

Helpful To-Do's at Your Start as PhD ¹

Suggestions from 'older' PhD students

What?	Who to contact?	When?	Check
Your dissertation project			
Make an appointment with all of your supervisors. Insist that you get an appointment! Discuss meeting rhythm and time frame of the dissertation	Your supervisors	Within 2 weeks	<input type="checkbox"/>
Decide on the topic and the (preliminary) title of your dissertation		Within 4 weeks	<input type="checkbox"/>
Start reading AND writing		Within 1 week	<input type="checkbox"/>
Organize potential topics, ideas etc. using mind maps		Within 4 weeks	<input type="checkbox"/>
Check what your department/intersection is doing	Faculty website, fellow PhD students, post-docs, principle investigators	Within 4 weeks	<input type="checkbox"/>
Find the doctoral degree regulations (Promotionsordnung) of your faculty and familiarize with it	https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/research/phd-studies/ http://www.uni-tuebingen.de/en/faculties/economics-and-social-sciences/download/faecherfakultaet/wiso-fakultaet/your-phd.html		<input type="checkbox"/>
Write a rough time plan for your dissertation project with milestones (and keep updating it)	For instance with Excel or a time planning tool (e.g., https://gantter.com/)	Within 8 weeks	<input type="checkbox"/>
Identify the key journals for your research area and sign up for content alerts		Within 8 weeks	<input type="checkbox"/>

¹ Please note that the following suggestions are for PhD students in general. For example, if you are a doctoral candidate employed at a chair you probably need to check additional things such as teaching load or additional research tasks.

Prepare your exposé	Check courses on “Exposé writing” of the graduate academy Visit the writing center (https://uni-tuebingen.de/en/facilities/administration/iii-academic-affairs/diversitaetsorientiertes-schreibzentrum/ webpage currently only available in German)		<input type="checkbox"/>
Organizational Stuff			
Find out about the team meetings in the lab of your supervisor(s)	Your supervisor/lab colleagues	Within 2 weeks	<input type="checkbox"/>
Get office materials (calendar, stapler, pens, etc.)	Secretary, scientific coordination	Within 2 weeks	<input type="checkbox"/>
Enroll as doctoral candidate at your faculty	Deanery of your faculty https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/research/phd-studies/	Within 4 weeks	<input type="checkbox"/>
Enroll as doctoral student at the University	https://www.uni-tuebingen.de/en/study/administrative-matters/student-administration/promotionsstudenten.html (webpage currently only available in German)	Within 4 weeks	<input type="checkbox"/>
Consider to become a member of the PhD convent of your faculty	http://www.wiso.uni-tuebingen.de/promotionhabil/promotion/konvent-der-doktorandinnen.html		<input type="checkbox"/>
IT Stuff			
Install all the programs you need on your computer, e.g., Statistical software, Reference manager	IT Administration	As you get your computer	<input type="checkbox"/>
Set up your network drive Your personal drive at the ZDV / Department drive (if applicable)			<input type="checkbox"/>
Set up the printers			<input type="checkbox"/>
Change your email signature according to the suggestions of your department			<input type="checkbox"/>
Register at Researchgate to stay informed	https://www.researchgate.net/		<input type="checkbox"/>
Private			
For internationals	https://uni-tuebingen.de/en/international/welcome-	Within	<input type="checkbox"/>

– make appointment at the Welcome Center of the University – they know what needs to be done	center/guide-for-international-researchers/	1 week	
Public Administration: Go to Bürgerbüro to register your residency	http://www.tuebingen.de/verwaltung/dienststellen#/B/buergerbuergerstadtmitte	Within 4 weeks	<input type="checkbox"/>
Register for University sports	http://www.hsp.uni-tuebingen.de/ Some courses (e.g., yoga) are popular and you have to be fast to get a place!	Check deadline!	<input type="checkbox"/>
Look up if you are interested in courses of the Graduate Academy	https://uni-tuebingen.de/en/research/support-for-junior-researchers/graduate-academy/	Within 3 weeks	<input type="checkbox"/>
Look up if you are interested in courses of the Career Service /- Studium Professionale	https://uni-tuebingen.de/en/facilities/administration/iii-academic-affairs/career-service/	Within 1 week	<input type="checkbox"/>
Look up the courses of the Hochschuldidaktik Tübingen and check if you want to take courses in teaching	https://uni-tuebingen.de/en/facilities/administration/iii-student-affairs-and-studies/hochschuldidaktik/ https://tcmanager.scc.kit.edu/hdz/result.jsp Courses are booked out quickly. Be fast! Sign up for the waiting list if you did not get a place.		<input type="checkbox"/>
Look up the courses of the method training	http://www.uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/studium/forschungsmethoden-faecheruebergreifendes-angebot/methodendozentur.html		<input type="checkbox"/>
Get a bank account and preferably a credit card (e.g., Deutsche Bank, they are said to offer services in English)		Within 4 weeks	<input type="checkbox"/>
Buy a (used) bike – if needed	https://www.adfc-bw.de/tuebingen/service/fahrradflohmarkt/		<input type="checkbox"/>

Please keep in mind that these are suggestions. You do not have to do it.