

# PhDWeb

Manual for <https://phdweb.sdu.dk/>

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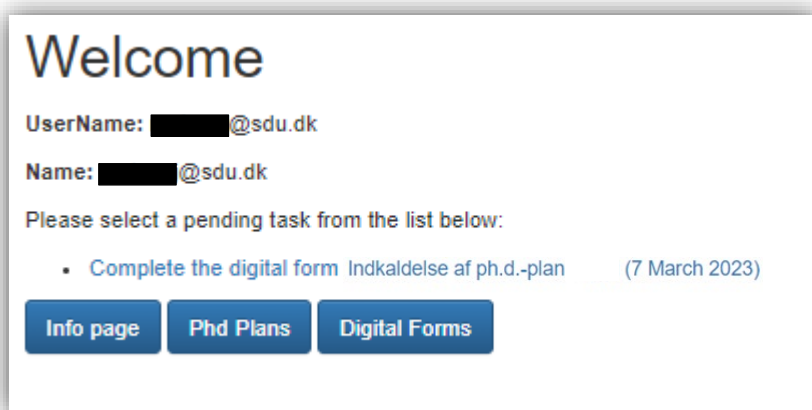
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## PhD plan

Tre måneder efter at du er blevet indskrevet på ph.d.-skolen, skal din ph.d.-plan være godkendt. Cirka en måned efter indskrivning får du en mail om, at du er blevet tildelt den digitale blanket "Indkaldelse af din ph.d.-plan".

Three months after enrolment in the Doctoral School, your PhD plan must be approved. A month after enrolment you will receive an email notifying you that you have been assigned a digital form called "Summons of PhD plan".

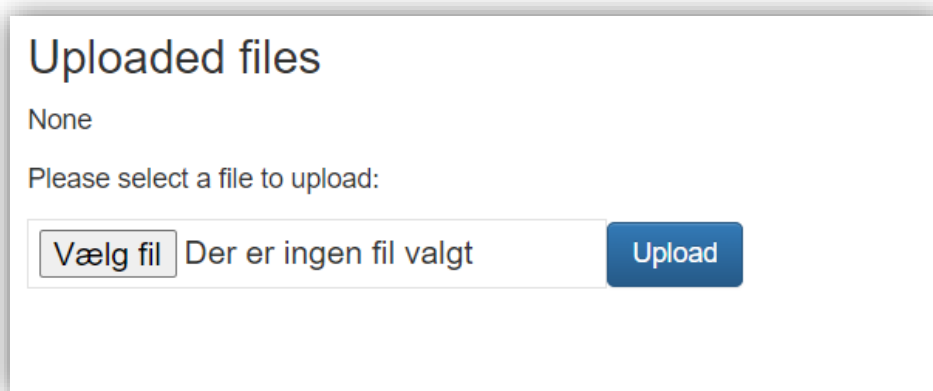
1. Click on the first link in the email or log on to PhDweb.
2. On the landing page you will see the form assigned by the Doctoral School. Click "Complete the digital form "Summons of PhD Plan".



3. The digital form has opened and you can see the sections you must fill out. Section 1 is automatically filled by the system from the information it already has on you. Therefore section 1's status will always be marked as "completed".

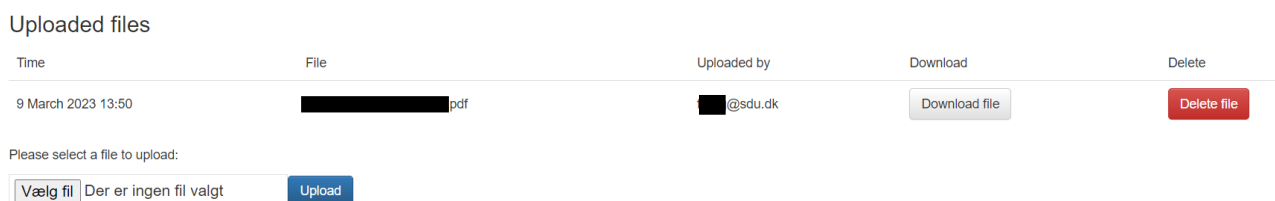
Section	Name	Responsible	Secondary responsible	Status	Fill In
1	Stamdata	System administrator		Completed	<a href="#">Link</a>
2	Ph.d.-planen uploades	PhD Student		Missing	<a href="#">Link</a>

4. Click “link” in section 2.
5. Now a section has opened in which you must upload your PhD plan. Here you can also find guidelines for what your PhD should contain. You can also find these guidelines on [our website](#).
6. Scroll past the guidelines and down to “upload files”.



