

# PhDWeb

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

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## PhD plan

1. You have received an automatic e-mail because a digital form is ready for your approval. Click on the first link in the e-mail.
2. Now on the digital form, scroll down to "approvals" and click "download the digital form".

Front page | Phd Student | PhD Administration | Administrator | Secretary | Member Of Committee | Logout

Info Page | Phd Plans | Digital Forms

### Digital Form

PhD Student: [REDACTED]

Name: Indkaldelse af ph.d.-plan - kopi

Status: Pending approvals

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

### 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](#)

3. You can now look through the PhD plan and check if everything is in order. If it is, you must now approve the digital form.
4. Go back to PhDWeb and scroll back down to "approvals". Click "evaluate" in the "supervisor" 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](#)

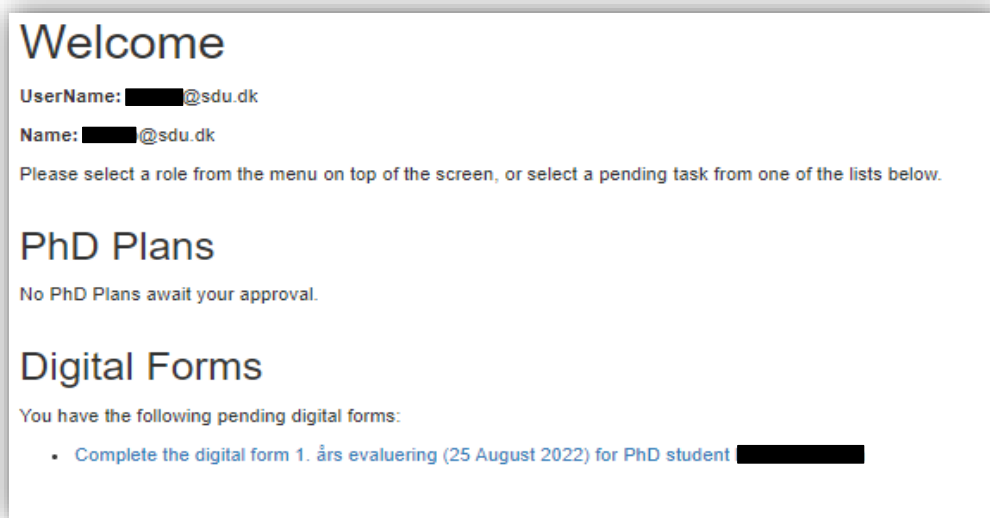
Role	Name	Evaluation	Actions
PhD Student	Marianne Jensen (marjens@hum.dk) - PhD Student	Approved (26 August 2022)	<a href="#">Evaluate</a>
Principal Supervisor	[REDACTED] (marjens@hum.dk) - Principal Supervisor	Approved (26 August 2022)	<a href="#">Evaluate</a>
Head of department	[REDACTED] (marjens@hum.dk) - Head of department	Approved (26 August 2022)	<a href="#">Evaluate</a>
Head of committee: administrative PhD approval	Ph.d.-skolens postkasse (phdhum@sdu.dk) - Head of committee: administrative PhD approval	Approved (26 August 2022)	<a href="#">Evaluate</a>
Head of committee: HUM PhD-board	-	Pending	<a href="#">Evaluate</a>

5. Click "approve digital form with/without a comment" if the PhD plan can be approved. Click "reject digital form with a comment" if the PhD plan must be rejected and write your reasoning in the comment section. The PhD student will be notified of the rejected plan automatically and the administration will start a new digital form.

The image shows a software dialog box titled "Evaluate" with a close button (X) in the top right corner. Inside the dialog, there are two radio button options: "Approve digital form with/without a comment" and "Reject digital form with a comment". Below these options is a text area for comments, with a warning: "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.)". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

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

6. Log on to PhDWeb
7. On the landing page you will now see the forms the PhD administration has assigned to you. Click "complete the digital form 1<sup>st</sup> year evaluation for PhD student ---"



8. The digital form will open, and you will be able to see the sections you are to fill out. Sections 1 and 2 are filled out automatically based on the information the PhD student and the PhD administration have uploaded until now. The PhD administration provides all the information for section 1 upon enrolment and the PhD student will have to upload course activities etc. Section 2 can therefore be marked as "completed" even if the PhD student has not yet uploaded all their course activities etc.

Digital Form

PhD Student: [redacted]  
Name: 1. års evaluering  
Status: Pending section answers 3/5

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		Completed	<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 the button “link” in section 4. The PhD student will have filled out the section with the detailed statement regarding supervision you have written together. You now have the option to make corrections or additions. When you are finished or if you have nothing to add or correct, click “finalize”.

