



AALBORG UNIVERSITET

Faculty Office of Humanities and Social
Sciences

Short manual for principal supervisors in connection with progress reports in PhDManager

Follow the link in the autogenerated email from the PhDManager system, and the following screen will appear:



PhdManager

Welcome

UserName:

Name:

Please select a role from the menu to the right, or select a pending task from one of the lists below.

PhD Plans

No PhD Plan awaits your approval.

Progress Reports

You have the following pending progress report tasks:

- Submit progress report for PhD student
(deadline 15 November 2017)

Det Samfundsvidenskabelige Fakultetskontor · Aalborg Universitet · [Fibigerstræde 5](#) · 9220 Aalborg Øst ·

Click on the underscored line: "Submit progress report for PhD student xxx....", and the following screen will appear:

PhdManager

Edit Progress Report

PhD Student

Student name:

Study commenced: 1 August 2016

Doctoral programme:

Attached Files

File name	Uploader
Progress 1.doc	PhD Student
Grundkursus+Academic.pdf	PhD Student
<input type="text"/>	PhD Student
<input type="text"/>	PhD Student

How is the quality of the content of the attached files?

- No required file attachment (The Doctoral School of Engineering and Science only)
- The attached file(s) are adequate.
- The attached file(s) are not adequate. (The PhD student will receive an e-mail requesting him/her to upload a new portfolio document.)

PhD Plan

Does the PhD student follow the approved PhD plan?

- Yes.
- Yes, but minor adjustments to the PhD plan have been made. Please describe what has to be changed and achieved during the next 6 months below (milestones, deliverables, timelines etc.).
- No. The PhD plan is not followed. The PhD student should be given a three-month period to reestablish satisfactory performance. Please contact the secretariat at the Doctoral School.

Scientific Level

Is the scientific level adequate?

- Yes.
- Partly – please explain below.
- No, the scientific level is below what can be expected at this point in the PhD study. The PhD student should be given a three-month period to reestablish satisfactory performance. Please contact the secretariat at the Doctoral School.

Supervisor's Comments*

(Please make sure not to write any sensitive personal data in the box.)

* **For the Faculty of Social Sciences** the above comments include: Supervisor's short description (max 1 page) of the progress of the PhD project regarding the ongoing work on the PhD thesis. For progress reports Nos. 2 and 4 the description also includes a summary of the oral assessment and the names of the participants in the assessment meeting.

Meetings

The PhD student and the supervisor are offered an opportunity to meet with representatives from the Doctoral School if collaborative or other unsolved problems have been experienced.

- Request meeting with head of Doctoral Programme
- Request meeting with the PhD Study Director

Progress Report Submission

Once a Progress Report has been submitted, you cannot add or remove files from it, delete it, or in any other way change it.

[Cancel](#) [Submit Progress Report](#) [Add files now](#) [Add files later](#)

[Previous revision](#)

Check the attached files (the report itself and other attached documentation, e.g. course certificates and/or revised PhD plan) and tick off whether they are adequate. If a course certificate is missing, tick off “not adequate”, and the PhD student will then get a second chance to upload his/her material.

Tick off the other questions, and write your evaluation / summary into the box “Supervisor’s Comments”.

Finally, click on “Submit Progress Report”, and the report will then proceed to the next approver in the line.