INTRODUCTION TO AARHUS BSS HR & PHD AND THE PHD PLANNER

RANDI GROSLIER BJÆLDE
AARHUS BSS HR & PHD

- The legal framework of the PhD study
- Study and work/residence permits
- Enrolment
- Contracts – student teaching, employment as PhD fellow
- PhD planner (half-year evaluations, PhD plan support)
- Part time studies, study extensions as a cause of leave etc.
- Work/study issues related to e.g. stress, supervisor problems etc.
Administrative help and guidance in connection with

- Department related questions
- Qualifying exam (4+4)
- Defence
- Registration of leave due to illness
- Holiday registration
- Course registration
http://phd.au.dk/gradschools/businessandsocialsciences/
RULES AND REGULATIONS

You assign to:

- The PhD Order - Ministerial Order on the PhD Degree Programme at the Universities and Certain Higher Artistic Educational Institutions
- Aarhus BSS rules and regulations for the PhD degree programme
HTTP://PHD.AU.DK/GRADSCHOOLS/BUSINESSANDSOCIALSCIENCES/
FORMS AND TEMPLATES

- Dissertation cover page (Danish and English)
- Co-author statement
PHD PLAN – WHAT IS IT FOR?

Its compulsory!!!!

To give an overview of your PhD education

To align expectations between the PhD student and the main supervisor regarding the PhD project, courses, dissemination (teaching), stay abroad etc.

A tool for the Graduate School to follow/make sure your PhD education is satisfactory and lives up to the PhD order and our Rules and Regulations

Output for your diploma supplements
Need to know:

The initial plan has to be finished and send along in the workflow to your supervisor within **3 months** after the PhD study starting date

Half-year evaluations: 31/1 and 31/8

You will receive alerts and reminders, which you have to act on

Please note, that an un-updated/evaluated plan will have consequences
WORKFLOW

1) Student – initial plan and updates
2) Supervisor – evaluates
3) Student - comments to evaluation (not the initial plan)
4) Programme chair – evaluate/approves
5) School head – evaluate/approves
6) Student – updates
INITIAL PHD PLAN

Prepare the initial plan with your supervisor:

Have a meeting where you go through all the plan elements in your PhD plan

Remember the 3 month deadline!
PLANNER PORTAL

http://phd.au.dk/gradschools/businessandsocialsciences/phdplannerlogin/forstudents/
PLANNER PORTAL

http://phd.au.dk/gradschools/businessandsocialsciences/phdplannerlogin/forstudents/
Quick Guide - 1½ Page!

PhD planner Quick Guide for PhD students: How to update a PhD plan in the planner system.

Log in to the PhD planner
Log in to the system using the username and password you received by email from your graduate school.

- A mail with the subject heading "Your username for accessing the PhD planner" which contains your username.
- A mail with the subject heading "Your credentials for accessing the PhD Planner" which contains a temporary password. The temporary password is the same as your user name for 24 hours. You can request a new temporary password at the login page by typing in your user name at the bottom of the page. The login page for each graduate school can be found here:
  - Arts
  - Business Administration
  - Science and Technology
  - Health

Start page of the PhD planner
If there is a task waiting for you, you will be directed to the "Home" tab. If not, you will be directed to your PhD plan on the "My PhD Plan" tab.

On the "Home" tab, there are two headings:
- My tasks: Provides a list of your current tasks and their due dates.
- My plan: Provides basic information about your PhD plan.

Under the heading "My tasks," you will find the subheading "Tasks" on the right-hand side. There are two options under "Tasks":
- Viewer: Takes you to "Plan details" on the "My PhD Plan" tab where you can create and edit your plan before sending it to your main supervisor for assessment.
- Update: Takes you directly to the assessment, where you can send the plan to your main supervisor.

Create or edit the PhD plan
To create or edit your plan, click "Viewer" on the "Home" tab.

To add a new plan element,
Click the dark gray "Add plan element" button in the top left-hand corner. Select plan element from the dropdown menu, click "Next," and fill in the relevant boxes. Remember to click "Save" at the bottom of the page afterwards.

SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITY
RANDI GROSLIER BJÆLDE, PHD
PHD CONSULTANT

PHD INTRODUCTION MEETING
26 SEPTEMBER
# PhD Planner Portal for PhD students

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View PhD Plan
PHD PLAN

Plan content

• Plan summary
• Plan details
• Plan diagramme
• Present evaluation
• Plan history
PLAN SUMMARY

Plan
Stage
Workflow
PLAN DETAILS

An overview of the various elements of the PhD Plan organized in a table.

It contains the planned start and end dates and the current status of each element

Make sure to update!!!
PLAN DETAILS

How to edit a plan element
PLAN DETAILS

How to edit a plan element
Give the element a name
Enter start- and end date of the element
Change the status of the element
Write comments if any
Upload attachments
Save
# PLAN DETAILS

## PhD Project

Your project description

Enter start- and end date

Upload project description
PLAN DETAILS

Publication

Publications you have written within your PhD

Enter a full reference (title, author, co-author(s) when relevant, journal/anthology, year, volume and page number)

Will be part of your diploma supplement
PLAN DETAILS

Courses
A list of PhD courses corresponding to approximately 30 ECTS

20 ECTS should come from courses offered at Aarhus BSS

Enter the correct title, place/university, country, ECTS and start- and end date

Upload diploma if any

Will be part of your diploma supplement
PLAN DETAILS

Dissemination

Here you must list types of dissemination such as:

- Teaching
- Lectures
- Other forms of knowledge dissemination

Enter the correct title, place/university, country and start- and end date

Will be part of your diploma supplement
PLAN DETAILS

Research Environment Change
Stays at institutions and workplaces “abroad”
It is mandatory!!!

Enter country, university/workplace, start- and end date

Will be part of your diploma supplement
PLAN DETAILS

Supervisor agreement

The agreement regarding amount of supervision between the PhD student and the supervisor

Upload if changes to the standard agreement
PLAN DETAILS

Financing plan

The financing plan of the PhD study. This element is administered by the graduate school.
UPDATE

Submit the plan and send it along in the workflow
UPDATE

Assessment

Please note that the comment box will not be available when you have to state the assessment of the initial plan.
PLN DIAGRAMME

A visual overview of the progress of the various elements of the PhD Plan.
PRESENT EVALUATION

The PhD plan’s progress through the workflow
PLAN HISTORY

When the PhD plan has come full circle in the workflow an approval snapshot is generated by the system.
PASSWORD AND PROFILE

Change of password

Contacts

Personal and study information

Admission and employment letters (if relevant)
CLOSING THE PLAN

One month prior to enrolment end
CONTACT INFO

http://phd.au.dk/gradschools/businessandsocialsciences/