



Checklist for UCD PhD Supervisors

Student's Name:

Student Number:

Year 1

Registration

Ensure funding is place for consumables or/and fees and where relevant appropriate Scholarship Set-up and R Account forms have been completed.

Ensure that the admission documentation is completed and submitted to the School Graduate Administrator for the approval process.

Ensure the student's fees have been paid if they are coming from a grant.

DSP

Ensure that the student's DSP members have been approved, preferably at admission.

Organise the student's 1st DSP meeting within first 3 months.

A 2nd DSP meeting should be held within the first year (Responsibility of the student)

Other

Introduce the PhD student to the School as a workplace and your expectations (working hours, meeting schedule, teaching obligations, databases, regulations/policies, absence etc.) and health and safety requirement.

Discuss with the student relevant taught modules to take to improve their research and professional development.

Year 2

Registration

Ensure the student's fees have been paid if they are coming from a grant.

DSP

Ensure a DSP meeting is held at least 2 months before the Stage Transfer Assessment.

STA

The STA should be held at approx.15-18 months (FT)/24-36 months (PT).

Ensure that the student is fully informed (usually through the chair of the STA panel) of the decision of STA and any improvements that are recommended

Subsequent Years

Registration

Ensure the student's fees have been paid if they are coming from a grant.

DSP

Ensure a DSP meeting is held annually

Other

Meet with the student on a regular basis to discuss any issues that may occur and review and set goals

Final Year

Registration

Ensure the student's registration is fully up-to-date and that the fees have been paid if they are coming from a grant.

Extern Examiners

Submit nomination of examination committee approx. 6 months before the thesis is due to be submitted.

Submission/Viva

Ensure the student is fully aware of the submission date that applies to their thesis.

Advise the student on preparation for the viva.

All Years

All DSP, STA and other registration-documents should be kept in the School office/Programme Office as relevant. See Graduate School guidelines