciences Division Welcome Event  **(Remote 16.00-18.00 on Thursday 8 October)**. |  |  |  |
| Attend induction events in my division |  |  |  |
| Attend health and safety induction(s) Including any inductions relating to hazardous materials |  |  |  |
| Attend college induction events |  |  |  |
| **Access** | | | |
| Collect my University card from my college (subject to Covid-19 restrictions and guidelines provide by College and University) |  |  |  |
| Get access to key areas such as my division and lab |  |  |  |
| Obtain my Single Sign On (SSO) |  |  |  |
| Get access to email |  |  |  |
| Get on email lists (local information, Oxford Talks, etc) |  |  |  |
| Set up my computer to use University facilities |  |  |  |
| Register for Eduroam <https://help.it.ox.ac.uk/network/remote/index> |  |  |  |
| Get access to local servers to save my data and work |  |  |  |
| Get access to any specialist IT systems or facilities I need |  |  |  |
| Contact the finance team in my division to gain access to purchasing |  |  |  |
| **Reporting and Training** | | | |
| Complete the Training Needs Analysis (TNA) form <https://www.medsci.ox.ac.uk/files/study/tna-form.docx> |  |  |  |
| Submit my first report on Graduate Supervision Reporting (GSR) Accessed via Student Self-service: <https://www.ox.ac.uk/students/selfservice> |  |  |  |
| Complete online plagiarism training <https://weblearn.ox.ac.uk/portal/site/:skills:generic> |  |  |  |
| Complete online research integrity training <https://weblearn.ox.ac.uk/portal/site/:skills:generic>  (Send email confirmation of completion to Jill Walker) |  |  |  |
| Enrol on Medical Sciences Skills Training courses For example, Presentation Skills, Writing Skills – Transfer Report, Preparation for Learning and Teaching at Oxford, Introduction to Research Ethics <https://www.medsci.ox.ac.uk/study/skillstraining> |  |  |  |
| Attend sessions on the WIMM DPhil course Compulsory for students based in the WIMM, recommended for others (registration essential) <http://www.imm.ox.ac.uk/study-with-us/methods-and-techniques-course> |  |  |  |
| Complete RDM departmental mandatory training:  Equality and Diversity Training, Implicit Bias, Information Security, Challenging  Behaviour: Dealing with bullying and Harassment in the workplace |  |  |  |
| Keep Covid-19 [Student Log](https://canvas.ox.ac.uk/courses/22105/files/1194562?module_item_id=573276) up to date |  |  |  |
| Attend seminars in my division or research area |  |  |  |
| **Networking** | | | |
| Introduce myself to key collaborators |  |  |  |
| Set up a profile on the department webpage <https://www.rdm.ox.ac.uk/people>, email [website@rdm.ox.ac.uk](mailto:website@rdm.ox.ac.uk) to set up your profile |  |  |  |
| Attend a student-led event in my division or RDM |  |  |  |
| Sign up for the RDM Mentoring Scheme <https://www.rdm.ox.ac.uk/intranet/career-development-and-athena-swan/mentoring> |  |  |  |
| Attend a formal dinner in college (when COvid-19 restrictions allow) |  |  |  |

This checklist is available in electronic format on the [RDM Intranet](https://www.rdm.ox.ac.uk/intranet/graduate-studies):

Please refer to the [Graduate Student Handbook](https://www.rdm.ox.ac.uk/intranet/graduate-studies/graduate-studies) for more information.