Guide to PhD Planner for Supervisors

Contents

1. Supervisor tasks

The supervisor's tasks in the PhD Planner are to:

1. Approve the PhD student's PhD plan within three months after he or she starts the PhD study programme (not applicable to supervisors at Graduate School of Health).
2. Approve the intermediate evaluations on a regular basis. Please note, that the scheduling of intermediate evaluations can vary from graduate school to graduate school, however they are often conducted every six months.

In the PhD Planner, you record your evaluations of the progress of the individual PhD student's PhD plans using an assessment option with a comment field for elaboration.

We recommend that your interactions with your PhD students include discussions about reporting on the PhD plan and on evaluations in the PhD planner as an integrated aspect of their studies. Such discussions are an excellent opportunity to make a more formal evaluation of progress of the PhD student's studies and to discuss long-term plans.

2. Log in

Graduate School of Natural Sciences and Graduate School of Technical Sciences are using WAYF or single sign on to PhD Planner. As a supervisor, your username is your AU ID and your password is the same as you use at other AU systems.

As a supervisor at the three other PhD Schools you receive a username and password by e-mail from your graduate school. Please note that you have received two e-mails:

- An e-mail with the subject heading 'Your username for accessing the PhD Planner' which contains your username.
- An e-mail with the subject heading 'Your credentials for accessing the PhD Planner' which contains a temporary password. The temporary password in this e-mail is only valid for 24 hours. You can request a new temporary password on the login page by typing in your e-mail address at the bottom of the page.

Please find the login pages for each graduate school here:

- Graduate School – Faculty of Arts
- Aarhus BSS Graduate School
- Graduate School of Health
- Graduate School of Natural Sciences
- Graduate School of Technical Sciences

If you don´t use WAYF, the first time you log in to the system, you will be asked to change your password. Please note when using an iPad, iPhone, tablet or smartphone there can be some difficulties with the responsive design. It is possible to open PhD Planner on these devices but it is difficult to work in the system.

3. Structure of the PhD planner

When you log in to the PhD Planner, you are directed to the 'My tasks' tab, one of the main tabs in the PhD Planner. As a supervisor, you will have access to four main tabs, located at the top of the screen.

This section provides a comprehensive guide to the contents of the main tabs. You are encouraged to familiarise yourself with the contents of this section, but without necessarily to reading it from A to

Z. Instead, use it as a reference in case of doubt.

3.1. My tasks

For supervisors, the ´My tasks' tab is the most important of the main tabs (Figure 1). It contains a table which lists all your tasks. If you have many tasks, you may filter them by 'Role' or by 'Status', using the two dropdown menus immediately above the table. You can also search your tasks by entering a search string in the first field above the table.
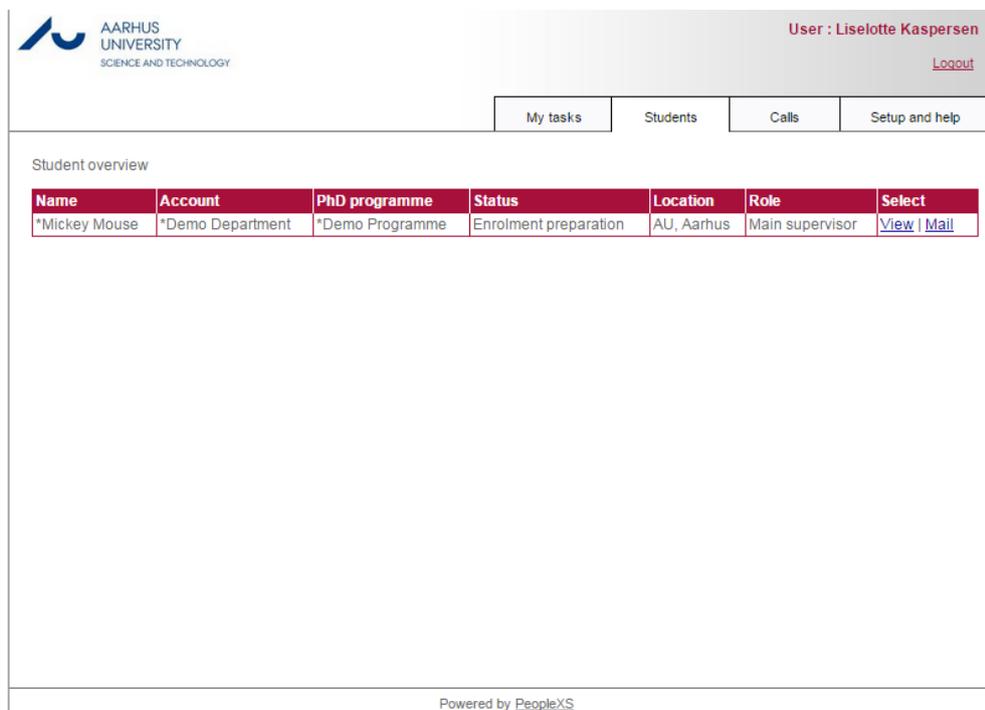