Select your PhD plan and click “upload”.

7. You can now see what you have uploaded. You can download the file and you can delete it if there is a mistake in the file.



8. If you are happy with your uploaded file you can now click “finalize”.

9. You will be directed back to the digital form. Scroll down to “approvals” and click “download the digital form” to check if everything looks in order.

Approvals

The following people have to approve or reject the digital form after the sections are completed. You can see or download the full digital form here:

[Download the digital form](#)

Role	Name	Evaluation	Actions
PhD Student	-	Pending	<a href="#">Evaluate</a>
Principal Supervisor	-	-	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
PhD Administration	-	-	<a href="#">Evaluate</a>
Head of committee: HUM PhD-board	-	-	<a href="#">Evaluate</a>

10. If everything does look right, click “evaluate” in the “PhD student” row.

Evaluate

Approve digital form with/without a comment

Reject digital form with a comment

Comments to the digital form: (Please be aware that the comments will be visible to both student and approvers. The comments will be journalized in the student file. Please be sure not to include any sensitive personal data in the box.)

[Cancel](#) [Save](#)

11. The digital form will now automatically be sent for approval with your supervisor, head of department, the Doctoral School and the PhD board.

## Upload course activities

Everytime you complete a course or an ECTS earning activity you must register it on PhDWeb and upload your course certificate or a [form for registration of participation in ECTS-earning activities](#).

It is **very important** that you register all your course activities. When your evaluation forms are started, the system automatically pulls all registered information. Course activities not registered will not be included in the evaluation.

All sections must be filled. If the registered is incomplete the course activity will not be approved. Your evaluation form will be rejected by the Head of the Doctoral School if your course activities have been rejected. Rejected course activities will not be included in your course description when you graduate.

1. Log on to PhDWeb and click "info page"
2. Scroll down to "courses" and click "add new course activity"
3. Fill out all boxes.
  - a. Activity types are:
    - Ph.d.-kursus/PhD Course
    - Seminar/Seminar
    - Konference/Conference
    - Studiegruppe/Study Group
    - Other
  - b. If your course only has an English title, you must translate it to Danish and vice versa.
  - c. Exam date is the last day you participated in the activity or the date stated on your course certificate.

The screenshot shows a web form with the following fields and elements:

- Navigation tabs: Info Page, Phd Plans, Digital Forms
- Title: Register new course activity
- Course type: Text input field
- Danish course title: Text input field
- English course title: Text input field
- Place of course: Text input field
- ECTS: Text input field containing '0'
- Credit: Radio button (unchecked)
- Date of exam: Date picker with a calendar icon
- Result: Text input field
- Course document (.pdf only)\*: File upload area with a 'Vælg fil' button and the text 'Der er ingen fil valgt'
- Buttons: Submit, Back

4. Click "choose document" and find your course certificate". Click "open".
5. Click "submit".
6. Ph.d.-administrationen godkender eller afviser dine kursusaktiviteter, når du har tilføjet dem. The Doctoral School administration will now approve or reject your course activities.

## Environmental change

When you go on environmental change you must log onto PhDweb, click "info page" and scroll down to "Study abroad and environmental change". It is important that you register all your environmental changes. When your evaluation forms are started, the system automatically pulls all registered information. Environmental changes not registered will not be included in the evaluation.

1. Click "Add new study abroad/environmental change"
2. Fill out all boxes and click "submit".

Register new study abroad / environmental change

Country

Institute/company

Starting date

Ending date

Comment

You can still edit or delete the environmental change afterwards.

Study abroad and environmental change - Fulfilled: No

[Add new study abroad / environmental change](#)

Country	Institute/company	Starting date	Ending date	Manage
Albania	Eksempel Universitet	1 June 2022	22 August 2022	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Uploading dissemination activities

When you teach or perform any other dissemination activity you must log onto PhDweb, click "info page" and scroll down to "Dissemination activities". It is important that you register all your dissemination activities. When your evaluation forms are started, the system automatically pulls all registered information. Dissemination activities not registered will not be included in the evaluation.