Fill out section

Student Name [REDACTED]  
Digital Form Name 1. del 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, mødernes form, vejleders tilgængelighed mellem møder, vejledersens 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.

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source.

Placeholder text: Eksempel

Buttons: Back, Save as draft, Finalize

- Return to the digital form and scroll down to section 5. Click the “link” button and write or insert a detailed statement about the status of the project in relation to the PhD plan. Click “finalize” when you are finished.

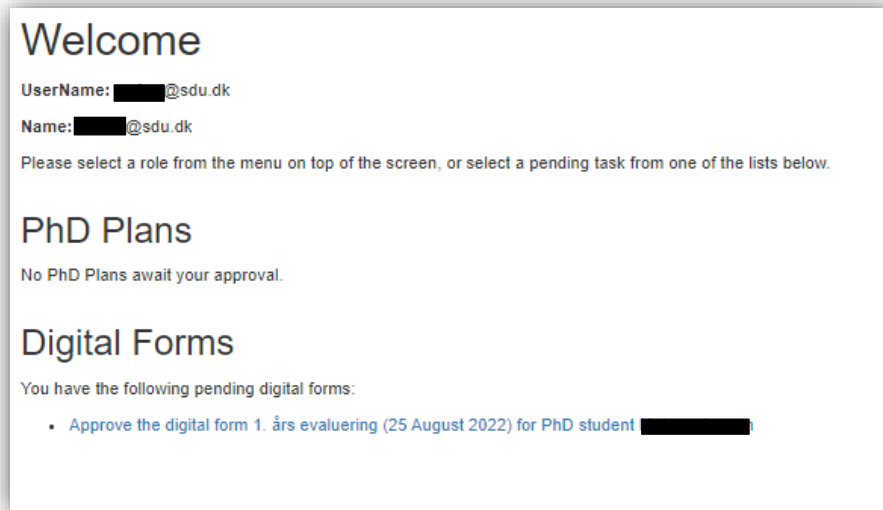
Fill out section

Student Name [REDACTED]  
Digital Form Name 1. del evaluering  
Section Name Detaljeret redegørelse for projektets status i forhold til ph.d.-planen  
Primary respondent Principal Supervisor  
Instructions Udfyldes af hovedvejleder. Der skal laves en udførlig udtalelse om projektets status i forhold til ph.d.-planen. Efter første studieår forventes den studerende at have samlet 10-15 ECTS points samt at have opfyldt en del af formidlingsforpligtelsen. Der skal også foreligge konkrete planer for mitjaskifte.

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source.

Buttons: Back, Save as draft, Finalize

11. Now the PhD student must approve the digital form. When the PhD student has approved the form, you will be informed via automated email. Log in to PhDWeb and click “Approve the digital form 1<sup>st</sup> year evaluation for PhD student ---”.



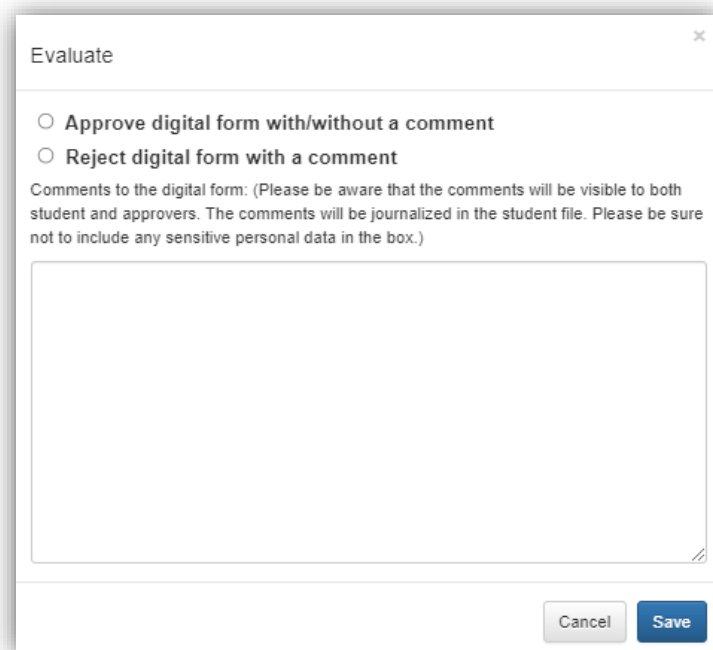
12. Scroll down to the “approvals” section and click “evaluate” in the “principal supervisor column.

