

PhD Candidate onboarding: Supervisor checklist



To discuss with candidate upon start of contract period:



- PhD Development Cycle including: the Go / No-go meeting, timeline, milestones.
- Registration of working hours in TIM on monthly basis & travel arrangements in BCD. (week 1)
- Traveling policies, budget and tentative planning for conferences. (Week 1)
- Handing in the PhD agreement within three months.
- Inform the PhD candidate on submitting a draft plan for the PhD.
- Typical workweek and meetings planning.
- Possible non-research tasks related to teaching, grading, MSc/BSc student supervision, etc.
- Working from home options.
- Annual leave.



To be arranged by the supervisor



- Show allocated office of PhD candidate.
- Share the project proposal with the PhD student (if available) (Week 1)
- Orientation round: department, facilities.
- Plan welcome meeting 1:1, intro to section meetings.
- Plan a meeting 2 weeks before ending of trial period for performance review.
- Software, lab equipment, health & safety.



PhD Candidate: Start of contract checklist

Scan me!
Useful links &
resources



Settling in



- Get your laptop and employee card.
- Send your short bio and photo to upload on faculty website at webmaster-wbk-citg@tudelft.nl
- Activate your netID and setup your email.
- Ask your supervisor to introduce you to fellow PhD candidates & colleagues in the HE Department.
- Discuss access to specific software/ hardware/ lab equipment if relevant.



Add to your agenda / to do list



- Fill in the PhD Agreement and draft PhD plan.
 - Submit the PhD plan.
 - Complete the PhD agreement form - within the first three months.
- Regular meetings with your supervisor.
- Go / No-go meeting with graduation committee.
- Attend section meetings (optional).



To discuss with your supervisor



- PhD program structure, regular progress meeting, PhD agreement, timeline, expected deliverables, expectations for Go/No-go meeting and timely PhD defense.
- Monthly submission of timesheets incl. working hours and relevant project code. Registration of working hours in TIM on monthly basis & travel arrangements in BCD.
- Travel policy, available budget and tentative planning for conferences.
- Annual leave, planning of holidays.
- Discuss tasks related to teaching, grading, MSc/BSc student supervision, etc.



PhD Onboarding – useful info, services, and links



General



- **Campus Card:** With a campus card, you have access to free coffee / tea / hot chocolate at the automated machines, and free printing.
- **PhD council:** Available for assistance to PhD students for academic matters.
- **Transport Card:** All means of transport in the Netherlands use the same pass, called 'OV Chipcard'. You can order your personalised OV card online, and have also access to OV-bikes for rental. You can get a non-personalised card also at service kiosks at train stations.
- **Social events at the CEG faculty:** Weekly drinks at PSOR (almost) every Thursday afternoon.
- **TU Delft Hortus Botanicus:** With TU Delft student or employee card you have free access to the botanical garden of Delft.
- **Don't be alarmed:** A routine Dutch civil defence sirens go off at noon the first Monday each month.
- **Bank Holidays:** To check when the National holidays occur, and days when the university is closed, check the government website gov.nl and/or the TU Delft Academic Calendar, found on google.