1. Click "Add new dissemination activity".

Dissemination - Fulfilled: No

[Add new dissemination activity](#)

2. Fill out the boxes and click "submit".

Types of dissemination are:

- Teaching
- Popular science articles
- Chronicles
- Exhibitions
- Other

Både titel og type skal være både på engelsk og på dansk. Both title and type must be in Danish and English.

Semesters have to be spelled like this:

Spring semester 2023

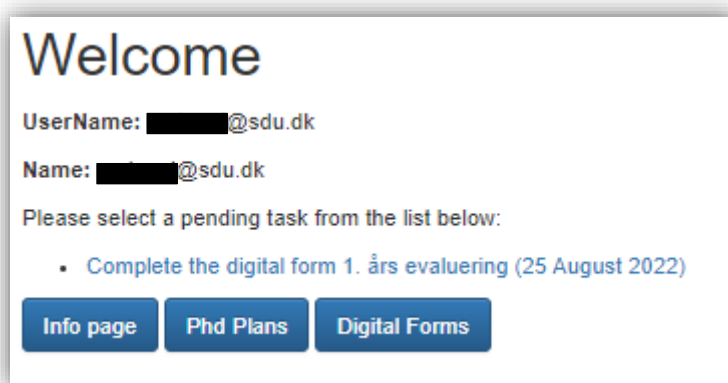
Fall semester 2023

"Hours" are your work hours including preparation time. Be aware of the rules and [regulations for work hours](#) at your department. Your salary is paid by the department. Contact your department if you have any questions.



## 1<sup>st</sup> year evaluation

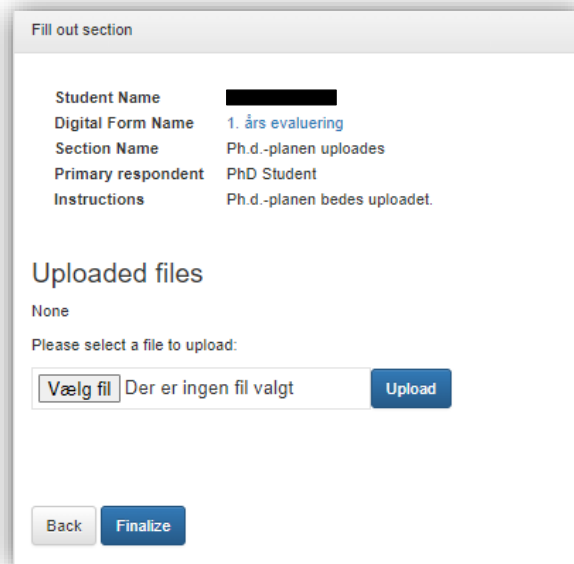
1. Click on the first link in the email or log on to PhDweb.
2. On the landing page you will see the form assigned by the Doctoral School. Click “Complete the digital form “1<sup>st</sup> year evaluation”.



3. The digital form has opened, and you can see the sections you must fill out. Section 1 and 2 are automatically filled by the system from the information it already has on you. Therefore section 1 and 2's status will always be marked as “completed” even if your course activities are not up to date. It is your responsibility to update your course activities. If course activities have been rejected, your evaluation form will also be rejected.

Section	Name	Responsible	Secondary responsible	Status	Fill In
1	Stamdata	System administrator		Completed	<a href="#">Link</a>
2	Kursusaktiviteter, miljøskift, undervisning og formidling	System administrator		Completed	<a href="#">Link</a>
3	Ph.d.-planen uploades	PHD Student		Missing	<a href="#">Link</a>
4	Detaljeret redegørelse vedrørende vejledning	PHD Student	Principal Supervisor	Missing	<a href="#">Link</a>
5	Detaljeret redegørelse for projektets status i forhold til ph.d.-planen	Principal Supervisor		Missing	<a href="#">Link</a>

- Click "link" in section 3 and upload your PhD Plan. It must be the PhD plan that was approved by the PhD board 3 months after your enrolment.



Fill out section

Student Name [REDACTED]  
Digital Form Name 1. års evaluering  
Section Name Ph.d.-planen uploades  
Primary respondent PhD Student  
Instructions Ph.d.-planen bedes uploadet.

