



# CHECKLIST FOR NEW PHD STUDENTS AT BTH

## ADMISSION AND EMPLOYMENT

- Read your decision of acceptance. The PhD education towards doctorate is equivalent to four years full time studies and you should know the starting date of your studies.
- If you are employed as a PhD student at BTH – read your decision of employment. The employment as a PhD student is limited in time and you should know the starting date and end date of your employment.

## STUDY PLANS AND FOLLOW-UP

- Read the General Syllabus (Allmän studieplan) for your subject. This is the study plan that sets the structure for your education. It says how many course credits you need and what goals you need to attain.
- Familiarize yourself with the structure of the Individual Study Plan. This is your “agreement” with BTH about the content of your education.
- Select a Senior Reviewer for your Individual Study Plan - The Senior Reviewer should provide experience and input about advising PhD students, and need not be an expert in the area of your research studies; your supervisors and examiner are such experts. The Senior Reviewer must be someone from another department and preferably from the other Faculty. Try to select someone that will balance the gender in your ISP meetings. The Senior Reviewer should preferably be a Docent or Professor. You need to contact the person, and the person must agree to act as Senior Reviewer for you.
- Set a time for the establishment of your first Individual Study Plan together with your Supervisors and Examiner. The Individual Study Plan should be sent in to Registrator no later than two months after your admission date.
- Plan for regular meetings with your supervisors and Examiner and set a date for the yearly review meeting of your Individual Study Plan.

## SUPPORT AND INFLUENCE

- Know how to contact the PhD Students’ Union – the PhD Students’ Union is an association for research students at BTH. The purpose of the union is to promote the members' common interests, such as more efficient research and research education.



- Know how to contact the Dean at your Faculty - the Deans have the ultimate responsibility for the quality assurance of the doctoral education and can be contacted should a problem occur that other functions at BTH cannot handle.
- Know who to turn to with questions about your admission – Research Administration handles all administrative matters such as admission and registration. Research Administration is located at Campus Gräsvik, House J, floor 2.
- Know who to turn to with questions about your employment – HR department handles all employment related matters. HR is located at Campus Gräsvik, House J, floor 4.
- Know where to find further information about your PhD studies and the rules that governs them at BTH – Information can be found at both BTH Student Portal as well as BTH Inside.