Doctoral Researcher Induction Checklist

It is the responsibility of the Doctoral Researcher to undertake wider induction activities and gather information about their doctorate. This may be achieved through School and University-level inductions, or through meeting with the appropriate person (e.g. departmental health and safety officer). Where the student is unsure where to find the appropriate information, the supervisor should advise on the best source, but is not expected to provide all information.

This section should be completed within the first eight weeks from commencement of research programme and uploaded to Co-Tutor for discussion at the six-month review.

**Personal Development**

Personal development is a key part of any doctoral programme. This should be discussed with students in light of their own development and the research project. This could include but is not limited to future needs of supervisors in teaching support or other projects. It offers the chance to develop holistic researchers prepared for a successful career whether in academia or beyond after successful completion of their doctorate. Please indicate once actions have been completed.

|  |  |  |
| --- | --- | --- |
|  | **Action Required** | ✓ |
| Department/School Induction | Student should be invited to attend the local induction to the department/School ideally within 4 weeks of arrival. If not possible to discuss with supervisor alternative sources of the appropriate information.  |  |
| Doctoral College Induction | Student to book and attend the Doctoral College Induction - register through the Doctoral College Development Portal: (<https://dcdp.lboro.ac.uk/>). |  |
| Personal Development Planning | The students should consider their personal development and training needs, which may be done in discussion with the supervisor. The student should produce a training needs analysis and to start a development plan to be further discussed at the next and future supervisory meetings.  |  |
| Virtual Learning Environments | Student to investigate online resources such as that available on LEARN and other online learning resources as relevant to the student. Doctoral College website is a good starting point for this. |  |
| Discussion of Review Process | Student to understand the progression requirements at 6 months and 10/12 months. Students should find this information in the programme handbook or similar resource within the School such as the Director of Doctoral Programmes. Seek guidance from the supervisors on content of the review and timeline for submission.  |  |
| Teaching | Students wishing to undertake teaching should investigate the minimum requirements for supporting teaching at the University, which includes attendance at the Essential Teaching Skills course run by the Doctoral College. Support from supervisory team should be sought to access appropriate teaching opportunities at an appropriate level for the student.  |  |
| Other Responsibilities | Students should seek to understand other expectations associated with their role and related to their research project support, enterprise, outreach activities where appropriate.  |  |

**Research Culture**

A significant part of any doctoral experience is the local (departmental/school), University and national research culture/ dissemination. You should seek out information on the opportunities listed below and make some brief notes. Supervisors should support doctoral researchers to engage with appropriate activities and opportunities for development.

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|   | **Action Required** | **Notes**  |
| Seminars | Doctoral researchers should seek to attend a broad range of seminars within their School and beyond. This increases a breadth of knowledge and helps to develop new ideas. Doctoral Students should seek information about seminars within the University. It may be helpful to retain a record of seminars attended. |  |
| School/ University Research Events | Doctoral researchers are expected to engage with a wide variety of research events in the University to contribute to the wider research culture and even to present and showcase their work. Opportunities may be within an academic School or through the Doctoral College. |  |
| Opportunities for research dissemination | Doctoral researchers should consider and discuss with their supervisor and other colleagues opportunities to disseminate their research and the appropriate platform/stage/format to do this. |  |
| Research groups | Doctoral researchers may contribute to local research groups/discussions/journal clubs within their School or discipline area or beyond. Supervisors and other colleagues should be able to advise on opportunities or groups to join. |  |
| Regular non-academic events within the School or University | Doctoral Researchers should investigate the opportunity for less formal networking within the School and University which may include regular social activities such as those organised by Loughborough Students’ Union and PhD Social and Support Network weekly meetings in Graduate House. |  |

**Ethics/Health and Safety:**

Please indicate once you have undertaken the actions below; any sections that are not applicable to you should be marked “n/a”.

