**Handout 3**

**The First 100 Days of a Doctorate Check list**

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| **When by** | **Activity** |  | **Done** |  | **Still need to do** |
| Week 1 | Identified and know who your main supervisor is and met her/him. |  |  |  |  |
| Week 1 | Found your way around campus and the local town, if you are new to the area. |  |  |  |  |
| Week 1 | Know where the main facilities and services are located i.e. library, student union, post office. Open bank account. Obtain your email and any student card for access to university facilities. Get parking permits if required. |  |  |  |  |
| Week 1 | Begin asking colleagues in department for tips on how to do a doctorate, what is involved in doing a doctorate, find other resources on the topic. (See Further Reading at end of each chapter) |  |  |  |  |
| Week 1-2 | Met fellow researchers and other department members |  |  |  |  |
| Week 1-3 | Received an induction to University and/or department and programme. Know what the main sources of support are for doctoral researchers in your institution and have located them i.e. a Graduate School or Doctoral College, and websites for information. |  |  |  |  |
| Week 2-3 | Familiarised yourself with the professional guidance, such as Researcher Development Statement (RDS) and Vitae Researcher Development Framework (RDF) in the UK. |  |  |  |  |
| Week 3 | Registered with a local General Practitioner (GP – medical doctor) |  |  |  |  |
| Week 3-4 | Negotiated and agreed the frequency of meetings with supervisor/s, how they will be recorded/logged, and agreed general rules for first year. |  |  |  |  |
| Week 3-4 | Aware of external sources of support, i.e. Vitae, PhD comics, Thesis whisperer. |  |  |  |  |
| Month 1 | Identified and know who your second and third (if appropriate) supervisor is and met with them. |  |  |  |  |
| Month 1 | Settled spouse and children into new life i.e. registered children with local school, identified the support networks or groups your institution (or local community) offered to spouses, especially if international researcher and new to the area. |  |  |  |  |
| Month 1 (Check national requirements and time limits) | Registered with police/border agency for visa requirements – if international researcher and applicable. |  |  |  |  |
| Month 1 | Found out about the doctoral process overall and the general requirements for doctoral research – i.e. read University policy and codes of practice, RCUK statement of expectations and QAA chapter B11 in UK (or found own national equivalents). |  |  |  |  |
| Month 1-2 | Conducted a training needs analysis (TNA), learning needs analysis (LNA) or development needs analysis (DNA), skills audit – and identified development and research needs – possibly using the Vitae Researcher Development Framework. |  |  |  |  |
| Month 2 | Met with supervisor(s) and negotiated expectations for first year and for research period in general – set some goals. |  |  |  |  |
| Month 2 | Started to identify literature for review. |  |  |  |  |
| Month 2 | Establishing a system for managing reference materials and information related to your research – i.e. identified appropriate referencing software and learnt how to use it! Have a system for cataloguing and reviewing your research materials/information/reading/data/artefacts and/or findings. |  |  |  |  |
| Month 2 | Understand ethical requirements for research and researcher integrity – considered your own professional standards alongside those of the discipline. |  |  |  |  |
| Month 2-3 | Drawn up general plan for whole period – i.e. put goals above in a Gantt Chart (or other personal progress tracking mechanism/software) and set milestones, including professional development goals. |  |  |  |  |
| Month 2-3 | Begun to find out about the process for ethical approval – even if not applicable, you should understand the process (this is very useful to know for future reference). |  |  |  |  |
| Month 2-3 | Making friends or contacts with people outside of your discipline and social circle – you are now beginning to build your professional network! |  |  |  |  |
| Month 3 | Identified and know who any additional members of the supervisory team are (but you may not have met them all at this stage). |  |  |  |  |
| Month 3 | Identified and know your discipline specific library resources and librarian, and appropriate databases. |  |  |  |  |
| Month 3 | Know way around lab and/or have established office hours. **Have working routine and plan in place for conducting (the remainder of) research!** |  |  |  |  |
| Month 3 | Started professional development or generic skills training programme, including provision for your well-being. |  |  |  |  |
| Month 3 | Attended the beginning of research methods training and begun thinking about what research methods you could use and why in your research. |  |  |  |  |
| Month 3 | Begun thinking about the general focus for research if you have chosen the topic, as in the Arts, Humanities, Social Sciences, OR, begun thinking about how you can make the research topic your own if allocated a project in other Sciences, Engineering, Medical and Technology based subjects. |  |  |  |  |
| Month 3 | Starting to attend and contribute (by asking questions) to research/disciplinary seminars and workshops. |  |  |  |  |
| Month 3 | Begun to write up research to date – i.e. **started to write thesis!** |  |  |  |  |

From Fulfilling the Potential of Your Doctoral Experience, pp 39-43