Figure 1: The 'My tasks' tab.

The table on the 'My tasks' tab contains eight columns:

- **Due date:** The date on which the task is due.
- **Task accounts:** The department and programme to which the task belongs. Usually this will be the department and programme with which the PhD student is affiliated.
- **Type:** Specifies the type of task.
- **Person:** The PhD student in question.
- **Subject:** The subject of the request. The entry in this field is also a clickable links to the PhD student's PhD plan.
- **Status:** The current status of the task in the system. When a task shows up on a supervisor's 'My tasks' tab, the status will usually read 'Awaits supervisor action'. This is also a clickable link to the assessment of the PhD student's PhD plan.
- **Comments:** This column may contain a short note, either from the immediately preceding location in the workflow or a note you have made yourself.
- **Select:** This column contains two links:

  1. 'Update' is used when you wish to update the status of the task, i.e. carry out an assessment of a PhD plan and pass it along in the workflow (section 8. How to enter an .
  2. 'View' takes you to the PhD student's PhD plan for you to review in connection with the evaluation.

For a complete breakdown of the various parts of a PhD plan, see <u>section 4. Contents of the PhD plan</u>.

3.2. PhD students

The 'Students' tab (Figure 2) lists all PhD students with whom you are currently directly affiliated as supervisor.

Figure 2: The 'Students' tab.

The PhD students are listed in a table containing seven columns:

- **Name:** Name of the PhD student.
- **Account:** The department with which the PhD student is affiliated.
- **PhD programme:** The programme with which the PhD student is affiliated.
- **Status:** Specifies the PhD student's enrolment status.
- **Location:** The physical workplace of the PhD student.
- **Role:** Your role in relation to the PhD student.
- **Select:** Contains two links:

    1. 'View' brings you to an overview page with information, including the PhD student's PhD plan.
    2. 'Mail' allows you to send an e-mail to the PhD student through the system. See Section 6. E-mail.

You can access your PhD student's PhD plan at any time from the 'Students' tab.
1. The 'View' link will take you to personal and academic information regarding the PhD student.
2. Please click the 'Plans' link at the top of the page
3. Followed by the 'View' link under 'Select' in the 'Plan' table.
This will take you to the PhD student's PhD plan.

3.3. Calls

Unless you also have another role in the system related to the assessment of PhD applications (e.g. as a member of the programme committee), the 'Calls' tab will be empty.

3.4. Setup and help tab

On the 'Setup and help' tab, you can change your password. This is not relevant for supervisors using WAYF as log in for PhD Planner (only Graduate School of Natural Sciences and Graduate School of Technical Sciences).

Here you can also set up specific rules for e-mail updates and for how tasks are displayed on the 'My tasks' tab. For instance, you may choose only to see certain tasks by due date.

Figure 3: The 'Setup and help' tab.

4. Contents of the PhD plan

Clicking 'View' on the 'My tasks' tab brings you to the PhD student's PhD plan, which contains a number of vertical tabs (Figure 4): 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation' and 'Plan history'.

4.1. Plan summary

The 'Plan summary' tab provides an overview of the basic information regarding the PhD plan divided into three main sections: 'Plan', 'Stage and 'Workflow'.

1) The 'Plan' box provides an overview of basic information:

- **Name:** The name of the PhD plan.
- **Start date:** Enrolment start date for the PhD student.
- **End date:** Enrolment end date for the PhD student.
- **ECTS:** Overview of the number of planned and completed ECTS credits in the PhD plan.

- **Research Environment Change days:** This usually indicates study abroad. Research environment change means study or research at institutions and workplaces outside Aarhus University, e.g. other universities, companies, public or private organisations, hospitals, educational/research institutions. This also includes compulsory changes of research environment, but excludes participation in conferences and the like.

