

# CBS PHD ON-BOARDING PROGRAM

## The First Week(s)

A list of recommended activities for new PhD students is offered below. This list is non-exhaustive; the departments can tailor the schedule and types of activities based on their specific needs. Thus, the exact order and timing of activities can be determined by each respective department. We recommend to consult the incoming PhD students with regards to relevance of offered HR meetings.

### SESSION 1: WELCOME TO THE DEPARTMENT

*Responsible Unit: Department*

- Presentation by **Head of Department** to incoming PhDs
- Meeting with **PhD Coordinator**
  - mandatory department courses
- Meeting with **Supervision Team**
- Meeting with **Administrative Staff**
  - building and department tour
- Meeting with **PhD Buddy and PhD Representative**
- Presentation by **Teaching Coordinator**
  - identify teaching opportunities for incoming PhDs
  - introduce Danish grading scale and teaching resources
- Introduction to **Shop Steward and Placement Officer**
  - role of the shop steward and employee rights
  - role of the placement officer
- Overview of relevant working groups/activities at the department*

### SESSION 2: WELCOME TO DENMARK

*Responsible Unit: HR International Support*

- Before arrival: communication with **HR International Consultant** in relation to employment at CBS
  - Work and residence permit, CPR number, taxation, pension, bank account and salary transfer, etc.
- After arrival: meeting with **HR International Support**
  - **HR International Support** contact via [i-staff.hr@cbs.dk](mailto:i-staff.hr@cbs.dk)
  - **Meet&Greet** at CBS campus or online/ HR International Support: Solbjerg Plads (D.1.43-1.45)
  - **General Introduction** to life at CBS, life in Denmark and Danish culture and CBS Strategy and Organisation (twice a year)
- Other relevant information via [www.cbsshare.cbs.dk](http://www.cbsshare.cbs.dk)*
  - *CBsshare > HR/Løn > Employees (english) > Working Environment*

### SESSION 3: WELCOME TO THE LIBRARY

*Responsible Unit: Library (requested by Department)*

- Meeting with **Liaison Librarian**
  - Library Services and Resources
  - Library Card (or **Student Card @ Campus Desk**)
- Recommendation:** Library 1-week Course *"Craft of Doctoral Research"*

## WHY ON-BOARDING?

The CBS PhD program is short and intensive: it is crucial to integrate students quickly and effectively so that they can hit the ground running and focus on their key objectives: research, coursework and work obligation (e.g., teaching).

The PhD representatives on the PhD Committee point out that there are currently some pressure points in the PhD programme that contribute to higher stress levels. This includes a lack of information for new PhD students around how to navigate a new organisational context.

New students don't know what they don't know! They should be provided with the information and resources that set them up for success early on.

### SESSION 4: WELCOME TO PHD SCHOOL

*Responsible Unit: PhD School*

- Meeting with **PhD Support**
  - PhD Rules & Regulations (e.g. CBS PhD Study Handbook)
  - PhD School Budgets
  - Career Coaching & Mentoring
  - Additional Funding Opportunities (Skill Course Funding)
  - Introduction to Research Planner (follow-up on request)
- Calendar Invite to the next **PhD Day**
- Calendar Invite to the **Supervision Workshop**

### SESSION 5: SOCIAL INTEGRATION

*Responsible Unit: PhD Representative@Department*

- Ensure that new PhDs are invited to all the formal and informal gatherings (e.g., online calendar invitations)
- Coffee/lunch meetings with other PhDs
- Introduction to Student Bodies (PAC)

## Checklist for on-boarding administrators

The administrators of the onboarding program at each department may consider the following checklist of documents and information to be shared with the new PhD students in the run up to and during the first few weeks.

- Inform PhD student representatives of incoming PhDs**
- Assign a PhD buddy to each incoming PhD**
- Set up the schedule of on-boarding meetings (see above)**
- Circulate an Information Package for incoming PhDs**
  - Welcome*
  - First Week Schedule*
  - Request Picture (offer Photo Session) Webpage bio/Welcome Text*
  - Welcome to CBS: Practical Guide (Non-EU and EU citizens)*
  - Contact to CBS Academic Housing (<http://cbs-academic-housing.dk/faculty-housing>)*
- Set up other meetings in the department**
  - One-on-one meetings with faculty members*
  - Speed-dating style meetings with faculty members*
  - Administrative staff meetings*  
*(statutory holidays, travel booking, department's website)*
- Send a welcome email to the Department (new PhDs in copy)**
  - Welcome, image, supervisor(s)*
- Set up office and equipment for incoming PhDs**
  - Laptops/office furniture/phone*
  - Contact information for the Ergonomic Specialist ([ergonomics@cbs.dk](mailto:ergonomics@cbs.dk))*