Definitions: A new member is a person who was recently granted membership of the TR32 IRTG (see SOP # TR32-IRTG-001).

### Responsible

**IRTG coordinator**

1. **Send new member and advisor**
   1) the TR32 welcome letter
   2) link to online IRTG information for new members

   **Schedule:** a.s.a.p. after approval by directorate

2. **Include new member in TR32-IRTG mailing list**
   <tr32-irtg@uni-koeln.de>

   **Schedule:** same day as 1

3. **Send email to webmaster**
   to announce new member

   **Schedule:** same day as 1

**new member**

4. **Read and follow instructions in “welcome letter”**

   **Schedule:** a.s.a.p.

5. **Read and follow instructions in this SOP**
   (standard operational procedure)

   **Schedule:** after getting TR32 website login & password

**new member**

6. **Read online documentation of IRTG**
   PhD > Graduate School > New members

   **Schedule:** in first two months of contract

7. **Discuss composition of doctoral committee (DC) with advisor**
   (and find “student peer”, if desirable)

**new member**

8. **Send names of proposed DC members (+ student peer) to IRTG coordinator**
   by email (irtg@tr32.de)

   **Schedule:** before 15th of each month;

**coordinator**

9. **Include proposed DC (+ student peer) in documentation for next directorate meeting**

   **Schedule:** before next directorate meeting

**TR32 directorate**

10a. **Approve proposed composition of DC?**

    **Yes**

    **No**

    **Schedule:** in meeting

10b. **Suggest changes**

**TR32 directorate**

11. **Notify PI and candidate of directorate decision**

    Where appropriate, notify PI of host project and/or administration. Where necessary: iteration from (8) until agreement is reached.

    **Schedule:** As soon as directorate decision is available