2) The 'Stage' box provides information on the current status of the PhD plan:

- **Kind:** Can be either 'Initial' (after the PhD student has created the PhD plan), 'Intermediate' (for regular evaluations) or Final (the last evaluation before submission of the dissertation).
- **Current approval cycle**: The number of the current evaluation. If this is the PhD student's initial PhD plan, the value will be 0.
- **Trial period status:** If the PhD student is in a three-month trial period.

3) The 'Workflow' box indicates where the PhD plan/evaluation is currently located in the workflow.

- **Status:** Current status of the PhD plan/evaluation. In the example shown in Figure 4, the plan 'awaits supervisor action'.
- **Location:** The current location of the task.
- **Note:** May contain a note from either the immediately previous location in the workflow or from yourself (see section 8.4.).

Figure 4: The 'Plan summary' tab.

4.2. Plan details

The 'Plan details' tab (Figure 5) provides an overview of the various elements of the PhD student's PhD plan organised in a table that also contains the planned start and end dates and the current status of each element. Please note that the 'Plan details' elements are similar to the elements a PhD degree programme must contain under the PhD Order.

The following statuses can be assigned to an element:

- 'Planned': An activity the PhD student is planning as part of the PhD programme, for example study abroad.
- 'In Progress': An activity that is in progress, for example getting an article published.
- 'Completed': An activity that is finished, for example a PhD course the PhD student has participated in.
- 'Discarded': An activity the PhD student was planning but which has been discarded for some reason, for example a PhD course that has been cancelled or a change of plans regarding a research environment change. When the PhD student discards an activity, the activity is still visible. PhD students may discard planned activities as long as the PhD study programme contains the relevant elements required under the PhD Order.

Connected to each element is a 'View' link to a more detailed screen. For example, you can see the number of ECTS credits awarded for a PhD course. PhD students may also upload attachments to individual elements, such as confirmation of participation in a PhD course, a course certificate, co-author statement etc.

Figure 5: The 'Plan details' tab of the student's PhD plan.

The current workflow status is displayed in the top right corner of the 'Plan details' tab. In the example shown in Figure 5, the plan awaits supervisor action. When this is the case, a direct link to the 'Update' screen will also be visible.

The various plan elements are:

- **PhD Project:** The PhD student's PhD project description and title.
- **Publication**: Lists the PhD student's publications.
- **PhD Course:** Lists the PhD student's PhD courses.
- **Dissemination:** Teaching or other types of dissemination.
- **Research environment change:** See above, section 3.1.
- **Other activity:** Activities that do not fit in any of the other categories.
- **Supervision agreement:** The agreement between PhD student and supervisor on the amount and form of supervision.
- **Financing plan:** The initial financing plan for the PhD student's PhD study. This page is administered by the graduate school.

4.3. Plan diagramme

The 'Plan diagramme' tab (Figure 6) provides you with a visual overview of the progress of the various elements of the PhD plan. By default the overview is visualised on a quarterly scale, but you can change this by clicking the 'Scale by: month' link above the graph. Here you can also open the graph in a popup window by clicking 'Full screen'. The diagramme makes use of four colours codes which are explained in the legend below the graph.
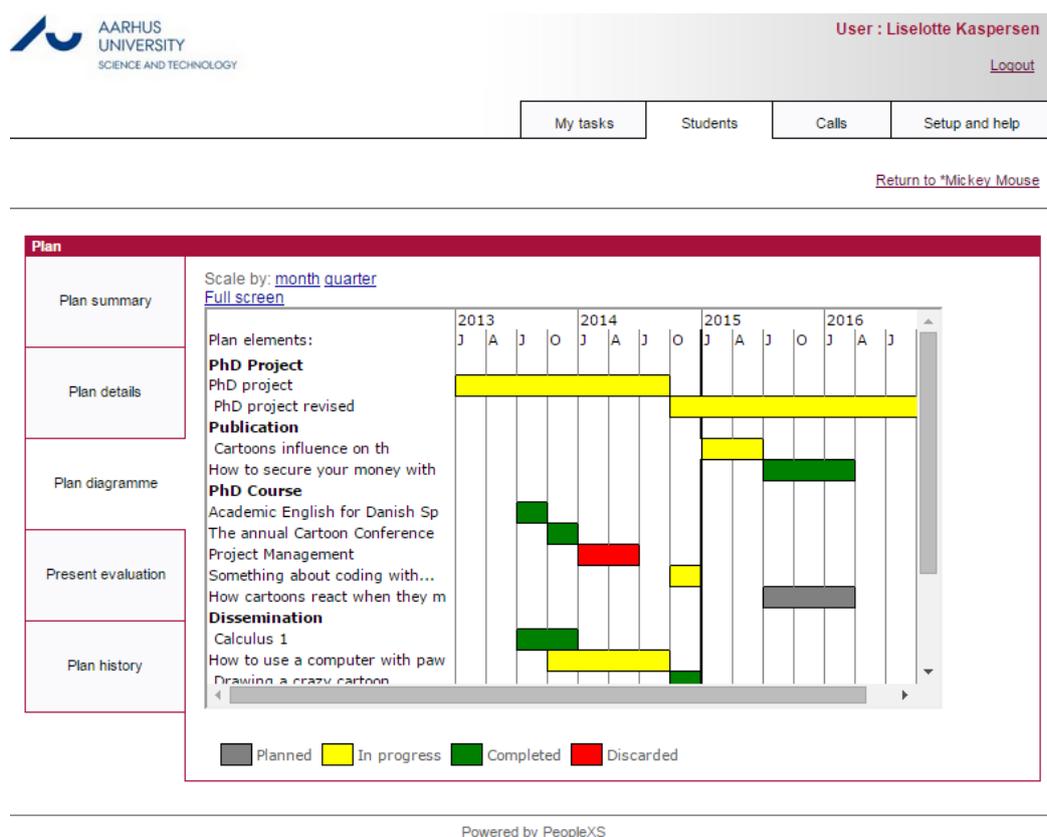

