

Recommendations for introduction of doctoral students to doctoral education and SLU

SLU needs to ensure that new doctoral students are introduced to the education in a manner that enables them to know what framework that applies to doctoral education, which persons that are responsible, whom to contact in case of questions and where to find important information on the web.

A survey on the introduction routines of new doctoral students at department level shows that many department have well-established, comprehensive introduction routines and checklists, but some departments lack such routines. The recommendation for introduction below is supposed to be a support/complementary to the present routines at departmental level.

It is important that doctoral students who are **not** employed at SLU get the same introduction to the education as employed students, and to those aspects of SLU, faculty and department that they need for their education.

The introduction to the doctoral education consists of three parts:

- Soon after admission, the doctoral student and main supervisor are summoned to a **compulsory** personal welcome meeting with director of studies/programme director (at faculty or departmental level)
 - This meeting should be short (30-45 min)
 - A welcome meeting dealing with rights and obligations in doctoral education (ISP, guidelines, the general syllabus of the doctoral education subject, responsible persons, and where to find this information on the staff web)
 - It is recommended to present the doctoral student representative at the department (if applicable)
- An introduction day at faculty level, including information from doctoral student councils (**all new doctoral students invited**)
 - General information on SLU/faculty level
 - Doctoral student ombudsman/counsellor
 - Perspectives on supervision (supervisor and doctoral student)
 - Alumni perspectives
 - E.g. poster session, presentation of the research plan
- More informal information (e.g. over “Fika”) from the doctoral student councils regarding life as a doctoral student in general (**all new doctoral students invited**)

In addition to the above mentioned meetings, information will be published on the staff web. Recordings of faculty introduction meetings can be published on the

staff web. Also, the doctoral student should get a proper introduction to the department and research environment as soon as possible after admission. The division of human resources have introduction routines published on the staff web, but this introduction should not be limited to employed doctoral students only but should include all doctoral students irrespective of type of funding.

Departments that need support and/or inspiration for the personal welcome meeting mentioned in the first step above, may use the two attached documents:

- *“A check-list for introduction of new doctoral students to doctoral education”*
- *“Doctoral education at SLU – organisation and responsibilities”*