

Onboarding

Purpose

This section contains all information required for onboarding new PhD students joining the lab.

It is intended to: - Provide a clear onboarding pathway - Define expectations and standards - Centralise practical information needed to work effectively in the lab and institute

This section complements (but does not replace) lab protocols and experimental SOPs.

How to use this section

New PhD students

1. Start with the **Onboarding checklist**
2. Complete mandatory items in the first weeks
3. Use the remaining pages as reference material

Supervisors and lab members

- Use this section as the canonical reference for onboarding
 - Avoid duplicating onboarding instructions elsewhere
 - Update pages here rather than sharing ad hoc documents
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Core onboarding document

- **Onboarding checklist**
A time-ordered checklist covering access, training, expectations, and setup.
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Section overview

Access

Account setup, software access, computing resources, and booking systems.

Lab information

Day-to-day lab operation, expectations, etiquette, communication norms, and lab-specific models and techniques.

Institute

Overview of the institute, research groups, shared models, techniques, and core facilities.

Training

Mandatory training requirements and standards, including data handling and reproducibility.

Administration

University and institute administrative information relevant to PhD students.

Templates

Reusable forms and acknowledgement documents related to onboarding.

Scope and boundaries

This onboarding section: - Describes **what exists** and **what is expected** - Links to protocols and SOPs where appropriate

It does **not**: - Contain experimental protocols - Replace safety or ethics training - Serve as a troubleshooting guide for experiments

Questions or missing information

If information is missing or unclear: - First, check whether it exists elsewhere in the documentation - If not, raise it with your supervisor or a senior lab member so it can be added here

This onboarding documentation is intended to evolve with the lab.