

How to update and close your PhD plan

The PhD planner is used to record and evaluate the development of your PhD study.

Your PhD plan should therefore contain, at least, all planned and completed mandatory PhD elements:

- Title of your PhD project (and project description)
- PhD courses amounting to 30 ECTS
- Journal club(s) you have participated in
- Two PhD Days
- A research environment change with duration of at least one month and preferably abroad
- Teaching experience amounting to at least 150 hours

For each activity, please remember to indicate the appropriate progress:

- Completed,
- planned or
- discarded

Before handing in your dissertation you need to close your PhD plan, all elements should be marked as “completed” (or “discarded” if not finished at the time you hand in your dissertation). Please be aware that all mandatory PhD plan elements need to be completed before enrolment end.

Name

My PhD project's title

Start date*

01/05/2017

End date*

01/05/2020

Progress

Completed

Comments

Attach project description

Attachments

Attachment1



PhD project description.pdf Der er ikke valgt nogen fil

Attachment2

Der er ikke valgt nogen fil

Attachment3

Der er ikke valgt nogen fil

Attachment4

Der er ikke valgt nogen fil

Attachment5

Der er ikke valgt nogen fil

Save

PhD project

Please write the title of your PhD project. Start and end date should be the same as your enrolment period.

If your project changes from the time of enrolment, you need to upload the new and approved project description as well.

Publication



Format Source 

My publication's title, published

Start date*

End date*

Progress

Comments

Co-author statements

Statement1  Co-author statement - my publication.pdf Der er ikke valgt nogen fil

Statement2 Der er ikke valgt nogen fil

Statement3 Der er ikke valgt nogen fil

Attachments

Attachment1  My publication.pdf Der er ikke valgt nogen fil

Attachment2 Der er ikke valgt nogen fil

Attachment3 Der er ikke valgt nogen fil

Attachment4 Der er ikke valgt nogen fil

Attachment5 Der er ikke valgt nogen fil

Publications

List the publications you have been author/co-author on during your enrolment period. Write the title of the publication and the publication status.

You are welcome to upload the article(s) (under attachments) and co-author statement(s) (under co-author statements) as well but it is not a requirement.

Home		My PhD Plan		Password and Profile	
PhD Course					
Name					
<div style="border: 1px solid gray; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> </div> <div style="padding: 5px;">Epidemiology II</div> </div>					
ECTS*	<input type="text" value="4,90"/>				
Start date*	<input type="text" value="10/06/2017"/>				
End date*	<input type="text" value="12/06/2017"/>				
Progress	<input type="text" value="Completed"/>				
Country*	<input type="text" value="Denmark"/>				
Comments	<div style="border: 1px solid gray; height: 40px;"></div>				
Attachments					
Attachment1	Course diploma.pdf <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil				
Attachment2	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil				
Attachment3	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil				
Attachment4	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil				
Attachment5	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil				
<input type="button" value="Save"/>					

Courses and ECTS

Please state the name of the course, ECTS and the start and end date.

Make sure to indicate the appropriate progress: completed or discarded, and the country in which the course was taken.

Under attachments, please upload the course diploma. If it is an external course, make sure to upload the course approval. Course diplomas from the graduate school courses can be downloaded from the [course calendar](#).

Plan: Student Planning/Adjustments (third)

Finish your PhD Plan and submit it. [Read more](#)

PhD Plan

Course ECTS 4,90 Warning: Should be at least 30!
- completed 4,90
Research environment days 31 ✓
Previous approval  [snapshot and logs](#)

Approval

Assessment

The assessment of the plan will be saved and can be used in a legal context. [Read more](#) about the assessment options.

Progress and changes since last evaluation

How is the project progressing according to the project description, time line, and initial PhD plan?

Has the PhD project changed?

Will you be able to meet the requirements regarding teaching, courses, dissemination and research stays before handing in your PhD dissertation?

Describe the progress and changes made in your project since your last evaluation. If you have been to a midterm evaluation please state how the main points have been addressed.

If the project has changed, please state how and why.

Status: Awaits student planning

Comments for you

[Save](#) [View plan details](#)

Comments for receiver

[Send to supervisor](#)

When you are doing an evaluation (by clicking 'Update') - you can get a summarized number of ECTS at the top of the page. This number is the total number of ECTS incl. planned, discarded, in progress and completed courses. You can also see the total number of completed ECTS credits.

HEALTH [Logout](#)

Dissemination

Name

9 hours: Class room teaching: Anatomy

Start date*

End date*

Progress

Country*

Comments

4 lessons = 3 hours
 Preparation = 6 hours
 Total = 9 hours

Attachments

Attachment1	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil
Attachment2	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil
Attachment3	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil
Attachment4	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil
Attachment5	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil

Dissemination

For each element of dissemination, please write the total number of hours and the type (class room teaching, supervision, conference presentation etc.) and name of the dissemination – for example: 30 hours: Class room teaching: Anatomy.