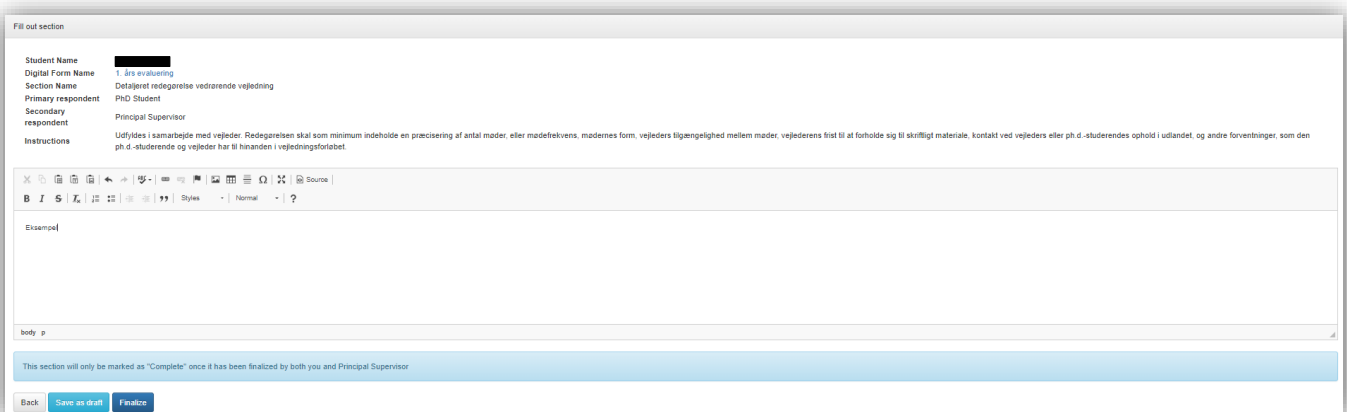
Uploaded files  
None

Please select a file to upload:

Vælg fil Der er ingen fil valgt Upload

Back Finalize

- Click "vælg fil/choose file" and select your PhD plan. Click "åbn/open" and then "finalize".
- Click "link" in section 4. Write or paste a detailed statement regarding supervision. The text must be written in collaboration with your supervisor. Click "save as draft" regularly if you write the text in the text box. Alternatively, you can write the text in Word and copy and paste the text into the text box.



Fill out section

Student Name [REDACTED]  
Digital Form Name 1. års evaluering  
Section Name Databåret redigering vedrørende vejledning  
Primary respondent PhD Student  
Secondary respondent Principal Supervisor  
Instructions Udfyldes i samarbejde med vejleder. Redegørelsen skal som minimum indeholde en præcisering af antal møder, eller mødetekvens, mødernes form, vejleders tilgængelighed mellem møder, vejleders frist til at forholde sig til skriftligt materiale, kontakt ved vejleders eller ph.d.-studerendes ophold i udlandet, og andre forventninger, som den ph.d.-studerende og vejleder har til hinanden i vejledningsforløbet.

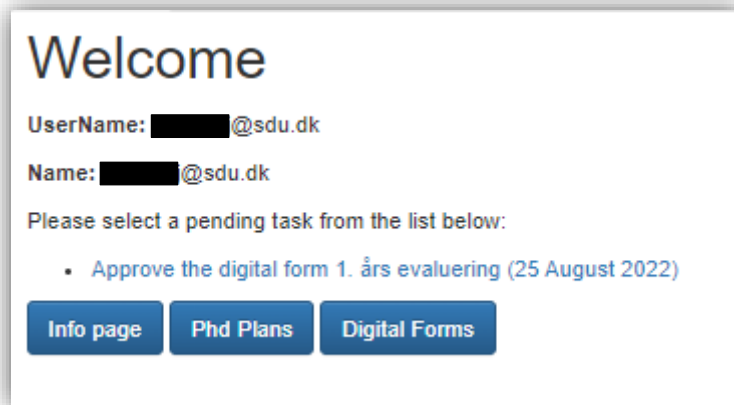
Example

body p

This section will only be marked as "Complete" once it has been finalized by both you and Principal Supervisor

Back Save as draft Finalize

7. Når teksten er færdig, klik på "finalize". When the text is finished click "finalize". The status will still say "missing" because your supervisor must complete the next step. When your supervisor has approved it will say "completed".
8. Supervisor fills out section 5.
9. When your supervisor has approved section 4 and filled out section 5 you will be notified by email. You now must approve the digital form. Go to the PhDWeb landing page and click "approve the digital form 1<sup>st</sup> year evaluation".



