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.
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.
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.
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.
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.
**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**

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 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 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.