The screenshot shows the 'Approvals' section with the following text: "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	[redacted]@sdu.dk - PhD Student	Approved (25 August 2022)	Evaluate
Principal Supervisor	-	Pending	Evaluate
Head of department	-	-	Evaluate
Head of PhD School	-	-	Evaluate

13. You can now click either “approve digital form with/without comment” if you wish to approve the 1<sup>st</sup> year evaluation or you can click “reject digital form with a comment” if you wish to reject the evaluation. If you have a comment, write it in the comment section and click “save”. If you do not have a comment, simply click “save” without writing anything.

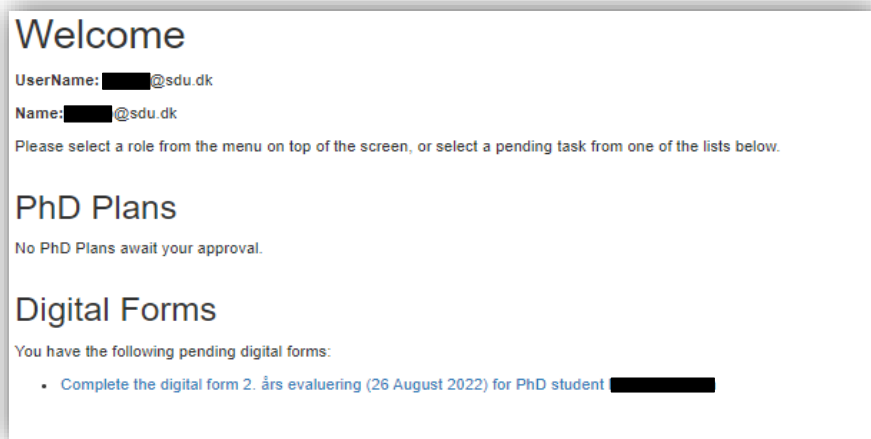


The image shows a dialog box titled "Evaluate" with a close button (X) in the top right corner. It contains two radio button options: "Approve digital form with/without a comment" and "Reject digital form with a comment". Below these options is a text area for comments, with a warning: "Comments to the 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.)". At the bottom right, there are two buttons: "Cancel" and "Save".

14. The digital form is now sent for approval with the head of department, the PhD administration, and the head of the doctoral school. Before the head of the doctoral school approves the 1<sup>st</sup> year evaluation, they have a meeting with the PhD student. After this the evaluation will be approved or rejected and you will receive an automated email with the result.

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

1. Log on to PhDWeb
2. On the landing page you will now see the forms the PhD administration has assigned to you. Click "complete the digital form 2<sup>nd</sup> year evaluation for PhD student ---"



3. The digital form will open, and you will be able to see the sections you are to fill out. Sections 1 and 2 are filled out automatically based on the information the PhD student and the PhD administration have uploaded until now. The PhD administration provides all the information for section 1 upon enrolment and the PhD student will have to upload course activities etc. Section 2 can therefore be marked as "completed" even if the PhD student has not yet uploaded all their course activities etc.

Section	Name	Responsible	Secondary responsible	Status	Fill In
1	Stamdata	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		Completed	<a href="#">Link</a>
4	Detaljeret redegørelse vedrørende vejledning	PhD Student	Principal Supervisor	Completed	<a href="#">Link</a>
5	Detaljeret redegørelse for projektets status i forhold til ph.d.-planen	Principal Supervisor		Missing	<a href="#">Link</a>



4. Click the button “link” in section 4. The PhD student will have filled out the section with the detailed statement regarding supervision you have written together. You now have the option to make corrections or additions. When you are finished or if you have nothing to add or correct, click “finalize”.

Fill out section

Student Name [redacted]  
Digital Form Name 2. års evaluering  
Section Name Detaljeret redegørelse vedrørende vejledning  
Primary respondent PhD Student  
Secondary respondent Principal Supervisor  
Instructions Udfyldes i samarbejde med vejleder. Redigeringen skal som minimum indeholde en præcisering af antal møder, eller mødeleverens, mødernes form, vejleders tilgængelighed mellem møder, vejlederss 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 træ til hinanden i vejledningsforløbet.

X [Rich Text Editor Icons] Source

B I S [Rich Text Editor Icons] Styles - | Format - | ?

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

Back Save as draft Finalize

5. Return to the digital form and scroll down to section 5. Click the “link” button and write or insert a detailed statement about the status of the project in relation to the PhD plan. Click “finalize” when you are finished.