|  |  |  |
| --- | --- | --- |
|  | **Action Required** | ✓ |
| Research Ethics Procedure | Doctoral Students should understand and follow the University procedures for research ethics approval. An ethical approval checklist should be completed at the start of any research project and the process discussed with the Supervisory team prior to submission. |  |
| Health and Safety Policy | Doctoral Researchers should be fully familiar with Health and Safety Policy and Procedures within the School. With guidance from the Supervisors appropriate health and safety training should be undertaken. <https://www.lboro.ac.uk/services/health-safety/> |  |
| Fire: Emergency Exits, Evacuation Procedure | Doctoral Researchers should ensure that they are familiar with fire exits in any appropriate buildings and where to go in the case of evacuation, understand procedures for raising alarm and the schedule of fire alarm testing in buildings as advised by the School Safety Officer (SSO). Supervisor to advise who the SSO is. Supervisors should check understanding. <https://www.lboro.ac.uk/services/health-safety/topics/fire/> |  |
| Accident/Prevention/ Reporting/ First Aid | Doctoral Researchers should understand how to report accidents and near misses and should familiarise themselves with the first aiders in the department. Find out what to do in case of emergency. Supervisors should check understanding.<https://www.lboro.ac.uk/services/health-safety/> |  |
| Lab Equipment | Doctoral Researchers should not use any laboratory equipment without first ensuring they have been properly trained to use that equipment.  |  |
| Workstation | Doctoral Researchers should find out what workstations are available for them to use in the department, and undertake a DSE assessment, each departmental will have a DSE officer: <https://www.lboro.ac.uk/services/health-safety/topics/computersafetydse/> |  |
| Smoking Policy | Smoking is prohibited in and close to University buildings. There are smoking shelters around campus.  |  |
| IT | Doctoral Researchers should identify any IT training needs and should ensure they are familiar with the acceptable use of IT Policy with guidance from supervisory team.  |  |
| Information Security | All Doctoral Researchers are required to undertake Information Security training online, to ensure that any data you hold about yourself or others is protected. The training and associated quiz should be completed within one month of starting your degree.<https://learn.lboro.ac.uk/course/view.php?id=13809> |  |
| Research Data Management | The University has a repository for research data, Research Students may wish to/be required to make their data available on the Institutional Repository, familiarise yourself with this:<https://internal.lboro.ac.uk/info/research-support/funding/data-management-plan/> |  |
| LUPIN: Loughborough University Publications Information System | The university has a Publications Information System called LUPIN. Records in LUPIN can be accessed by author from links in personal webpages, avoiding having to update websites manually. Research students may wish to/be required to record their publications and how to include a copy of their manuscripts in the Institutional Repository.<https://www.lboro.ac.uk/research/support/publishing/institutional-repository/> |  |

**Work-related administration**

This section covers various topics relating to leave procedures, working hours and repayment of expenses. Further information can be found in the programme handbook and the Schools PGR administrators.

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| **Miscellaneous**  | **Action Required** | **Notes** |
| Sickness Absence | Find out supervision and departmental procedures for illness both short term and long term.  |  |
| Hours of Work/ Breaks | Ensure you understand the opening hours of buildings/labs if applicable and the procedure for safe working out of hours. Identify appropriate hours of work to ensure welfare of Doctoral Researcher.  |  |
| Annual Leave | Check understanding of annual leave entitlement and procedure for requesting/recording this |  |
| Funding | Check understanding of process for expense claims, conference sign ups and research costs. Check understanding of rules for expenses you can claim and how to claim them.  |  |
| Print and Stationary | Check allowances and access to stationary.  |  |
| Leave of Absence | Occasionally students require a Leave of Absence from their Study. The procedure and guidance for this is on the Doctoral College Website. |  |
| Payment (if appropriate e.g. Studentship, funding period) | If applicable, check that you understand when and how will be paid your stipend, and when this will cease. |  |

**Issues and Grievances**:

Loughborough University takes grievance procedures seriously. There are various services on campus where support/signposting can be accessed. An appropriate starting point is Loughborough Students’ Voice which can be found in Loughborough Student’s Union who support with various issues and offer a comprehensive signposting service to other faculties on campus.

As in any relationship there is a small chance that the relationship between supervisee and supervisor will have difficulties beyond that which is workable. The process for addressing this is highlighted in the Code of Practice but students should seek advice from the appropriate party as outlined in the Code of Practice.

**Points of Contact:**

The table below outlines the different points of contact open to students and are the most relevant people (outside of the supervision process) to support you. Their names should be entered here.

|  |  |
| --- | --- |
| Postgraduate Research Administrator (In School) |  |
| Director of Doctoral Programmes (DDP) (In School) |  |
| Associate Dean (Research) (In School) |  |
| Education Executive Officer (Loughborough Students Union) |  |

Signature of Student:

Date:

Supervisor 1:

Date:

Supervisor 2:

Date:

Other Supervisor(s):

Date:

This form should be uploaded to Co-tutor by Supervisor 1