

# PhD Candidate: Start of contract checklist

## Settling in

- Get your laptop and employee (campus) card.
- Activate your netID and setup your email.
- Send a short bio and your photo to the [webmaster-wbk-citg@tudelft.nl](mailto:webmaster-wbk-citg@tudelft.nl)  
This introductory text will be shared with colleagues in your section to inform them that you have just joined.
- Send an email to the webmaster at [webmaster-wbk-citg@tudelft.nl](mailto:webmaster-wbk-citg@tudelft.nl) to request instructions on how to create a personal page on the [HE Department website](#).
- 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 submit the PhD plan – within the first three months
- Schedule regular meetings with your supervisor(s)
- Prepare for the Go/No-go meeting, which should take place after the first year
- Attend section meetings (optional but highly encouraged)
- Subscribe to the start-up module A and B of the graduate school via [Coachview](#).

## 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 ([hours.tudelft.nl](http://hours.tudelft.nl)) on monthly basis & travel arrangements in BCD.
- Travel policy, available budget and tentative planning for conferences.
- Annual leave, planning of holidays. What to do in case you are sick.
- Discuss tasks related to teaching, grading, MSc/BSc student supervision, etc.