PhD Planner Portal

Preliminary Guide for Programme Committee Members

Programme Committee Work

In this section we briefly overview how the Programme Committee is envisaged to work within the PhD Planner Portal.

When the PhD call of a programme has expired, PhD administrators collect all application form data of the applications in one Excel spreadsheet document for overview and possible commenting or other actions. Similarly all application attachments are combined into one single pdf-file with the attachments of the applications separated by a cover sheet pointed to by a bookmark for easy navigation. Both documents are uploaded to the call, which can be found on the **Calls** tab (see later) of the portal. Here committee members can download the documents and see a list of the applications and View each application separately (see later).
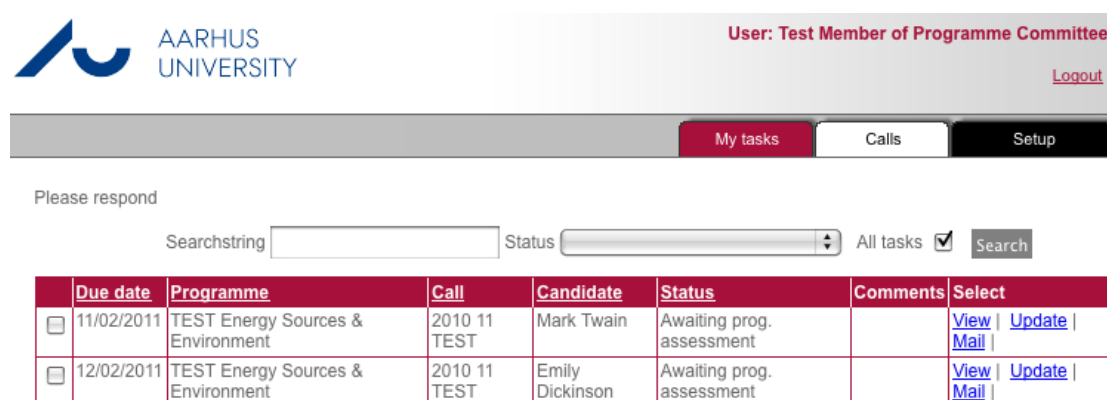
At the same time a task is created for each application at the Prog. location for the Programme Committee to carry out – essentially to fill in a form with an academic assessment of the application. These tasks are listed on the **My tasks** tab (see later) and intiated through Updates (see later). When an academic assessment has been made and the relevant Programme Committee form fields filled in, the application task is sent to Programme Chair assessment and dissarpear from the task list. However, for the Programme Chair the application task doesn't dissapear before it is sent to PhD Committee at the School location.

During the assessment process it possible to save an incomplete assessment and add comments, which in the task list can be seen by the all committee members. Since nothing prevents two members from working on the same assessment, it could be useful to write a comment stating the name of the member who has "taken" the task. It is also possible to send an eMail asking for a reference or an academic assessment. In both cases it could be useful to make a comment about it.

The Programme Committee has completed its work, when the task list is empty and all application tasks sent to the PhD Committee.
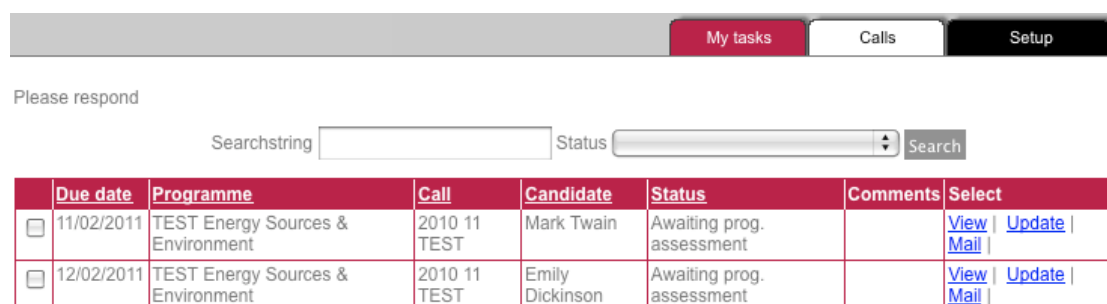
My tasks tab

When logging in on the PhD Planner Portal it opens with the **My tasks** tab as seen below.

The All tasks check box only appears for joint committees covering multiple programmes, like the molecular programme committee covering molecular biology and molecular medicine. To see the tasks of the joint committee, check the box and push the **Search** button.

Single programme committee just see the following and do not have to make a search.

The programme chairman sees not only the tasks of the committee, but also tasks solely for him:

| My tasks | Calls | Setup |

Please respond

Searchstring [   ] Status [▼] Search

	Due date	Programme	Call	Candidate	Status	Comments	Select
☐	11/02/2011	TEST Energy Sources & Environment	2010 11 TEST	Mark Twain	Awaiting prog. assessment		View | Update | Mail |
☐	12/02/2011	TEST Energy Sources & Environment	2010 11 TEST	Emily Dickinson	Awaiting prog. assessment		View | Update | Mail |
☐	12/02/2011	TEST Energy Sources & Environment	2010 11 TEST	Oscar Wilde	Awaiting prog. chair assessment		View | Update | Mail |

The status reflects who is supposed to handle the tasks.

