

## FIRST YEAR 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. You will already be aware of your project area before you start, but this year is key to refining the **aims of your project**. In addition to your main **supervisor**, you should also have a second **recognised co-supervisor who is an independent PI**. Additional input can also come in the form of a **thesis committee**. In addition to learning the techniques you need for your project, there are also many transferable skills you are required to develop including **writing and presenting skills**.

The following list provides the recommended meetings, seminars, courses and events for all graduate students in their first year of study. (A more detailed downloadable checklist is also available from the [RDM website](#)):

1. Meet with supervisor(s) to discuss the project.
2. If you do not already have a second supervisor appoint one by the end of the first term in consultation with your existing supervisor.
3. Attend RDM Graduate Induction.
4. Attend the Medical Sciences Graduate School Welcome Event
5. Attend Safety Induction within your division/local building.
6. Attend required safety courses for specific skills (e.g. radiation or liquid nitrogen handling). Complete RDM departmental mandatory training ([Equality and Diversity Training](#), [Implicit Bias](#), [Information Security \(select the student option\)](#), [Consent Training | University of Oxford](#)).
7. Use your Single-Sign On to access official Graduate Student guidance on the [Canvas](#) page.
8. Learn how to use Graduate Supervision Reporting (GSR) to write *quarterly* reports on your progress. You can access it via [Student Self-Service](#).
9. Complete a Training Needs Analysis (TNA) form and upload it to GSR by the end of your first term together with your first quarterly report (the TNA form is available from the Graduate School [Canvas](#) page).
10. If required, invite people to form your thesis committee and have your first meeting by the end of your third term.
11. Complete the compulsory [Avoiding Plagiarism](#) and [Research Integrity](#) online training courses.
12. Enrol for relevant [Medical Sciences Skills Training](#):
13. Attend the MRC WIMM DPhil Course (See page 13 of this Handbook)
14. Attend local and divisional seminars during term time.
15. Attend annual review meeting with your local DGS.