

Guide to the Ph.d. registration system smartreg.

The point of this system is to keep track of the required working hours you perform for the department, so the department head can see if you perform the required amount of working hours, and that you live up to the requirement of 300 knowledge dissemination hours according to the PhD order § 7. It is your duty to register the tasks you perform for the department, and it is your responsibility that it is up-to-date. If your registrations are not up-to-date, you risk being assigned tasks beyond your required amount of working hours. You can read more about the rules and regulations and the model for carrying out your required working hours at

http://www.sdu.dk/en/Forskning/PhD/Phd_skoler/Naturvidenskabelig_phd_uddannelse/Regelsamling

Log in and update your information

Go to <https://smartreg.dk/>. Log in using your SDU email address and the password that was sent to you from smartreg. If you want, you can change your password under “various” in the bar at the top of the page. This is also where you log out. If you forget your password please contact the admin at jwi@bmb.sdu.dk and ask for a new one.

In the bar at the top under PhD student you can see what tasks have been registered to you so far, who your contact person on the PhD committee is and here you can also change certain information about yourself, such as telephone number and preferred language.

SmartReg

Phd. student ▾

Tasks ▾

Various ▾

Anna Jensen

Start

1. Dec. 2013

End

30. Nov. 2016

4+4 student

No

Required working hours

0.00 of 840.00

Knowledge dissemination

0.00 of 300.00

Tasks

Tasks with knowledge dissemination

Title	Type	Required working hours	Date	Status
BMB506	Teaching	42.00	01-10-2013 - 15-11-2013	Waiting

Tasks with required work

Title	Type	Knowledge dissemination	Date	Status
BMB506	Teaching	42.00	01-10-2013 - 15-11-2013	Waiting

Phone

2413

Research interests

-

Teaching interests

-

other activities

No

Supervisor

Lars Christensen

Contact in the PhD committee

Lars Christensen

Languages

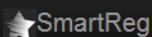
English

Edit

The first thing you should do is to add your research and teaching interests, by pressing edit. This is so that we can try to match your interests to the teaching and other tasks you will be assigned. In addition you can indicate if you are interested in tasks regarding to the outreach activities, such as guiding tours for high school students etc.

How to register a task

When you have to register a task you go to the bar and press Tasks. You then fill in the title, a brief description of the task, which type of a task it is, and some specific information pertaining to that type of task.

 Phd. student ▾ Tasks ▾ Various ▾

Create Task

Title *

Description

Type *

Teaching ▾

Start *

End

Hours actually teaching

Create

Bruger: annaj@bmb.sdu.dk (Phd studerende)

Teaching

If you are registering a teaching assignment you fill out the course code as the title i.e. BMB506 In the description you can state if it was tutorials or lab exercises and how many classes. Then you put in start and finish date and last but not least, the number of confrontation hours (i.e. the number of hours you have spent with the students). The system will automatically add your preparation factor.

Environmental exchange

Here you fill in the name of the University you went to as the title. In the description section you can write more about where you were, department, group etc. Then you add departure and return date. The system will calculate how many hours you get credited for your stay abroad.

Presentations

Here you put the title of the presentation as the title. In the description you can write where then presentation was held and the occasion. I.e Blåbjerggårdskolen, Vejle, Danish Science Festival. In the field named start, you fill out the date of the presentation and then the duration of the presentation in minutes. Under number of times you fill in for the what'th time you have held that particular presentation (1st 2nd, 3rd etc.).

Tour

Here again in the title you write which tour you have been conducting, and in the description you elaborate further. Then you write the number of hours you will be credited in the field working hours and the same number in knowledge dissemination hours and of course the date of the tour in start.

Other knowledge dissemination

This category is for other knowledge dissemination that does not fit in one of the other categories. It could be an SRP project. Here it is very important that you give a good description of the task, otherwise it will not be verified.

Other, no knowledge dissemination

Here you put tasks that count as required working hours, but not knowledge dissemination. This could be if you have been assigned the task of updating the website, or making culture media, by the department head.

All created tasks will have to be verified by either the PhD secretary at BMB, the teaching secretary at BMB, the outreach coordinator or the department head before they are counted. In the overview you can see the status of your tasks. If there is a mistake in the task you have registered you can click on it and correct it if it has not yet been approved. Once it has been approved it can only be corrected by the admin jwi@bmb.sdu.dk.

Remember that your 300 hours of knowledge dissemination activities must be approved by the PhD Committee, unless they have been obtained by teaching activities.

“All knowledge dissemination activities must be approved by the PhD Committee. A special form “Application for approval of dissemination of knowledge” has been prepared. Please note that the PhD Committee only approves dissemination of knowledge twice during your studies, i.e. half-way through your studies and immediately prior to the conclusion of your studies. If you teach for more than 300 salaried hours as part of the 840 salaried hours, you do not have to apply to the PhD Committee for approval of dissemination of knowledge – you merely ask the administrator of the 840 hours (the BMB PhD secretary) for an attestation before the conclusion of the studies.”