

Quick intro to the PhD Planner

What?

The PhD Plan is a mutual agreement between the PhD student and the Graduate School of Science and Technology (GSST). This ensures formally that your PhD project are progressing well. In addition, the PhD planner is a tool for the student to create an overview of dissertation, publications, research stays etc.

When?

The plan should be updated every half year. Therefore the update is formally known as a half-year evaluation.

Why?

The PhD Planner is GSST's tool to monitor a PhD project, its progression, and to check if the student fulfills requirements regarding e.g. courses and dissertation. It is also a tool for the student to collect course certificates, publications, and to review previous and future projects.

Another very important fact to note is that, when you finish your PhD, your PhD certificate will be generated from your PhD Plan.

How?

Meet with your supervisor and check that

1. You agree on the project's progress.
2. Your supervisor knows your teaching plans.
3. You agree on the courses you are planning to take.
4. You both are up-to-date regarding your mobility-plan (eg. research stays abroad).
5. Log onto the PhD-planner system
6. Check that all information is correct. Update if necessary.
7. Update with any new plans.
8. At the last step, write a small text about your progress. Inform your supervisor that you have submitted the plan.
9. The plan now goes to your supervisor
10. You should encourage your supervisor to write a small text as well.
11. After your supervisor has approved your plan, it goes back to you. Then it goes to the head of your program and finally to the head of GSST.

Contact GSST if you do not get an update from your supervisor within reasonable time after submitting your plan.

Can you get a little more formal?

Yes, formally the PhD Plan should include:

- A time schedule ensuring that enough time is allocated to each phase of the project, including necessary time for writing the dissertation
- Details concerning supervision
- A project description
- A plan concerning the PhD courses indicating the required amount of ECTS credits
- A plan for mobility, typically extended visits to research groups abroad
- The number of teaching hours and other kinds of dissemination activities that the PhD student provides during his or her PhD study period
- A copyright/IPR agreement if relevant
- A financial plan for the project, including sources for scholarships/fellowships, tuition fees and running costs.



Kind regards,
PHAUST (The PhD association at Aarhus University, Science and Technology)
www.phaust.dk