Figure 6: The 'Plan diagramme' tab of the student's PhD plan.

4.4. Present evaluation

The 'Present evaluation' tab (Figure 7) provides an overview of the overall workflow of the PhD plan/evaluation divided into five boxes corresponding to the locations in the workflow: 'PhD Student', 'Main Supervisor', 'PhD Student Comments to Main Supervisor Assessment', 'Programme Chair' and 'Head of School'. The current location of the PhD plan is indicated by the heading 'Current location' (in red).

Figure 7: The 'Present evaluation' tab.

All five locations in the workflow contain the same elements:

- **Name and time:** Name of the person responsible (i.e. PhD student, supervisor, programme chair and school head), along with the date and time for at which the PhD plan was passed along in the workflow.

- **Assessment:** The overall assessment of the PhD plan. The following overall assessments can be selected:

  o 'Expect plan will lead to timely completion'
  o 'Concerned plan may not lead to timely completion, adjustments necessary'
  o 'Expect plan will NOT lead to timely completion, 3 month trial period necessary'.
    This option cannot be selected during the initial PhD plan stage.

- **Elaboration:** Elaboration of the assessment to the PhD plan/evaluation by different participants in the workflow, for example the PhD student or the school head.

4.5. Plan history

The 'Plan history' tab (Figure 8) displays PDF snapshots of each Approval log, corresponding to the number of completed evaluations. This provides a quick overview of the evaluations from the initial plan onwards and makes it easier for you as well as the programme chair and school head to track the progress of the PhD student as expressed in his or her evaluations.

Figure 8: The 'Plan history' tab.

5. Overview of the PhD student's personal and study programme information

Clicking 'View' from the 'Students' tab brings you to an overview screen which provides a quick overview of the PhD student's personal and study programme information in six boxes and four tables (Figure 9).

The boxes

Personal information
This box contains personal information about the PhD student.

Study
This box contains various types of basic information about the PhD student and his/her PhD study programme.

- **Affiliated:** The PhD student's departmental affiliation.
- **Student number:** The PhD student's Aarhus University student number.
- **Project title:** The initial project title entered by the PhD student during the application procedure

- **Enrolment type:** Specifies which enrolment type the PhD student belongs to, for example '3 year programme'.
    - o Programme: The programme with which the PhD student is affiliated.
    - o Start: The start date for enrolment.
    - o End: The end date for enrolment.
    - o Credit: The number of months for which the student has earned credit.
- **Status:** Specifies if the PhD student is in Part A or Part B of the PhD study programme.
- **Location:** The PhD student's physical place of work.

Qualifying examination
This box contains the date and status of the PhD student's qualifying exam.

- **Qual exam**: The date of the qualifying exam.
    - – Status: The status of the qualifying exam, for example 'Planned'.

