****

**Start of the Academic Year Checklist**

Welcome to (or back to) Oxford! Here’s a quick checklist you can run through to make sure you’re ready for the new year.

***Health***

* Are you registered with a local doctor?
* Do you need a check-up?
* Are you registered with a local dentist?
* If it’s more than 9 months since your last check-up, have you booked one?
* If you need health insurance for the UK, is it up to date and is the cover sufficient?
* Have you made contact with the counselling service if you feel you have experiences to process or are concerned about (re)integrating into Oxford life?

***Logistics around the University***

* Do you have a university card?
* Do you have any keys or fobs you need for access?
* If you’ve changed your university card, have you registered the new number with each place you need access to or borrowing rights?
* Do you have any logins and access you need (for example, 24-hour building access sometimes requires attending a training course)?

***Academic and Pastoral Support***

* Have you told your supervisor(s) you are (back) in Oxford?
* Have you arranged your next supervision meeting?
* Are you clear about the next step with your work (content and time line)?
* Have you shared with your supervisor(s) how you are feeling about being (back) in Oxford and the work you are facing?
* Have you told your college advisor you are back?
* Have you arranged to meet your college advisor?
* Have you shared with your college advisor how you are feeling about being (back) in Oxford and any specific challenges you are facing?

***Social, and peer support***

* Have you (re)established patterns and means of being in touch with family?
* Have you made contact with your Oxford- or UK- based friends and contacts?
* If you play any sports, music or have other extra-curricular interests, have you checked when the relevant societies and groups meet, and made a plan for easing into this side of Oxford life?
* Do you know that the Social Sciences hosts ResearcherConnect meet-ups four times a term at the University Club (check [website](https://www.socsci.ox.ac.uk/welcome-to-researcher-development) for details)
* Do you know that Social Sciences Division facilitates meet-ups for researchers with families three times a term at the Hub Café, Kellogg College (check <https://www.socsci.ox.ac.uk/welcome-to-researcher-development>website for details)?

***Project Managing your DPhil***

* Do you know the deadlines you are working to: presentations, transfer, confirmation, final submission, any funding deadlines?
* Have you checked the Social Sciences Division Researcher Development [Term Card](https://www.socsci.ox.ac.uk/files/mt19termcardv2pdf) for relevant opportunities?
* Have your drafted yourself a weekly work schedule (be kind to yourselves and realistic about what’s achievable at this stage), which allocates time for non-academic activities? (See the ‘Project Managing Your DPhil’ section of the Researcher Development [website](https://www.socsci.ox.ac.uk/welcome-to-researcher-development) for a template)
* Do you know the exceptional grounds on which you can ask for an extension and deferral?

*Revised October 2019*