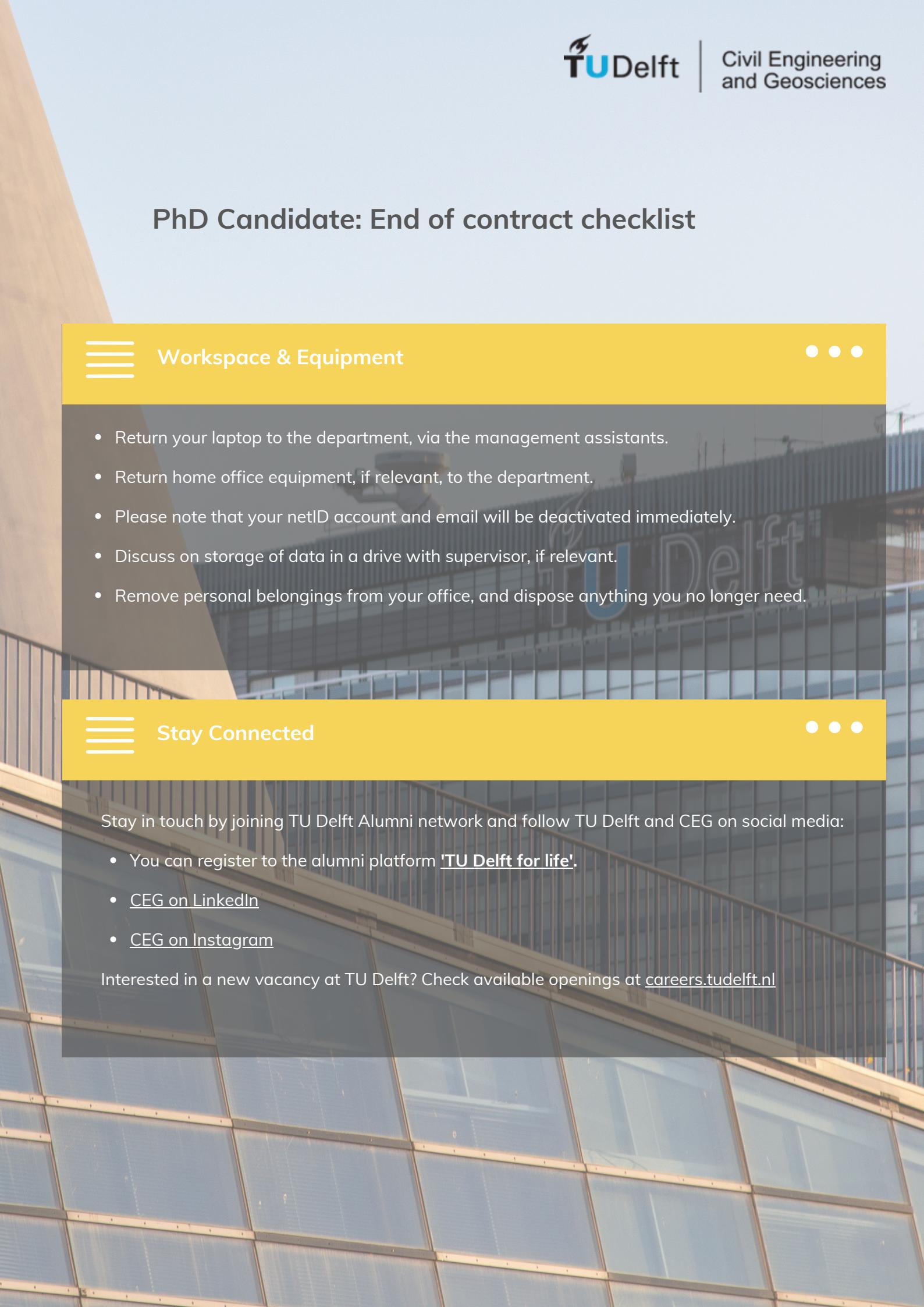


Useful links



- **Intranet:** Stay up to date with what is happening on campus.
- **TU Delft Repository:** Your online library!
- **SURF, supercomputer.**
- **TopDesk:** for various requests including library or ICT services
- **Printing portal:** Set up your account on Xerox portal and print on any printer on campus!
- **Surf Drive:** Use surf drive with your NetID credentials to send files or data.
- **TU Delft software centre:** To browse available software check here: <https://software.tudelft.nl/>
- **TU Delft Language Centre:** For free Dutch courses, improving English and more!
- **Eduroam wifi network:** simply connect with your netid credentials, more info [here](#).
- **Academic counsellors** are available in the faculty for consultation, more info [here](#).
- **TU Delft sports centre, X.**
- **TU Delft Counselling Services**, include confidential advisor, psychologists, etc.

PhD Candidate: End of contract checklist



 **Workspace & Equipment** 

- Return your laptop to the department, via the management assistants.
- Return home office equipment, if relevant, to the department.
- Please note that your netID account and email will be deactivated immediately.
- Discuss on storage of data in a drive with supervisor, if relevant.
- Remove personal belongings from your office, and dispose anything you no longer need.

 **Stay Connected** 

Stay in touch by joining TU Delft Alumni network and follow TU Delft and CEG on social media:

- You can register to the alumni platform '[TU Delft for life!](#)'.
- [CEG on LinkedIn](#)
- [CEG on Instagram](#)

Interested in a new vacancy at TU Delft? Check available openings at [careers.tudelft.nl](#)