Checklist inviting and taking care of new co-workers
(Undergraduate students, Erasmus students and undergraduate guest students making diploma work or research practice and the Department)

2-3 months before the arrival **Supervisor**

☐ Ensure that the student is properly registered in LADOK for one of the undergraduate courses (see note 1 below). In case of Erasmus Mobility Traineeship students LADOK registration is not possible (see note 2 below).

2-4 weeks before the arrival **Supervisor**

☐ Assign the final placement (lab/fume hood+ office/desk) make sure they have been cleaned.

☐ Assign a computer or order a new one

☐ Assign project

☐ Assign co-supervisor and appoint a manager of arrival

☐ Send the filled form "Registration_form_GRUND-210120.docx" to studierektor@organ.su.se admin@organ.su.se in case of an Erasmus Mobility Study student even to charlotte.boegard@su.se

The day of the arrival **Supervisor or Manager on arrival**

☐ Introduce the group.

☐ Take the person to the administration for email address/SUKAT, access-card and a printout with general info and the general safety framework.

☐ Show fume hood, desk & introduce to lab contact.

☐ Show the website; go through internal info.

☐ Info on group meetings, week plans and monthly reports.

☐ Info about how to use a lab book and were to find it.

☐ Present the project.

☐ Inform about research activities at the department, e.g. next coming SDM and that the new comer there will be officially welcomed.
The day of the arrival  Co-supervisor & Lab contact

☐ Take the person to Ola for computer account.
☐ Introduce the person to people at the department.
☐ Show the department, kitchen routines, SU store, library & Magnéli hall.
☐ Show the campus and pick up the entrance card.
☐ Show the lab & lab routines (lab contact).
☐ Go through lab safety, emergency exits & fire extinguishers (lab contact).
☐ Talk to Kristina about NMR introduction including safety check.

The group

☐ Make the person feel welcome!

Note 1: 2-3 months before planned arrival. Undergraduate students making diploma work (examinationsarbete) or research practice have to apply for the appropriate courses via the University Admission System. This can take time for students, who are not admitted to our M.Sc. education program (NORKO). In case of Erasmus Mobility Study student, the Erasmus coordinator of the chemical section may help in the registration. The supervisor has to ensure that the student is registered in LADOK. Without LADOK registration the student cannot start experimental activities at the Department.

Note 2: Erasmus Mobility Traineeship Students. Erasmus Mobility Traineeship students cannot be registered via the University Admission System. These students usually are registered at their home universities. As the Departmental Costs (solvents, gases, NMR, MS etc.) of these students are not covered, the supervisor have to pay a bench-fee of 5000 kr/months in case of inviting these students. If the student has no insurance from the home university the supervisor covers the insurance fee as well. In case of inviting students with Erasmus Mobility Traineeship the supervisor needs to have a discussion with the Head of Department 2-3 months before the planned arrival.