10. To see any comments as well as the filled-out section 5 scroll down to "approvals" and click "download the digital form".

Approvals

The following people have to approve or reject the digital form after the sections are completed. You can see or download the full digital form here:

[Download the digital form](#)

Role	Name	Evaluation	Actions
PhD Student	-	Pending	<a href="#">Evaluate</a>
Principal Supervisor	-	-	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

11. When you are ready to approve or reject the digital form click “evaluate” in the “PhD Student” row.

Approvals

The following people have to approve or reject the digital form after the sections are completed. You can see or download the full digital form here:

[Download the digital form](#)

Role	Name	Evaluation	Actions
PhD Student	-	Pending	<a href="#">Evaluate</a>
Principal Supervisor	-	-	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

12. You can now approve or reject the digital form with or without a comment. Click ”save”. Now the Doctoral School, your supervisor, your department head and the head of the Doctoral School must approve your form.

Evaluate

Approve digital form with/without a comment

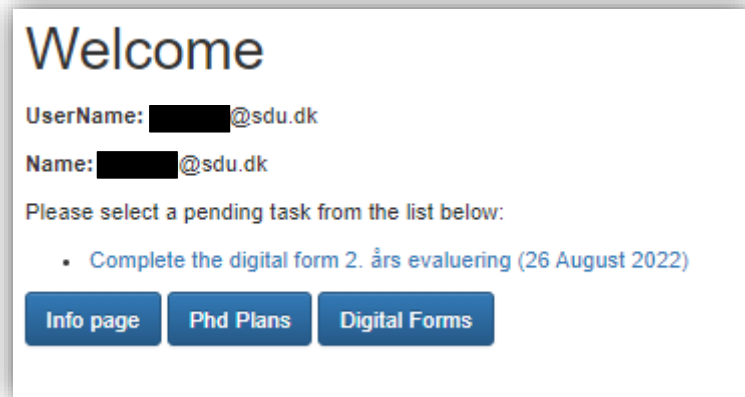
Reject digital form with a comment

Comments to the digital form: (Please be aware that the comments will be visible to both student and approvers. The comments will be journalized in the student file. Please be sure not to include any sensitive personal data in the box.)

13. When your digital form has reached the head of the Doctoral School you will be summoned for a meeting with her and your 1<sup>st</sup> year evaluation will be finally approved for rejected afterwards.

## 2<sup>nd</sup> year evaluation

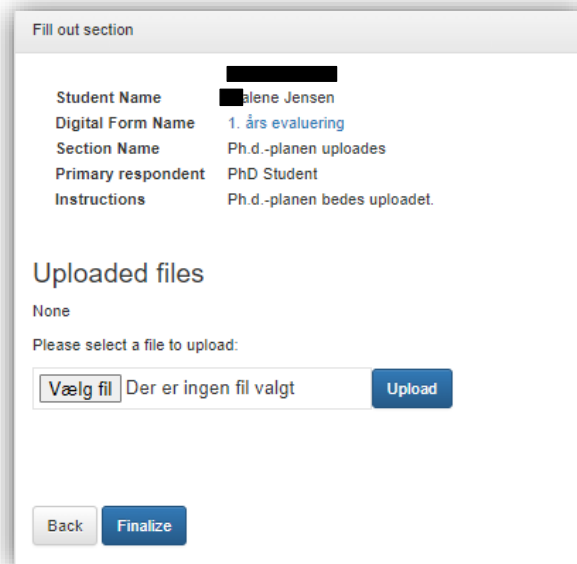
1. Click on the first link in the email or log on to PhDweb.
2. On the landing page you will see the form assigned by the Doctoral School. Click “Complete the digital form “2<sup>nd</sup> year evaluation”.



3. The digital form has opened, and you can see the sections you must fill out. Section 1 and 2 are automatically filled by the system from the information it already has on you. Therefore section 1 and 2's status will always be marked as “completed” even if your course activities are not up to date. It is your responsibility to update your course activities. If course activities have been rejected, your evaluation form will also be rejected.

