

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 main supervisor to discuss plans for the first few weeks			
Arrange a secondary supervisor (and optionally a 3 rd 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 (this may happen at the Induction)			
Make contact with my college advisor			
Inductions			
Attend RDM Graduate Induction (Monday 3 October)			
Attend the Medical Sciences Division Welcome Event (Thursday 6 October 2022, 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			
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			

	Planned	Done	N/A
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 (Send email confirmation of completion to Jill Walker)			
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 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 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](#):

Please refer to the [Graduate Student Handbook](#) for more information.