Fill out section

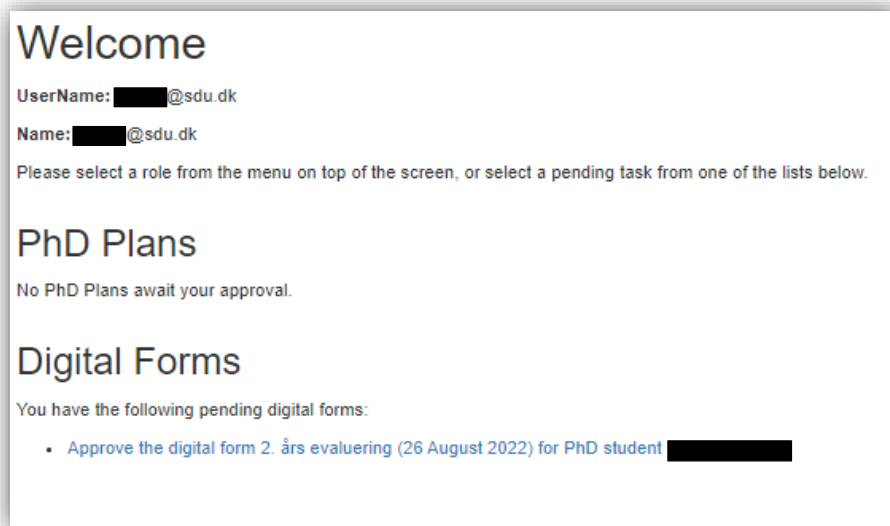
Student Name [redacted]  
Digital Form Name 2. års evaluering  
Section Name Detaljeret redegørelse for projektets status i forhold til ph.d.-planen  
Primary respondent Principal Supervisor  
Instructions Udfyldes af hovedvejleder. Der skal laves en udførlig udtalelse om projektets status i forhold til ph.d.-planen. Efter andet studieår forventes den studerende at have samlet 25-30 ECTS points samt at have oplyst det meste af formidlingsdelen. Normalt vil miljøskifte ligeledes være afsluttet efter andet år.

X [Rich Text Editor Icons] Source

B I S [Rich Text Editor Icons] Styles - | Format - | ?

Back Save as draft Finalize

- Now the PhD student must approve the digital form. When the PhD student has approved the form, you will be informed via automated email. Log in to PhDWeb and click “Approve the digital form 2<sup>nd</sup> year evaluation for PhD student ---”.



- Scroll down to the “approvals” section and click “evaluate” in the “principal supervisor column.

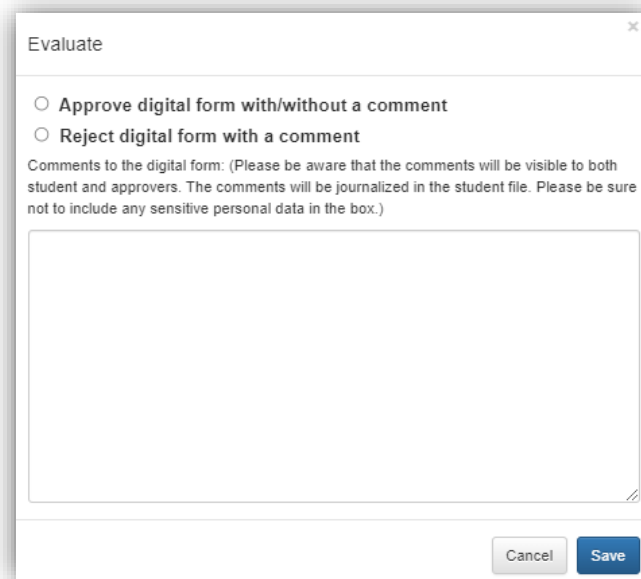
Approvals

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	[redacted]@sdu.dk - PhD Student	Approved (25 August 2022)	<a href="#">Evaluate</a>
Principal Supervisor	-	Pending	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

8. You can now click either “approve digital form with/without comment” if you wish to approve the 2<sup>nd</sup> year evaluation or you can click “reject digital form with a comment” if you wish to reject the evaluation. If you have a comment, write it in the comment section and click “save”. If you do not have a comment, simply click “save” without writing anything.

