

# 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.

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## 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.

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## 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

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## 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.