Study conclusion
This box contains information about the conclusion of the PhD student and will only be filled in towards the end of the enrolment.

Student portal
This box contains only one piece of information: The PhD student´s username for the PhD Planner.

Extension requests (days), if any
This box contains information about extensions of the PhD student´s study programme. The extensions can be caused by maternity/paternity leave, long-term illness, other forms of entitled leave, agreed leave or a study time extension. This information cannot be edited by you.

Other, if relevant
This box contains information about:

- **University agreement** (e.g. double degree)
- **Cooperating institution**
- **Salaried work before Master's degree**: Number of semesters, you have chosen to work as a student teacher during your part A before you obtain your Master's degree (only for PhD students at Graduate School of Natural Sciences and Graduate School of Technical Sciences)
- **Seniority months:** The amount of seniority months you had when you started your term of employment (not applicable to PhD students at Graduate School of Health)
- **Permit:** Form type and expiration date for you residence and study/work permit

Office
This box contains the PhD student´s office address.

- Contacts
- Plans

Personal information

Full name	*Mickey Mouse
Country of citizenship	United States
Date of birth	01/01/1985
Gender	Male

Study (documents only available for PhD Students admitted after May 2013)

Hours/week	37,00
Affiliated	Demo Department
Student number	98765432
Project title	here you add your project title
Enrolment type	5 year programme
- programme	Demo
- start	01/03/2013
- end	31/10/2016
- credit (months)	0
Status	Enrolment preparation
Location	AU, Aarhus
Admission letter	Admission letter
Employment letter	

Qualifying examination, if relevant

Progress report title	
Qual exam	28/02/2016
- status	Planned

Study conclusion

Dissertation title	
Defence date	
- status	

Student portal

Username	lk07@science.au.dk

Extension requests (days), if any

Maternity/Paternity leave	152
Illness leave	35
Other entitled leave	0
Agreed leave	365
Study extension	91

Other, if relevant (documents only available for PhD Students admitted after May 2013)

Uni. agreement
- type
- institution
- country
- document
  Uni agreement

Cooperating inst.
- type
- name
- country

Figure 9: The boxes in the overview screen accessed from the 'Students' tab.

Contacts:

Name	Role	Position	Account	Phone
Kaspersen, Liselotte	Main supervisor		Dept. of Agroecology	
Ljungmann, Rikke J.	Co-supervisor	PhD administrator	∑ SciTech Programmes	Phone: +45 8715 2564
Tester, Cilie	-		∑ SciTech Programmes	

Plans

Plan	Type	Start	End	Status	Location	Select
PhD Plan Mickey Mouse	PhD Plan	01/03/2013	31/10/2016	Awaits supervisor action	Supervisor	View

Requests

Request	Type	Start	End	Status	Location	Select
(no requests found)						

Mails and documents

New mail

Type	Doc	To	Subject	Due date	Status	Author	Date	Select
(no documents/notes found)								

Powered by PeopleXS

Figure 10: The tables in the overview screen accessed from the 'Students' tab.

The tables (Figure 10):

