



Checklist for PhD Students

Year 1	
Registration	
Register online and pay fees.	
DSP	
Ensure that your School/Supervisor DSP has set up your Doctoral Studies Panel (DSP). Introduce yourself to the DSP members	
Remind your Supervisor to organise your 1 st DSP meeting meet within first 3 months (Supervisor's responsibility)	
A 2 nd DSP meeting should be held within the first year (Student's Responsibility)	
Ensure you complete the relevant Research and Professional Development forms.	
Other	
Ensure you are aware of your Supervisor's expectations such as working hours, meeting schedule, holidays, absences and also be fully up-to-date with regulations, policies and health and safety requirements (Induction/Risk Assessment)	
Discuss with your supervisor your options on relevant taught modules to improve your research and professional development.	
Make yourself aware of your School Graduate administrator & School Head of Graduate Studies and attend the college orientation event and School events.	
Ensure that you are aware of email policy and understand that communications from the University will be delivered via your UCD Connect account.	

Year 2	
Registration	
Register online and pay fees.	
DSP	
Ensure a DSP meeting is held at least 2 months before the Stage Transfer Assessment.	
STA	
Prepare for STA which should be held at approx. 15-18 months (FT)/ 24-36 months (PT) Check with your School for more specific timelines	
Other	
Meet with your Supervisor on a regular basis.	

Subsequent Years	
Registration	
Register online and pay fees.	
DSP	
Ensure at least one DSP meeting is held annually.	
Other	
Meet with your Supervisor on a regular basis.	

Final Year	
Registration	
Ensure your registration is fully up to date	
Extern Examiners	
Check with your supervisor that an Extern and Examination Committee has been submitted for approval approx. 4-6 months before the thesis is submitted.	
Submission Date / Viva	
Review http://www.ucd.ie/registry/academicsecretariat/docs/gradthesisr_po.pdf for advice	
Be aware of the relevant submission date for your thesis.	