

## CHECKLIST FOR SUPERVISORS

The Postgraduate Studies Board has developed a checklist, as a support for the department and particularly the supervisor, that can be used by the supervisor to give new doctoral students the information they need. The list can also provide support for the supervisor during the supervision process up to completion of the PhD degree.

The checklist is certainly not complete and supervisors are therefore encouraged to add points to the list as required. Several points can also be covered simply by an initial stroll round the department with the new doctoral student. The supervisor can certainly hand over some points to other departmental staff members, but the supervisors should make sure that the doctoral student really is properly informed.

### Admission

- Follow the admission procedures ► [Antagningsordningen](#)
- Set up an ► [individual syllabus](#) according to a template
- Set up a work station with access to a computer
- Inform immediate colleagues of the start date for the new doctoral student
- Impress on non-Swedish speaking doctoral students the importance of learning Swedish and where there are appropriate courses

### Introduction

- The department as workplace (working hours, absence etc.)
- Safety regulations
- Appointment/funding
- Introduction course  
A special discussion document should be issued in connection with the introduction and discussed by doctoral student and supervisor within 6 months.

### The work of a doctoral student

- Specific background topics for discussion (expectations and ambitions) should be compiled as soon as possible.
- Supervision
- The distribution of work and responsibility between main supervisor/associate supervisor and doctoral student

- Rights to data and material for publication
- Contact with the Director of Postgraduate Studies
- Introduction course for new doctoral students, give information about
- Library access, databases
- Risk assessment of the whole doctoral project
- Term fees for the doctoral students' union
- Revision of the individual syllabus
- A plan covering any break in studies, other leave of absence that may occur
- Courses: help the doctoral student find relevant courses
- Teaching/departmental duties: these should be planned as part of the individual syllabus and how many hours this represents. The doctoral student should keep a record of her/his hours. Information about the right to extend the period of funded study.
- Travel grants ► Resestipendier
- Courses in teaching methods ► Pedagogisk utbildning
- Handling conflict

### **The last phase of research studies**

- Life after the PhD: discuss with the doctoral student possibilities inside and outside the university.
  - The public defence: go through the faculty recommendations (► fakultetens anvisningar) at least 6 months beforehand and agree on who does what.

### **Further information**

- The faculty's homepage for researchers and doctoral students (► Fakultetens hemsida för forskare och doktorander)
- The faculty's handbook for doctoral students ( ►Fakultetens doktorandhandbok)
- The handbook, Employed at Lund University (► Anställd vid Lunds universitet)

## **APPENDIX TO THE INTRODUCTION**

### **Tour of the department**

- Introduction to departmental staff
- Lunch/coffee room

### **Administration**

- Key, door card
- Lucat (university staff catalogue), e-mail address
- Pigeonhole for post, post routines
- Photocopying, instructions, any codes
- Stationery, where is it?
- Printers
- Fax
- Meetings within the group/section/department
- Any service functions the doctoral student can get help with
- Who is responsible for what in the section/department
- A student 'buddy', if 'buddy' schemes are used
- Outline the place of the research group/section/department in the organisation
- The departmental library and how to borrow books
- How to carry out literature searches
- How to order articles
- The department's homepage
- Computer programs used
- Program licences and anti-virus programs
- Trips and travel expense claims
- Routines for ordering and buying goods

- Reimbursement for purchases
- Parking decals
- Term fees

### **Safety regulations**

- Safety rules
- Show the doctoral student the situation of fire extinguishers, fire alarms, emergency exits, the emergency telephone number to call when there is a problem. Introduce the safety officer. Discuss work outside normal working hours.

### **Employment/funding**

- Working hours/attendance at the workplace
- Holidays
- Leave of absence
- Notification of illness
- Insurance
- Setting salary levels, salary increases
- Special benefits such as season tickets to a gymnasium, costs of medication, health care costs (the difference between grants and employment)

### **Introduction course**

- Information about the subject area's introductory course for new doctoral students
- The personnel department's course for new employees (► introduktionskurs för nyanställda)