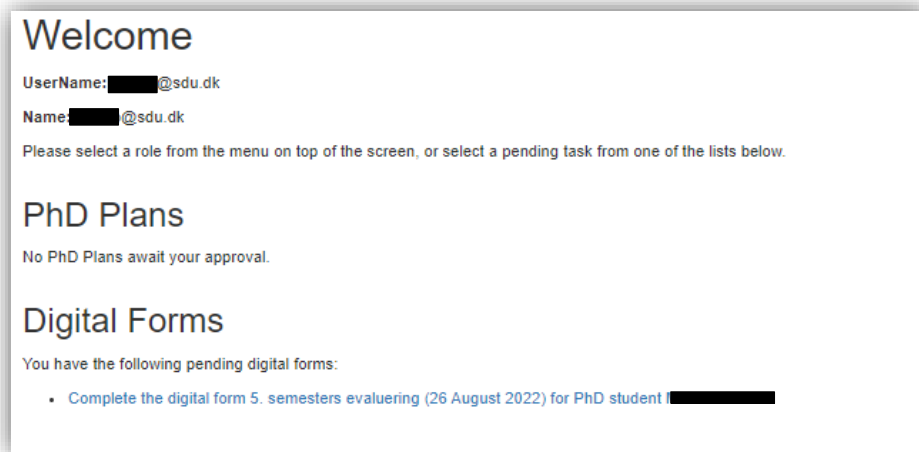


The image shows a dialog box titled "Evaluate" with a close button (X) in the top right corner. It contains two radio button options: "Approve digital form with/without a comment" and "Reject digital form with a comment". Below these options is a text area for comments, with a warning: "Comments to the 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.)". At the bottom right of the dialog box are two buttons: "Cancel" and "Save".

9. The digital form is now sent for approval with the head of department, the PhD administration, and the head of the doctoral school. Before the head of the doctoral school approves the 2<sup>nd</sup> year evaluation, they have a meeting with the PhD student. After this the evaluation will be approved or rejected and you will receive an automated email with the result.

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

1. Log on to PhDWeb
2. On the landing page you will now see the forms the PhD administration has assigned to you. Click "complete the digital form 5<sup>th</sup> semester evaluation for PhD student ---"



3. The digital form will open, and you will be able to see the sections you are to fill out. Sections 1 and 2 are filled out automatically based on the information the PhD student and the PhD administration have uploaded until now. The PhD administration provides all the information for section 1 upon enrolment and the PhD student will have to upload course activities etc. Section 2 can therefore be marked as "completed" even if the PhD student has not yet uploaded all their course activities etc.

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		Completed	<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 the button “link” in section 4. Write or insert your detailed statement about the status of the project in relation to the PhD plan. Click “finalize” when you are finished.

- The digital form is now automatically sent to the PhD student who will be able to approve, reject or add to the section. When the PhD student has approved the digital form, you will receive an automated email. Now log in to PhDWeb and click “Approve the digital form 5<sup>th</sup> semester evaluation for PhD student ---”

- Scroll down to the “Approvals” section and click “evaluate” in the “Principal supervisor” column

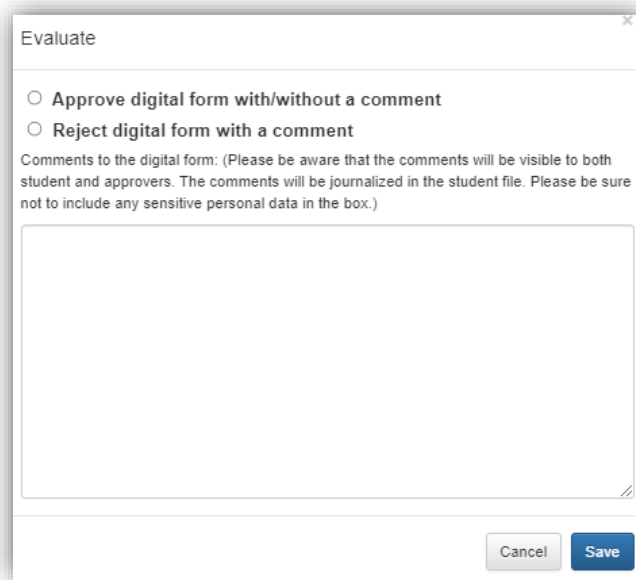
Approvals

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	[redacted]@sdu.dk - PhD Student	Approved (26 August 2022)	<a href="#">Evaluate</a>
Principal Supervisor	-	Pending	<a href="#">Evaluate</a>
Head of department	-	-	<a href="#">Evaluate</a>
Head of PhD School	-	-	<a href="#">Evaluate</a>

7. You can now click either “approve digital form with/without comment” if you wish to approve the 5<sup>th</sup> semester evaluation or you can click “reject digital form with a comment” if you wish to reject the evaluation. If you have a comment, write it in the comment section and click “save.” If you do not have a comment, simply click “save” without writing anything.



The image shows a software dialog box titled "Evaluate". At the top, there are two radio button options: "Approve digital form with/without a comment" and "Reject digital form with a comment". Below these options is a text area for comments, with a warning: "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.)". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

8. If you as principal supervisor assess the project status to be dissatisfactory in relation to the PhD plan, the head of the doctoral school will have a meeting with the PhD student after which they will either approve or reject the 5<sup>th</sup> semester evaluation.