Section	Name	Responsible	Secondary responsible	Status	Fill In
1	Standata	System administrator		Completed	<a href="#">Link</a>
2	Kursusaktiviteter, miljøskilt, undervisning og formidling	System administrator		Completed	<a href="#">Link</a>
3	Ph.d.-planen uploades	PHD Student		Missing	<a href="#">Link</a>
4	Detaljeret redegørelse vedrørende vejledning	PHD Student	Principal Supervisor	Missing	<a href="#">Link</a>
5	Detaljeret redegørelse for projektets status i forhold til ph.d.-planen	Principal Supervisor		Missing	<a href="#">Link</a>

- Click "link" in section 3 and upload your PhD Plan. It must be the PhD plan that was approved by the PhD board 3 months after your enrolment.



Fill out section

Student Name	[REDACTED]
Digital Form Name	1. års evaluering
Section Name	Ph.d.-planen uploades
Primary respondent	PhD Student
Instructions	Ph.d.-planen bedes uploadet.

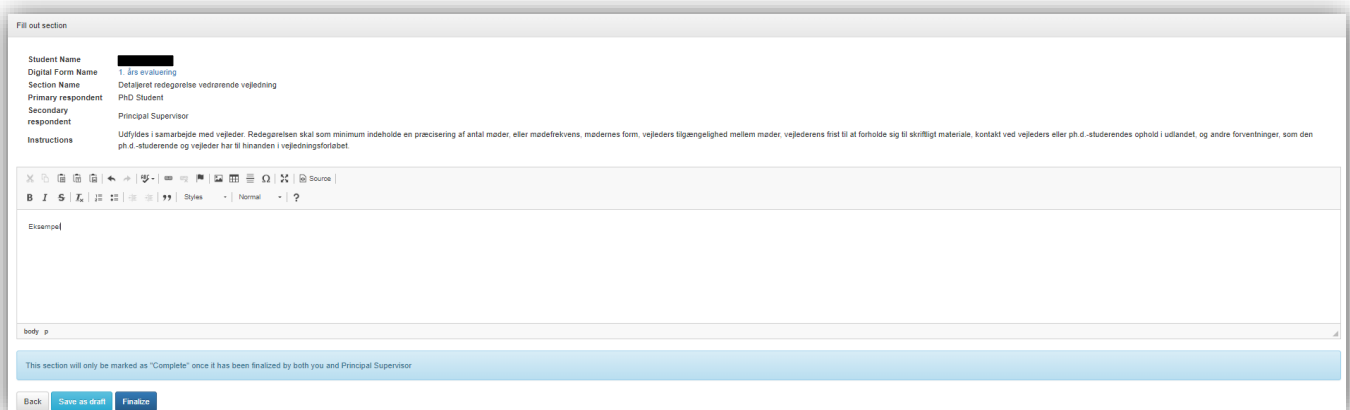
Uploaded files

None

Please select a file to upload:

Der er ingen fil valgt

- Click "vælg fil/choose file" and select your PhD plan. Click "åbn/open" and then "finalize".
- Click "link" in section 4. Write or paste a detailed statement regarding supervision. The text must be written in collaboration with your supervisor. Click "save as draft" regularly if you write the text in the text box. Alternatively, you can write the text in Word and copy and paste the text into the text box.



Fill out section

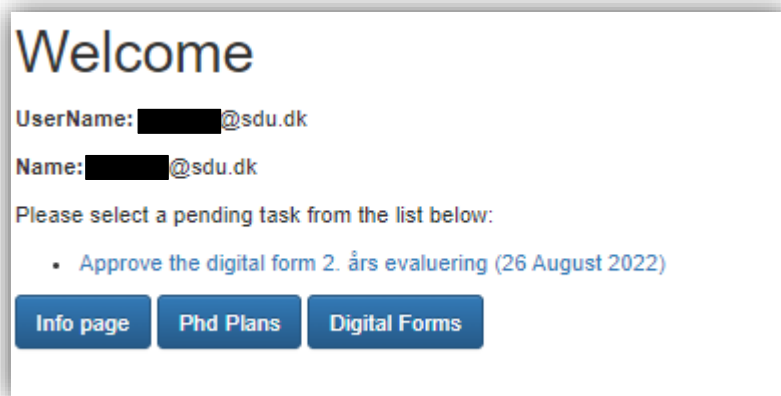
Student Name	[REDACTED]
Digital Form Name	1. års evaluering
Section Name	Detaljeret redegørelse vedrørende vejledning
Primary respondent	PhD Student
Secondary respondent	Principal Supervisor
Instructions	Udfyldes i samarbejde med vejleder. Redegørelsen skal som minimum indeholde en præcisering af antal møder, eller mødefrekvens, mødernes form, vejleders tilgængelighed mellem møder, vejlederens frist til at forholde sig til skriftligt materiale, kontakt ved vejleders eller ph.d.-studerendes ophold i udlandet, og andre forventninger, som den ph.d.-studerende og vejleder har til hinanden i vejledningsforløbet.

