**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.

|  | Planned | Done | N/A |
| --- | --- | --- | --- |
| **Meeting People** |
| Meet with my supervisor to discuss plans for the first few weeks |  |  |  |
| Arrange a secondary or co-supervisor for my project |  |  |  |
| Meet with (all of) my secondary or 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 Inductionat 0930 on Tuesday 3rd October 2017 in the Seminar Room, WIMM |  |  |  |
| Attend the Medical Sciences Division Red Carpet Event at 1600 on Thursday 5th October 2017 in Tingewick Hall, John Radcliffe Hospital |  |  |  |
| 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 |  |  |  |
| Get access to key areas such as my division and lab |  |  |  |
| Pick up my Single Sign On (SSO) |  |  |  |
| Get access to email |  |  |  |
| Get on email lists (local information, 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 the Graduate Supervision System (GSS)<http://www.admin.ox.ac.uk/gss/> |  |  |  |
| Complete online plagiarism training[https://weblearn.ox.ac.uk/portal/site/:skills:generic](https://weblearn.ox.ac.uk/portal/site/%3Askills%3Ageneric) |  |  |  |
| Complete online research integrity training[https://weblearn.ox.ac.uk/portal/site/:skills:generic](https://weblearn.ox.ac.uk/portal/site/%3Askills%3Ageneric) |  |  |  |
| Enrol on Medical Sciences Skills Training coursesFor example, Managing Your Supervisor, Presentation Skills, Writing Skills, Teaching Skills, Research Ethics<https://www.medsci.ox.ac.uk/study/skillstraining> |  |  |  |
| Attend sessions on the WIMM Methods & Techniques courseCompulsory for students based in the WIMM, recommended for others<http://www.imm.ox.ac.uk/methods-and-techniques-course-2017-18> |  |  |  |
| 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 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 |  |  |  |

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