

PhD induction process

PhD Student:

Task	Scheduled	Complete
<p>Complete all parts of the matriculation process – Student will receive an email from Registry once matriculation is open to Students.</p> <p>Schedule a meeting with Registry for ID checks *please see below for compulsory matriculation sections*</p> <p>If you are to be in receipt of a stipend/scholarship you will not receive this until matriculation is completed</p>		
Set up a public Pure profile. This will pull through onto the Divisional website page		
Register for and attend the next available compulsory University induction session		
Read the Medhandbook sections on building safety and PGR policies prior to meetings with Ops and Facilities Manager and Lab Induction if applicable		
Complete the Diversity in the Workplace and the Unconscious Bias training modules		
Talk with supervisor(s) to co-create a training needs plan		
Ensure appropriate Ethical Approvals are in place for the project if required		

PG Secretary:

Task	Scheduled	Complete
Organise a buddy - PhD student who is usually in a different division		
Schedule a safety briefing meeting with Ms Helen Clark Ops and Facilities Manager (group meeting)		
Schedule a meeting with Dr Paul Reynolds (DoPGR) and Ms Rachel Horn (PG Secretary) (group meeting)		
Add student to Medhandbook for circulation list		
Lab based students: arrange lab induction with Mr Mike Fearon (Building Officer) (1 to 1 meeting)		

The student will receive their card and be granted access to the building. Once the lab induction has been completed access to the labs will be added. Ms Karen Ross (Research Team Leader) will add access and assign desk space to the Student.

Supervisor(s):

Task	Scheduled	Complete
Discuss with LT Team computer/laptop requirements		
Recommend 2 members of staff to Dr Paul Reynolds (DoPGR) to serve on the students Review Committee (these staff members should be different from the Supervisory Staff) Note that the Convenor will be the Internal Examiner upon completion of the PhD. The Supervisor should ensure they have the staff members agreement prior to submitting		

the names to DoPGR. DoPGR will email staff to confirm and will add committee to the Module Management System (MMS)		
Ensure appropriate project ethical approval is in place if required		
Co-create with student a plan for the training needs of the student		

*compulsory matriculation sections:

- complete the online training in [good academic practice](#) (sometimes referred to as [TGAP](#))
- complete the online training in [environmental and sustainable action](#) (sometimes referred to as TESA)
- complete research integrity training
 - Research Integrity at St Andrews,
 - Research Integrity Introduction,
 - Ethical Approval,
 - Plagiarism and Recycling of Text and Research Outputs,
 - Authorship, Collaborative Research and Data Management,
 - Peer Review and Publication Ethics.
- complete the online Consent and Sexual Misconduct training
- read visa and passport information for UKVI (UK Visas and Immigration) documentation checks
- sign up to the Matriculation Agreement (University terms and conditions) [Terms and conditions of study](#)

Any questions or problems with matriculation, please contact pgmed@st-andrews.ac.uk in the first instance.

Please make sure this document is completed and signed by yourself and your supervisor. Please submit it to pgmed@st-andrews.ac.uk along with your 4 month report.

	Print Name	Sign	Date
Student			
Supervisor			