Example

body p

This section will only be marked as "Complete" once it has been finalized by both you and Principal Supervisor

7. When the text is finished click “finalize”. The status will still say “missing” because your supervisor must complete the next step. When your supervisor has approved it will say “completed”.
8. Supervisor fills out section 5.
9. When your supervisor has approved section 4 and filled out section 5 you will be notified by email. You now must approve the digital form. Go to the PhDWeb landing page and click “approve the digital form 2<sup>nd</sup> year evaluation”.



10. When you are ready to approve or reject the digital form click “evaluate” in the “PhD Student” row.

Approvals

The following people have to approve or reject the digital form after the sections are completed. You can see or download the full digital form here:

[Download the digital form](#)

Role	Name	Evaluation	Actions
PhD Student	-	Pending	<a href="#">Evaluate</a>
Principal Supervisor	-	-	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

11. You can now approve or reject the digital form with or without a comment. Click “save”. Now the Doctoral School, your supervisor, your department head and the head of the Doctoral School must approve your form.

Evaluate

Approve digital form with/without a comment

Reject digital form with a comment

Comments to the digital form: (Please be aware that the comments will be visible to both student and approvers. The comments will be journalized in the student file. Please be sure not to include any sensitive personal data in the box.)

Cancel Save

12. When your digital form has reached the head of the Doctoral School you will be summoned for a meeting with her and your 1<sup>st</sup> year evaluation will be finally approved for rejected afterwards.

## 5<sup>th</sup> semester evaluation

1. Click on the first link in the email or log on to PhDweb.
2. On the landing page you will see the form assigned by the Doctoral School. Click “Complete the digital form “5<sup>th</sup> semester evaluation”.

Welcome

UserName: [redacted]@sdu.dk

Name: [redacted]@sdu.dk

Please select a pending task from the list below:

- Complete the digital form 5. semesters evaluering (26 August 2022)

Info page Phd Plans Digital Forms



- The digital form has opened, and you can see the sections you must fill out. Section 1 and 2 are automatically filled by the system from the information it already has on you. Therefore section 1 and 2's status will always be marked as "completed" even if your course activities are not up to date. It is your responsibility to update your course activities. If course activities have been rejected, your evaluation form will also be rejected.

Section	Name	Responsible	Secondary responsible	Status	Fill In
1	Standata	System administrator		Completed	<a href="#">Link</a>
2	Kursusaktiviteter, miljøskift, undervisning og formidling	System administrator		Completed	<a href="#">Link</a>
3	Ph.d.-planen uploades	PHD Student		Missing	<a href="#">Link</a>
4	Detaljeret redegørelse for projektets status i forhold til ph.d.-planen	Principal Supervisor	PHD Student	Missing	<a href="#">Link</a>

- Click "link" in section 3 and upload your PhD Plan. It must be the PhD plan that was approved by the PhD board 3 months after your enrolment.

Fill out section

Student Name Malene Jensen  
Digital Form Name [1. års evaluering](#)  
Section Name Ph.d.-planen uploades  
Primary respondent PhD Student  
Instructions Ph.d.-planen bedes uploadet.