Update

Following the Update link of a task brings up a form to be filled in:

Initially fields are filled with information from the application.

Some of the fields are initially filled with information copied from the application in as far as available. It can of cause be changed as necessary.

The View application link opens a new window holding all the application form data as well as links to all attachments. If there already is a window open with previous application data, the data of the new application is loaded in that window. In this way PhD Planner Portal and the application data window can be arranged side by side and stay in the same position.

In the **Status** box the current status of the application is shown and

The sources and amounts link points to page describing how the funding suggestion should be stated.

The chair also has the possibility to send application directly to the PhD Committee for further assessment:

Status

Current (Awaiting prog. assessment)	Next
[ ]	
Save Check and save	Send to prog. chair assessment
	Send to school assessment

If the task rest at the chair, the form can only be changed and saved or sent to the PhD Committee:

		My tasks	Calls	Setu

S Programme Assessment (continued)

Applicant

Name	Oscar Wilde	View application
Mult. applications	Energy Sources & Environment, iNANO	

Programme Committee

Academic assessment*	Qualified

- text*

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Academic background: xx

Project proposal quality:

Further aspects:

Interview/contact if any:

Conditions if any:
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Enrol based on	Bachelor
Grade point average	Bsc GPA 7.2
Enrol start	01/09/2011
- credit (months)	6
Funding suggestion	No idea	(sources and amounts)
Main supervisor	Johan Petersen
Co-supervisor	An external Co-supervisor
- position	Co-supervisor position
- institution	Co-supervisor institution
- email	Co-supervisor email

Status

Current (Awaiting prog. chair assessment)	Next
[ ]	
Save Check and save	Send to school assessment

Calls tab

On the **Calls** tab current calls are listed with a status reflecting how far the call is in the processing. The call with the current tasks of the Programme Committee has status Awaiting prog. assessment. Completed calls, that is calls where all applicants have either been rejected or admitted to the PhD school, can be found by following the link <u>View closed calls</u>.

View a call

Following the <u>View</u> link brings up a page with the call:

and includes a list of the applications.

The Applications Data document is an Excel spreadsheet containing all application form data of the for overview and possible commenting or other actions:

Similarly all application attachments are combined into one single pdf-file, Application Attachments, with the attachments of the applications separated by a cover sheet pointed to by a bookmark for easy navigation:
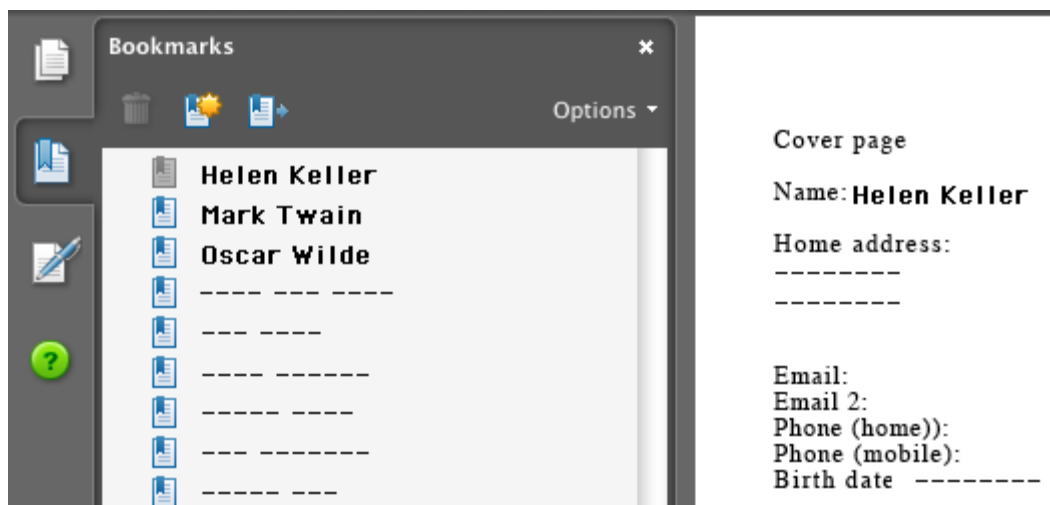
Mail

Next to each task there is a <u>Mail</u> link which bring up a page with various email templates when can be used to convey and/or receive information about the application.

The email includes information about the applicant and in the body of the email there is a link to a form with further details or actions to be taken. The email will be from the committee member and the contents of the email can be edited appropriately before sending.

Warning: All templates have by default the To field filled with the email of the applicant. This means that it should <u>always be replaced</u> with the email address of the appropriate recipient except in the rare cases the No template is used to write to the applicant.