- **Contacts:** Contains basic information about the PhD student's academic contacts: name, role, position, account (the department with which the contact person is affiliated) and if possible phone number.
- **Plans:** Contains the PhD student's PhD plans: plan (name of plan), type, start date, end date, status, location (in the workflow) and a 'View' link. The latter takes you to the PhD student's PhD plan as described in section 4. Contents of the PhD plan .
- **Requests:** Not relevant.
- **Mails and documents:** Lists selected documents and correspondence, such as the PhD plan approval snapshots which are generated by the PhD planner each time a PhD plan is approved. Directly above this table, there is a grey box titled 'New mail'. This is a link to the e-mail system in the PhD planner (section 6. E-mail).
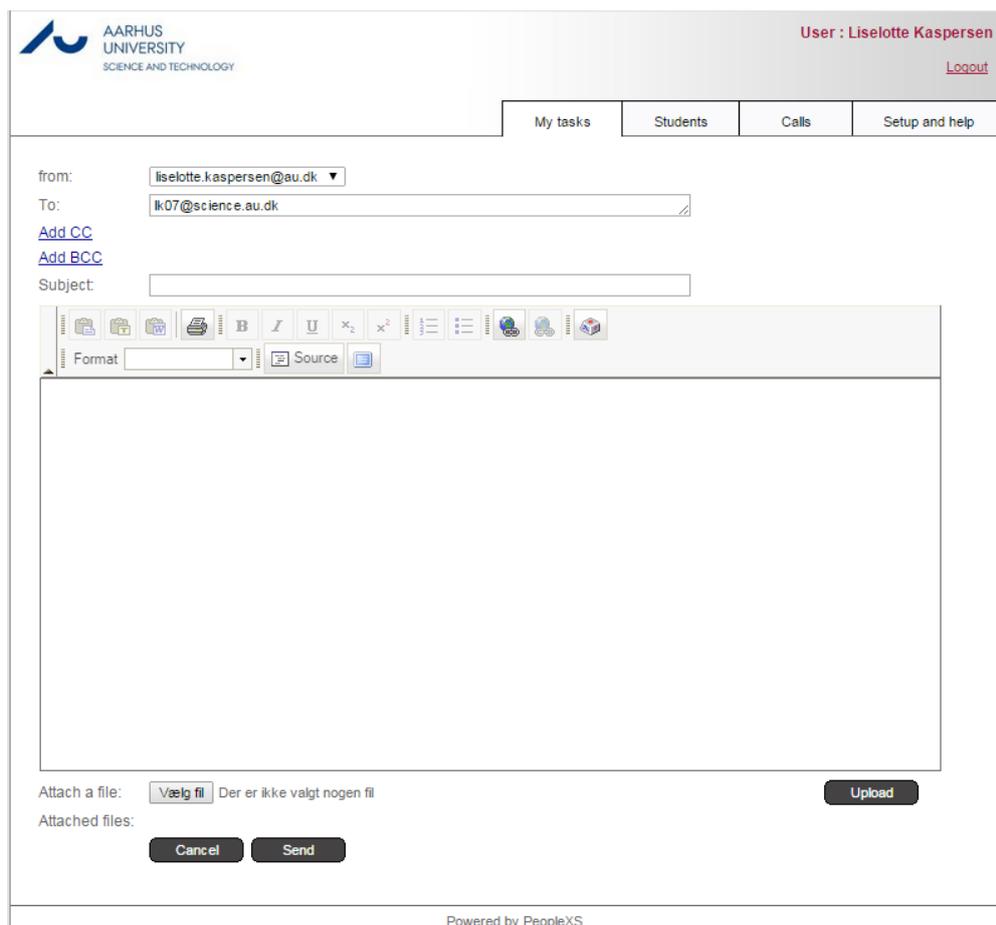
6. E-mail

Clicking 'Mail' in the 'Students' tab (section 3.3.) or 'New mail' on the PhD student overview screen will bring you to the PhD Planner e-mail client (Figure 11).

Here you will initially be prompted to choose a template. Presently no templates are available, so just click 'Select'. This opens a basic e-mail client within the PhD planner. Your e-mail address is filled in in advance, as is the e-mail address of the PhD student in question. You may add recipients in cc: or bcc.

Remember to fill in the subject line and type your message just as you would in MS Outlook.

You may also attach a file. Click the 'Browse' button below the text field, choose your attachment click 'Upload' on the right hand side.

Figure 11: The e-mail client in the PhD planner.

7. Workflow

This section very briefly outlines the workflow for the approval of a PhD plan/evaluation. In practice, workflows can vary, as the process is not always necessarily linear from the PhD student to the school head. In fact, evaluations must be returned from the supervisor to the PhD student before they are submitted to the programme chair in order to give the PhD student an opportunity to see the assessment and to make his/her own comments, cf. the PhD Order. Please note that the PhD student is not able to edit the PhD plan when it is sent to him/her for comments.

Also, there are several other steps at which the PhD plan/evaluation may be returned to a previous step in the workflow for further comments or adjustments.

The initial plan (not applicable to PhD students at Graduate School of Health)

Step 1: The PhD student creates the PhD plan and submits it to the supervisor.

Step 2: The supervisor reviews and assesses the plan and sends it to the programme chair or back to the PhD student for adjustments (return to Step 1).

Step 3: The programme chair reviews and assesses the plan and then either sends it to the school head (Step 4) or, if the programme chair deems adjustments to be necessary, returns it to the supervisor (return to Step 2).

Step 4: The school head reviews and assesses the PhD plan. He or she then has several options. The plan may be:

- Approved
- Approved with adjustments
- Returned to programme chair (return to Step 3)
- Returned to supervisor (return to Step 2).