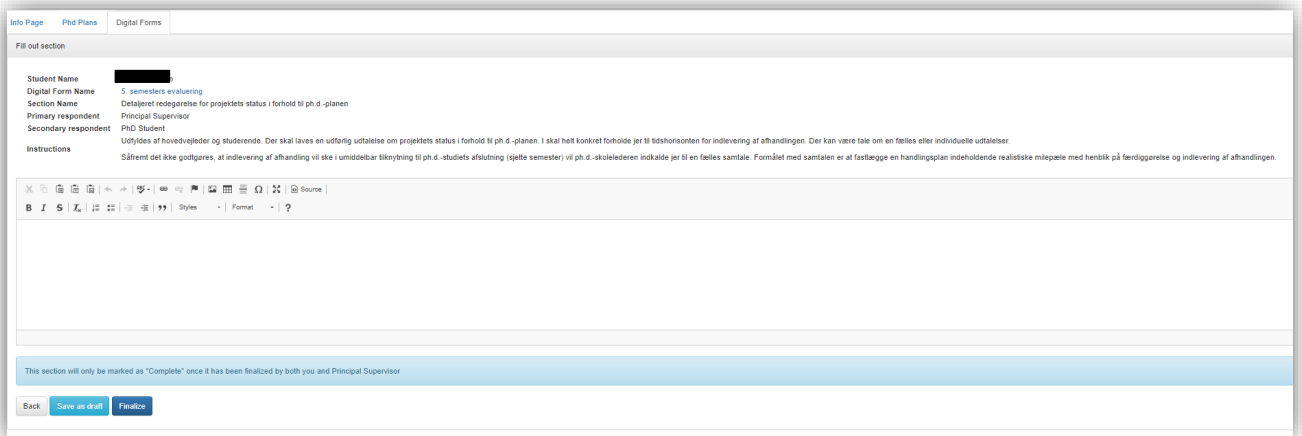
Uploaded files  
None

Please select a file to upload:

Der er ingen fil valgt

- Click "vælg fil/choose file" and select your PhD plan. Click "åbn/open" and then "finalize".

- Your supervisor now fills out section 4. When the section is filled out you will be notified. You can now add to or edit the statement by clicking “link” in section 4
- When the text is finished click “finalize”. The status will still say “missing” because your supervisor must complete the next step. When your supervisor has approved it will say “completed”.

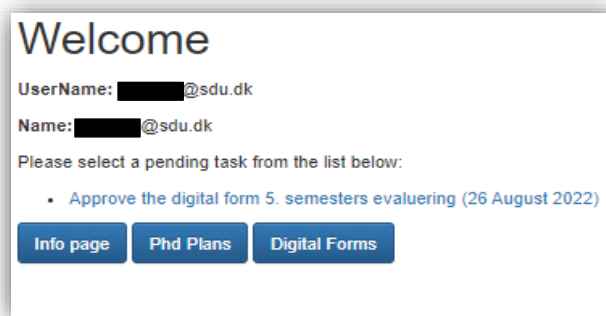


The screenshot shows a web interface for editing a digital form. At the top, there are tabs for 'Info Page', 'Phd Plans', and 'Digital Forms'. The main area is titled 'Fill out section'. It contains a metadata section with the following details:

- Student Name: [Redacted]
- Digital Form Name: 5. semesters evaluering
- Section Name: Detaljert redogørelse for projektets status i forhold til ph.d.-planen
- Primary respondent: Principal Supervisor
- Secondary respondent: PhD Student

Below this is an 'Instructions' section with a paragraph of text. Underneath is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and a source link icon. The editor area is currently empty. At the bottom of the form, there is a blue bar with the text: 'This section will only be marked as "Complete" once it has been finalized by both you and Principal Supervisor'. Below this bar are three buttons: 'Back', 'Save as draft', and 'Finalize'.

- When your supervisor has approved section 4, you will be notified and it is your turn to approve the digital form.



9. When you are ready to approve or reject the digital form click “evaluate” in the “PhD Student” row.

Approvals

The following people have to approve or reject the digital form after the sections are completed. You can see or download the full digital form here:

[Download the digital form](#)

Role	Name	Evaluation	Actions
PhD Student	-	Pending	<a href="#">Evaluate</a>
Principal Supervisor	-	-	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

10. You can now approve or reject the digital form with or without a comment. Click “save”. Now the Doctoral School, your supervisor, your department head and the head of the Doctoral School must approve your form.

Evaluate

Approve digital form with/without a comment

Reject digital form with a comment

Comments to the digital form. (Please be aware that the comments will be visible to both student and approvers. The comments will be journalized in the student file. Please be sure not to include any sensitive personal data in the box.)

[Cancel](#) [Save](#)

11. You will only be summoned for a meeting with the Head of the Doctoral School if your supervisor’s assessment is that your project’s status in relation to your PhD plan is dissatisfactory and you will not be able to hand in your thesis in time.