Forward application

The Forward application template is used to send the application to a colleague, for instance a potential supervisor:

Remember to remove the initial email in the To field and enter the email of the colleague. The application link brings up a read only form with links to the application attachments:

Request academic assessment

The Request academic assessment template is used to ask colleague for an assessment of the application and has initially the following wording:

Dear ,

We have received an application from Mark Twain for *2010 11 TEST* at Aarhus Graduate School of Science/AGSoS, Faculty of Science, Aarhus University.

We kindly ask you to make an academic assesment concerning Mark Twain within 7 days.

You can see the application material and upload the assessment by clicking on this link.

Thank you in advance.

Yours sincerely,

Again, remember to remove the initial email in the To field and enter the email of the colleague.

The link, this link, points to a form where the colleague can fill in and submit the assessment:

Academic Assessment Form

Personal

Name*	Mark Twain
Address*	The street
Postal code*	FM43
City*	Florida, Missouri
Country*	United States

- recommendation

Application material

Motivation*	📄
CV*	📄
Diploma and transcripts of records*	📄
Project description*	📄
Other information to consider	

Assessment

Text	Academic background: Project proposal quality: Further aspects: Interview/contact if any: Conditions if any:
Overall	[Uncompleted ⏶⏷] When done, choose Qualified/Not qualified and push the **Send** button to lock the assessment

(Send)

Please address the issues in the **Text** field and submit the assessment by pushing the **Send** button.
As long as the **Overall** assessment is Uncompleted, the **Send** button just saves the text and the form is unlocked such that further changes subsequently can be made.

Request recommendation, referee 1..3

The Request recommendation templates is use to ask a referee for a recommendation of the application, if the referee is mentioned in the application but no recommendation has been included. The wording is:

uffe.engberg@brics.dk

Dear Andy Warhol,

We have received an application from Mark Twain for *2010 11 TEST* at Aarhus Graduate School of Science/AGSoS, Faculty of Science, Aarhus University and the applicant has listed you as a referee.

We therefore kindly ask you to send us a letter of recommendation (approximately one page) concerning Mark Twain within 7 days.

You can upload the recommendation by clicking on this link.

Thank you in advance.

Yours sincerely,

The first line contains the email address of the referee and should be cut out and entered in the To field of the email.

The link, this link, points to a form where the referee can upload the recommendation:

Referee 1 Form

Applicant
Name   Mark Twain

Referee 1
Name   Andy Warhol
Position   Painter
Institution   Andy Warhol Museum, Pittsburgh
Email   uffe.engberg@brics.dk
Recommendation*
- file (pdf only)   [   ] (Browse...)

(Send)

When the referee has uploaded the recommendation the form looks as follows:

Referee 1 Form

Applicant
Name   Mark Twain

Referee 1
Name   Andy Warhol
Position   Painter
Institution   Andy Warhol Museum, Pittsburgh
Email   uffe.engberg@brics.dk
Recommendation*

That is, the referee cannot replace the recommendation when it has been submitted.

The example shows the case where the first referee is asked for a recommendation, but this should never be necessary since it is mandatory to upload a recommendation of the first referee.

View an Application

Next to a task or application in the application list of a call there is a <u>View</u> link, which brings up a read only form with information of the application:

and of the programme and PhD committees in as far as the application has reached them.
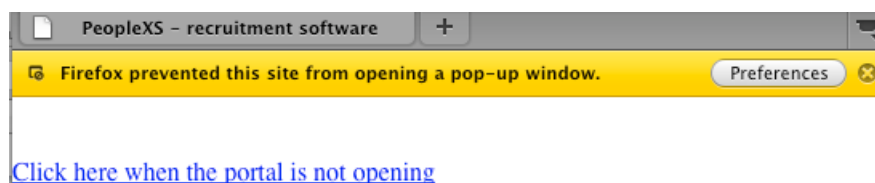
Login

Programme committee members login at the page

http://science.au.dk/en/phd-planner-login-p

(chair at http://science.au.dk/en/phd-planner-login-pc) which looks as follows:

The password should have been sent in a previous email. If you have forgotten the password, just enter your email in the lowest form field and push the **Send password** button. Passwords sent by email should be changed as soon as possible.

If your browser is set to block pop-up windows you will see a window like this:

If you follow the link "Click here when the portal is not opening" you will get to the PhD Planner Portal, but next time you login you will face the same warning.

A more convenient alternative is to push the **Preference** button and allow pup-ups from the site:
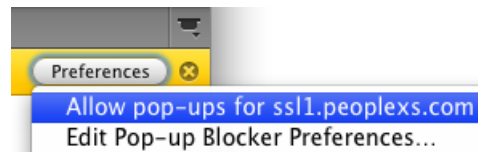
Alternatively use preferences to allow pop-ups altogether. Either way you will not see the warning again.

Setup tab

The password is changed at the **Setup** tab: