

Dear Head of doctoral programme, Head of department and Director of Doctoral School,

As of May 1, 2013 we are implementing a web based system for approval of PhD plans. Older PhD Plans will not be available through the system. Only new plans uploaded to the system are available in the system. When a supervisor of one of your PhD students has approved a PhD plan you will receive an e-mail from the system.

You can access the system from this URL: <http://phdmanager.aau.dk/PhdWeb>

The system uses AAU login (Single Sign on). You logon by using your AAU e-mail – password is the same as you use for the computer.

On the front page you see a list of your PhD students who have uploaded a PhD plan waiting for your approval:

The screenshot shows a Mozilla Firefox browser window titled "PhdManager - decentral". The address bar displays the URL "ist-phdman-test.ist.aau.dk/PhdWeb/FrontPage.aspx". The page content includes the Aalborg University logo and the text "PhdManager". A "Welcome" message is displayed, showing the user's login information: "UserName: mn@its.aau.dk" and "Name: Michael Nielsen". Below this, a prompt asks the user to select a role from a menu to the right or select a PhD Plan from a list. The list has a header "Name" and one entry "Rudolf Nielsen". To the right of the main content, there is a search bar with "Persons" and "Webpages" radio buttons, and a "Search" button. Below the search bar, there are two links: "Front page" and "Supervisor". At the bottom of the page, there is a footer with contact information: "Det Humanistiske Fakultetskontor · Aalborg Universitet · Krogstræde 3 · 9220 Aalborg Øst · Telefon: 9940 9591 · hum-phd@adm.aau.dk".

If you do not see a list with names on the front page, then none of your PhD students have uploaded a PhD plan, or the plans are waiting for the supervisor's approval or you have already approved or rejected them.

To approve or reject the PhD plan please click on the name:

PhdManager

PhD Plan

PhD Student: Rudolf Nielsen
Source: Michael Nielsen
File Name: baseJob.xps
Upload Date: 29 May 2013
DocumentType: PhD Plan

Document history

Name	Role	Evaluation date	Evaluation
Michael Nielsen HV	Supervisor	-	-
Ellen Christiansen	Head of doctoral programme	-	-
Christian Jantzen	Head of department	-	-

[Download the document](#)
[Evaluate this PhD Plan](#)

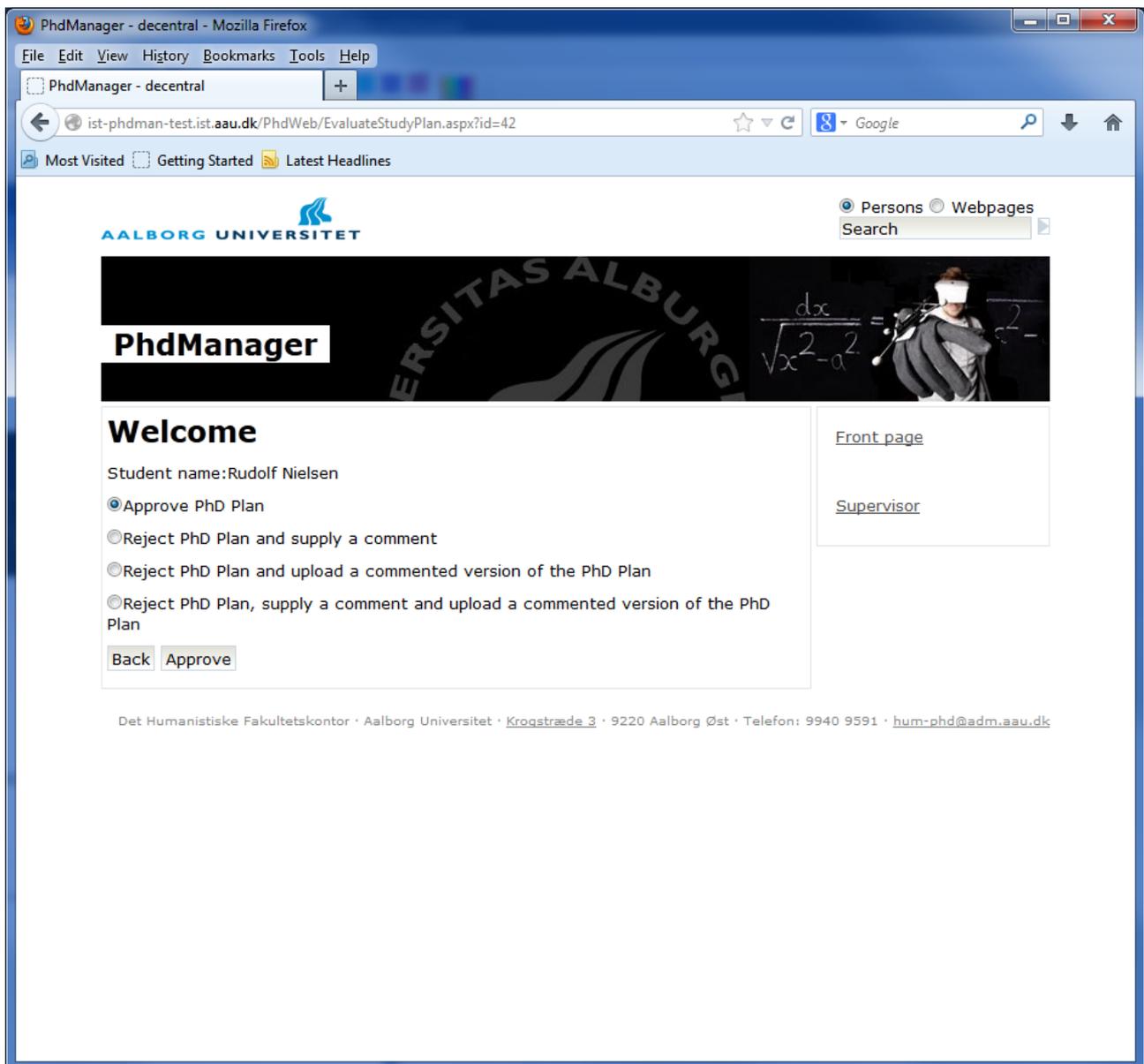
[Front page](#)
[Supervisor](#)

Det Humanistiske Fakultetskontor · Aalborg Universitet · Kroghstræde 3 · 9220 Aalborg Øst · Telefon: 9940 9591 · hum-phd@adm.aau.dk

To view the PhD plan please click on “download the document”.

When you have read the PhD plan and decided to approve or reject this PhD plan please click on “evaluate this PhD Plan”.

You will now have the option to approve or reject the plan:



If you wish to approve the plan please select option no. 1, then click on the approve button below.

An E-mail will then be sent to the following approver saying that you have approved the PhD plan, and that he/she now is required to approve or reject the PhD plan. A copy of this e-mail will also be sent to the PhD student.

Please note that if you have multiple roles in the system, i.e. being both PhD supervisor and head of doctoral school when you approve you approve in the capacity of all roles simultaneously. This means that you do not have to approve the same plan more than once.

When the PhD plan has been finally approved by all the people who have to approve it you will receive an e-mail from the system stating this.

If you wish to reject the PhD plan you have three options:

1. To reject the plan and supply a comment:

The screenshot shows a Mozilla Firefox browser window titled "PhdManager - decentral". The address bar contains the URL "ist-phdman-test.ist.aau.dk/PhdWeb/EvaluateStudyPlan.aspx?id=42". The page header includes the Aalborg University logo and a search bar. The main content area is titled "PhdManager" and "Welcome". It displays the student name "Rudolf Nielsen" and four radio button options for rejecting the PhD plan. The first option, "Reject PhD Plan and supply a comment", is selected. Below the options is a text area labeled "Reason for rejection" and two buttons: "Back" and "Reject". A sidebar on the right contains links for "Front page" and "Supervisor". The footer contains contact information for the Humanistic Faculty Office at Aalborg University.

PhdManager - decentral - Mozilla Firefox

File Edit View History Bookmarks Tools Help

PhdManager - decentral

ist-phdman-test.ist.aau.dk/PhdWeb/EvaluateStudyPlan.aspx?id=42

Most Visited Getting Started Latest Headlines

AALBORG UNIVERSITET

Persons Webpages Search

PhdManager

Welcome

Student name: Rudolf Nielsen

Approve PhD Plan

Reject PhD Plan and supply a comment

Reject PhD Plan and upload a commented version of the PhD Plan

Reject PhD Plan, supply a comment and upload a commented version of the PhD Plan

Reason for rejection

Back Reject

Front page

Supervisor

Det Humanistiske Fakultetskontor · Aalborg Universitet · Krogstræde 3 · 9220 Aalborg Øst · Telefon: 9940 9591 · hum-phd@adm.aau.dk

2. To reject the plan and upload a commented version of the PhD Plan:

PhdManager - decentral - Mozilla Firefox

File Edit View History Bookmarks Tools Help

PhdManager - decentral

ist-phdman-test.ist.aau.dk/PhdWeb/EvaluateStudyPlan.aspx?id=42

Persons Webpages Search

PhdManager

Welcome

Student name: Rudolf Nielsen

- Approve PhD Plan
- Reject PhD Plan and supply a comment
- Reject PhD Plan and upload a commented version of the PhD Plan
- Reject PhD Plan, supply a comment and upload a commented version of the PhD Plan

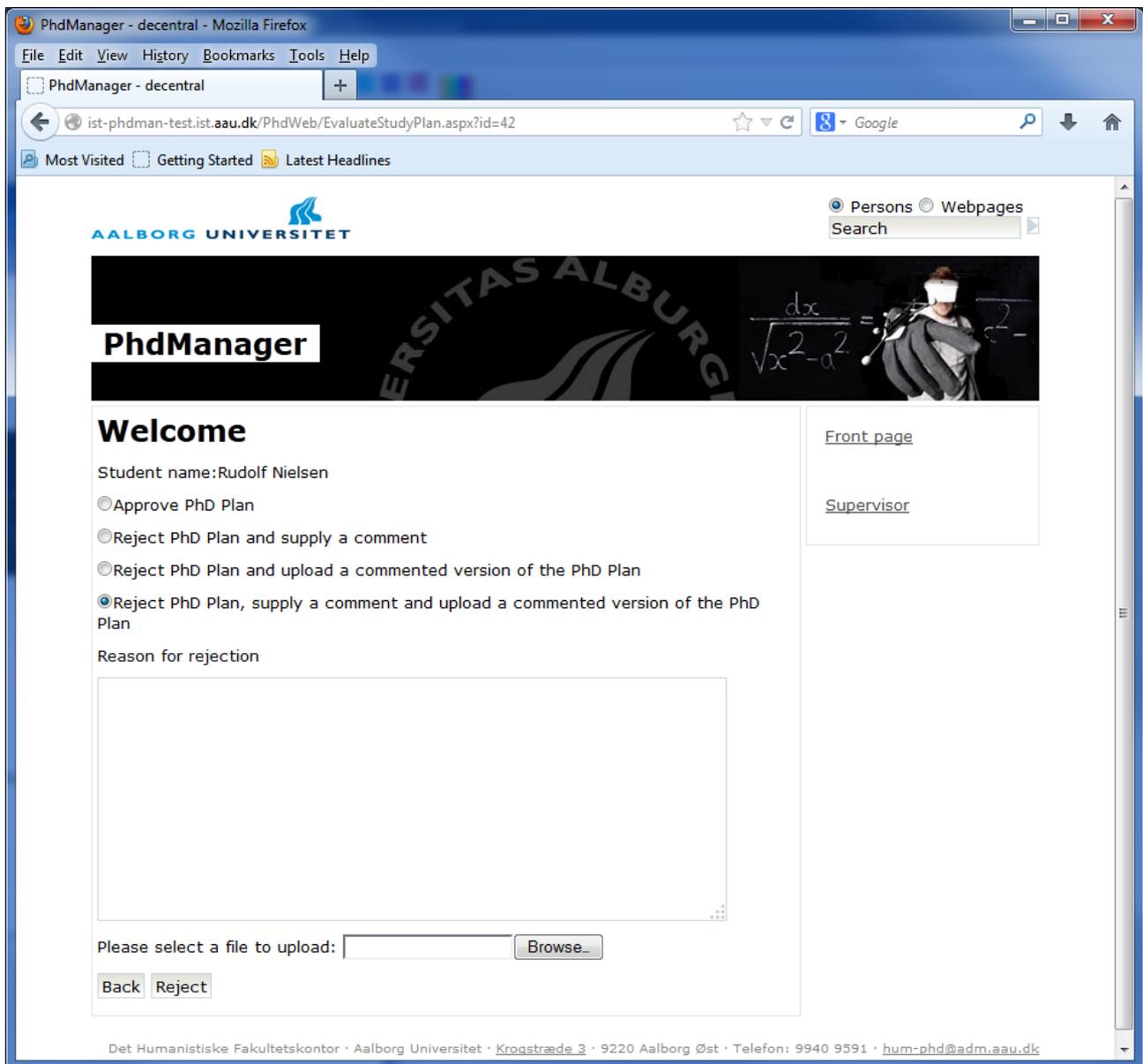
Please select a file to upload:

[Front page](#)

[Supervisor](#)

Det Humanistiske Fakultetskontor · Aalborg Universitet · Krogstræde 3 · 9220 Aalborg Øst · Telefon: 9940 9591 · hum-phd@adm.aau.dk

3. Reject the plan, supply a comment and upload a commented version of the plan



If you reject the PhD plan you will receive an e-mail from the system when your PhD student has uploaded a new plan which you then have to either approve or reject.

Please also note that if another approver rejects the plan later on, the PhD student is required to upload a new version of the PhD plan. You are required to approve (or reject) this new PhD Plan. You will be notified of new version via e-mail.

Please do not hesitate to contact me if you have any questions.

Best regards,

Maria Bredvig

Faculty of Engineering, Science and Medicine