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)

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

<table>
<thead>
<tr>
<th>File name</th>
<th>Uploader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress 1.doc</td>
<td>PhD Student</td>
</tr>
<tr>
<td>Grundkursus+Academic.pdf</td>
<td>PhD Student</td>
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<td>PhD Student</td>
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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?
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.

20-11-2017
The Doctoral School of Social Sciences
The Doctoral School of the Humanities