State the start and end date, and indicate the appropriate progress: planned, completed or discarded, and the country in which the dissemination was carried out in.

Under comments, state the number of lessons taught in hours/minutes, the number of preparation time in hours/minutes (if any) and the total number of hours/minutes.

[Please find more information about how to register teaching hours here.](#)

You are not required to upload any documentation for your dissemination, but you are welcome to upload any material that relate to your dissemination.

Research Environment Change

Stays at institutions and workplaces outside Aarhus University like other universities, companies, public or private organisations, hospitals, educational/research institutions. This also includes compulsory changes of research environment, but excludes participation in conferences etc.

Name	<div style="border: 1px solid gray; padding: 5px;"> Laboratory visit, Biochemistry Centre, University of Heidelberg</div>
Start date*	<input type="text" value="01/04/2019"/>
End date*	<input type="text" value="01/05/2019"/>
Progress	<input type="text" value="Completed"/>
Type*	<input type="text" value="Public educational or research institution"/>
Country*	<input type="text" value="Germany"/>
% of time spent	<input type="text" value="100"/>
Comments	<input type="text" value="1 month at Professor P. Schmidt's laboratory"/>

Attachments

Attachment1	 Invitation letter from Professor Schmidt.pdf <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil
Attachment2	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil
Attachment3	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil
Attachment4	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil
Attachment5	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil

Research environment change

Please write the name of the department/institution/hospital etc. that you have visited during your research environment change.

State the start date, end date, type (which type of place you visited) and the country.

Make sure to indicate the appropriate progress: completed or discarded. You are not required to upload any documentation for your research environment change, but you are welcome to upload any material that relate to your stay.

If you submit a report based on your stay abroad and obtain ECTS credits, please add the report and the approval for ECTS under courses, to ensure that the ECTS credits are registered.

Other Activity

Name



Journal Club - Molecular and cellular toxicology in endocrinology research

Start date*

End date*

Progress

Country*

Comments

Attachments

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Attachment4	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil
Attachment5	<input type="button" value="Vælg fil"/>	Der er ikke valgt nogen fil

Other activities

Under this category all your journal clubs, conferences (without contribution), annual meeting etc. are logged.

For each activity you have participated in, please state the name of the activity, start date and end date. Make sure to indicate the appropriate progress: completed, planned or discarded, and the country in which the activity took place.

Evaluations and due dates

The due date on your 'My task' page is the date were you have to send your evaluation to your main supervisor at the latest.

Please make sure not to complete the evaluation ahead of time. This is to ensure that you are making the evaluations approximately 1 year apart (for a regular full time 3-year PhD study) and to be able to record the development in the PhD study; both in the project and in regards to the PhD plan elements.

The next due date is generated as soon as the previous evaluation has been completed by the graduate school. You will receive an automated reminder prior to the due date.

Please note that you cannot update your PhD plan before your evaluation is complete.

Closing your PhD plan

When you are done updating your plan, you can close it.

To do so:

1. Go to the "My Task" tab in your PhD Planner and click update
2. Click on the button "close plan". Any message for the PhD administration can be written in the yellow "comments for receiver" box.

When you have clicked "close plan", you can no longer edit your PhD plan.

The Graduate School will validate your plan. If changes are necessary we can open up the plan again.

The screenshot shows the Aarhus University Health website interface. At the top left is the Aarhus University Health logo. At the top right, the user is identified as "User : *Charles Darwin" with a "Logout" link. Below this is a navigation menu with "Home", "My PhD Plan", and "Password and Profile" buttons. The main content area is titled "Plan: Student Finalisation". It contains a warning box with the text "Please ensure the following requirements before closing the plan" and a bulleted list of requirements: "All courses, publications and other plan element have been registered", "All co-author statements have been uploaded", "Status Completed has been applied to plan elements that will be sufficiently terminated before the enrolment ends", and "Status Discarded has been applied to plan elements that have not yet been started or will be insufficiently terminated before the enrolment ends". Below this is a "PhD Plan" summary table showing "Course ECTS 30,90" and "- completed 30,90 ✓". The status is "Status: Awaits student finalisation". At the bottom, there are two yellow comment boxes: "Comments for you" and "Comments for receiver". The "Comments for receiver" box contains the text "Here is my completed PhD plan - thank you for your kind help during my enrolment period :-)". At the bottom of the comment boxes are buttons for "Save", "Check and save", and "Close plan".