If the school head approves the PhD plan with or without adjustments, the PhD plan has made it through the workflow successfully and is returned to the PhD student for further work prior to the next evaluation.

Intermediate evaluations

Step 1: The PhD student adjusts the PhD plan and submits it to the supervisor.

Step 2: The supervisor reviews and assesses the evaluation and returns it to the PhD student, either for comments prior to the evaluation being sent to the programme chair (Step 3) or back to the PhD student for adjustments (return to Step 1). (Please note that the PhD student is not able to edit the PhD plan when it is sent to him/her for comments.)

Step 3: The PhD student adds comments to the supervisor's assessment and passes the evaluation on to the programme chair (Step 4). The PhD student has a two-week window to make any comments and pass on the evaluation. If he or she does not do so, the evaluation is automatically sent to the programme chair after the two weeks.

Step 4: The programme chair reviews and assesses the evaluation and then either sends it to the school head (Step 5) or, if the programme chair deems adjustments to be necessary, returns it to the supervisor (return to Step 2).

Step 5: The school head reviews and assesses the evaluation. He or she then has several options. The evaluation may be:

- Approved
- Approved with adjustments
- Returned to programme chair (return to Step 4)
- Returned to supervisor (return to Step 2)

- Finally, if any of the assessments from supervisor, programme chair or the school head deem it necessary to begin a three-month trial period, the school head may choose 'Start trial period'.

If the school head approves the evaluation with or without adjustments, the evaluation has made it through the workflow successfully and is returned to the PhD student for further work prior to the next evaluation.

8. How to enter an assessment in the system

This section outlines in somewhat greater detail the procedure for entering your assessment in the system. The process begins when a PhD student submits his or her updated PhD plan/evaluation to you.

8.1. When you log in to the system, the task will be displayed on the 'My tasks' tab with a due date, as described in section 3.2.

8.2. Review the PhD plan/evaluation: Click 'View' and read all relevant material in the PhD plan. When you are ready to enter your assessment, click 'Update', either from the front page of the 'My tasks' tab or from the 'Plan details' tab of the PhD student's PhD plan. This will bring you to a page resembling Figure 12.

8.3. Type your assessment and comments in the 'Main Supervisor' box. Two steps are necessasry:

- First, select your overall assessment of the PhD student's plan from the options available:

  - 'Expect plan will lead to timely completion'
  - 'Concerned plan may not lead to timely completion, adjustments necessary'
  - 'Expect plan will NOT lead to timely completion, 3 month trial period necessary'. As previously mentioned, this option cannot be chosen during the Initial PhD plan stage.

For further information about the different assessment options and their consequences, please click the read more link on the right-hand side of the dropdown menu.

- Second, add your text comments in the box titled '-elaboration'.

  Main supervisors at Graduate School – Faculty of Arts:
  If you are a main supervisor at the graduate school of Arts, you must register how many hours you and your co-supervisors spend on supervision during the evaluation period.

  Example:
  Main supervisor: 12
  Co-supervisor 1:   10
  Co-supervisor 2:   8

8.4. Now you may either save and send the evaluation to the PhD student or save a draft of your work to finish later if you do not wish to finish the assessment in one sitting. In this situation, you may find the two yellow fields in the box titled 'Status' helpful. Think of the yellow boxes as digital Post-it notes. These post-it notes will not be saved in the evaluation and will not be included in the PhD student's PhD plan.

- 'Comments for you' (Awaits supervisor action): Here you can write a note to yourself in the yellow field, or there may be a note from the previous workflow participant to you.
- 'Comments for receiver': Here you can write a note to the PhD student in the yellow field. You may then:

- o 'Complete assessment; Send to student': Takes the PhD plan/evaluation to the next step in the workflow (section 4, step 3). The student will then submit the plan/evaluation to the programme chair. Please note that the PhD plan is locked at this step. It is therefore not possible for the PhD student to edit the PhD plan when it is sent to him/her for comments.
- o 'Return to student for plan adjustments': Returns the PhD plan/evaluation to the PhD student for further work and requires it to be submitted to you again before it can be passed on in the workflow. Selecting this option essentially returns the PhD plan/evaluation to the very first step in the workflow (section 4, step 1). Remember to make a comment to the PhD student regarding required changes/adjustments.

This ends your present involvement in the workflow. The task will disappear from the list on the 'My tasks' tab.

Figure 12: Clicking the 'Update' link from the 'My tasks' tab will take the supervisor to this screen, where he or she can enter the assessment