PhD plan and progress reports

The principal supervisor is responsible for the overall PhD programme, pursuant to section 8, subsection 1, of the PhD Order, no 1039 of 27 August 2013. The principal supervisor is responsible for the making and forwarding of 4 progress reports during the period of the PhD study (see below). The PhD student is responsible for the forwarding of a PhD plan within the first 3 months.

A. PhD plan

The PhD student is responsible for producing a PhD plan in collaboration with the principal supervisor. The plan must be submitted no later than 3 months from enrolment date.

For further information of the contents of the PhD plan, please see the document ‘Internal rules and regulations of the Doctoral School of Social Sciences’.

A template for the PhD plan can be found on the Doctoral School’s website under ‘Rules, guidelines and forms’.

The PhD student uploads the PhD plan in the IT system PhD Manager, and subsequently, the plan is approved electronically by supervisor, Head of Department, Head of Doctoral Programme and Director of Doctoral School. Guidance to the system can be found on the website of the Doctoral School.

B. Progress reports

Four times during the PhD study, the principal supervisor is responsible for assessing in writing whether the demands stipulated in the PhD plan are fulfilled and for explaining any necessary adjustments of the plan, pursuant to section 10, subsection 1, in the PhD Order.

1st Progress report (written) = after 6 months
2nd Progress report (written and oral) = after 12 months
3rd Progress report (written) = after 24 months
4th Progress report (written and oral) = after 30 months

Principal supervisor makes the progress reports on the basis of the student updating the portfolio as well as consultations with the PhD student. The portfolio must include status of the overall PhD study as well as an overview of lessons and teachings and ECTS generating activities (attach certificate/documentation). The supervisor must take into account possible periods of documented illness, maternity/paternity leave and other approved leave. (See detailed procedures for submitting and approval below).

Progress report 1 is written and is carried out 6 months from enrolment date. The report contains the guidelines described above and the principal supervisor’s written opinion of the progress of the PhD project, which is submitted into PhD Manager in the box ‘Supervisor comments’.

Progress report 2 is written and oral and is carried out 12 months from enrolment date. The Head of Doctoral Programme initiates a meeting attended by the PhD student, the principal supervisor (and possibly
secondary supervisor) as well as a discussant\(^1\). The aim is to assess the progress of the PhD project, and to decide whether any adjustments of the PhD plan are required.

The principal supervisor is responsible for producing a summary of the meeting (approx. 1 page), containing a conclusion and the names of the participants. In addition, a portfolio is updated in accordance with the guidelines described above and the principal supervisor produces a written assessment of the progress of the PhD study. The summary and the written assessment by the principal supervisor are submitted into PhD Manager in the box ‘Supervisor comments’.

**Progress report 3** is written and is carried out 24 months from enrolment date. The report is made according to the guidelines described above and contains the principal supervisor's written assessment of the progress of the PhD study, which is submitted into PhD Manager in the box ‘Supervisors comments’.

**Progress report 4** is written and oral and is carried out 30 months from enrolment date. The principal supervisor initiates a meeting attended by the PhD student, the principal supervisor (and possibly secondary supervisor) and a discussant\(^2\). The aim is to assess the progress of the PhD project, and to disclose any special considerations about the completion of the PhD project within the next six months.

The principal supervisor is responsible for producing a summary of the meeting (approx. 1 page), containing a conclusion and the names of the participants. In addition, a portfolio is updated in accordance with the guidelines described above and the principal supervisor produces a written assessment of the progress of the PhD study. The summary and the written assessment by the principal supervisor are submitted into PhD Manager in the box ‘Supervisor comments’.

**Procedure for submitting and approval of PhD progress reports**

A month before the deadline of the report, the PhD student receives an automatic e-mail from the PhD Manager system. He/she submits the portfolio document as well as certificates/documentation into the system and an automatic message is then sent to the principal supervisor. Hereafter, the above described guidelines for the report is followed. When the principal supervisor has pressed ‘Submit’, Head of Doctoral Programme and Director of Doctoral School will automatically receive the report for approval. Guidance of the system can be found in the e-mails received from the system.

**The following applies to all progress reports:**

- The PhD student has the opportunity to submit his or her comments on the report within a deadline of two weeks from the date of approval of the Director of Doctoral School, pursuant to section 10, subsection 1, in the PhD Order. Comments shall be submitted into the PhD Manager system.

- In case the progress report is not approved, the student will be given 3 months to get back on course, pursuant to section 10, subsection 2, in the PhD Order.

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\(^1\) The discussant is appointed by the Head of Doctoral Programme and must be a senior researcher. The discussant can be from the same department as the PhD student, from other parts of the faculty or AAU. Only in special cases a discussant from another institution may be appointed (compensation: 4 hours for the 12 months report and 8 hours for the 30 months report).

\(^2\) See note 1.