

# Bedømmelse af ansøgning

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## Indhold

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<b>Programme assessment</b> .....	<b>2</b>
<b>Pre-assessment</b> .....	<b>4</b>
<b>Programme chair</b> .....	<b>9</b>
<b>School assessment</b> .....	<b>10</b>
Financing .....	11
Uni agreement og Industrial PhD og andre samarbejdstyper.....	12

## Programme assessment

Når ph.d.-administrator har ændret status til **Awaits prog. assessment**, kan ansøgningerne ses af programme members og programme chair under fanen **My tasks**.

For at foretage bedømmelsen, klikkes på **Status update**. Det er også her, ansøgningen kan sendes til en pre-assessor.

The screenshot shows the Aarhus University web interface. At the top left is the Aarhus University logo. At the top right, it says 'User: Cilie Tester' and 'Logout'. Below this is a navigation bar with 'Setup', 'My tasks', 'Students', and 'Calls'. The 'My tasks' tab is active. Below the navigation bar, there is a search area with 'Please respond', a 'Searchstring' input field, a 'Role' dropdown menu set to 'Prog member', a 'Status' dropdown menu, and an 'All tasks' checkbox with a 'Search' button. Below the search area is a table with the following data:

Due date	Task accounts	Task type	Task person	Task subject	Status	Comments	Select
31/07/2012	Σ BS Programmes	PhD Application		Ad hoc applications	Awaits prog. assessment		<a href="#">View</a>   <a href="#">Status update</a>   <a href="#">Mail</a>

The 'Status update' link in the 'Select' column of the first row is highlighted with a green box.

Ansøgningen kan ses ved at klikke på **View application**.

Bedømmelsen er delt op i to dele, **Academic background** og **Project proposal**.

Hvis ansøgningen skal sendes videre til en **pre-assessor**, skrives navnet på denne i feltet nederst i formen:

**Programme Assessment (PhD app)**  
Copying information from the application ... Done.

Applicant  
Name [REDACTED] [View application](#)

Programme Committee

Academic background Uncompleted summary\* [View changes](#)  
- details\*  
(returned to applicant)

Project proposal Uncompleted summary\*  
- details\*

Other details  
Further aspects:  
Interview/contact if any:  
Conditions if any:

Enrol based on Master (2 years)  
Grade point average BSc=8,0 MSc=9,0  
Enrol start 01/09/2012  
- credit (months) 0  
Funding suggestion  
Main supervisor

Academic Assessment Requests  
Pre-assessor 1

Status  
Current (Awaits prog. assessment) Next  
[Save](#) [Save and email](#) [Check and save](#) [Request pre-assessment 1](#) [Send to prog. chair assessment](#)

# Pre-assessment

Når navnet på **Pre-assessor 1** udfyldes, fremkommer feltet e-mail.

Klik herefter på **Request pre-assessment 1**

**Academic Assessment Requests**

Pre-assessor 1

- email

**Status**

Current (Awaits prog. assessment)

Next

Save Save and email Check and save **Request pre-assessment 1** Send to prog. chair assessment

Der fremkommer nu nedenstående mailskabelon, klik på **send** knappen.

**AARHUS UNIVERSITY**

User: Cilie Tester [Logout](#)

Setup My tasks Students Calls

from: cilie@veje.org

To: civr@asb.dk

[Add CC](#)

[Add BCC](#)

Subject: Request1 - Academic Assessment of Cilie

Dear [REDACTED]

We have received an application from Cilie IT Tester for *Ad hoc applications* at Business and Social Sciences, Aarhus University.

We kindly ask you to make an academic assessment concerning Cilie IT Tester within 7 days.

You can see the application material and upload the assessment by clicking on [this link](#).

If you are unable to make the assessment, because this is not within your field or otherwise, please use the **Reject request** button in the bottom right hand corner of the assessment form. You will be directed to the form by clicking on the link above.

Thank you in advance.

Yours sincerely,

[REDACTED]

**AARHUS UNIVERSITY**  
BUSINESS AND SOCIAL SCIENCES

Attach a file:

Attached files:

Powered by PeopleXS

Først når siden med **"Mail has been send"** fremkommer, er mailen afsendt til pre-assessor og denne blevet underrettet om opgaven.

The screenshot shows the Aarhus University web interface. At the top left is the Aarhus University logo. At the top right, it says "User: Cilie Tester" and "Logout". Below the header is a navigation bar with "Setup", "My tasks", "Students", and "Calls". There are also links for "View calls" and "View closed calls". The main content area displays a message in a rounded box: "Mail has been send" with a "Back" link below it.

I taskoversigten ved programme member er status nu **Awaits prog. assessment pa?**

The screenshot shows the Aarhus University web interface with a task overview table. The header includes the Aarhus University logo, "User: Cilie Tester", and "Logout". The navigation bar has "Setup", "My tasks", "Students", and "Calls". Below the navigation bar, there is a search section with "Please respond", "Searchstring", "Role" (set to "Prog member"), "Status", and "All tasks" with a "Search" button. The main content is a table with the following data:

Due date	Task accounts	Task type	Task person	Task subject	Status	Comments	Select
31/07/2012	Σ BS Programmes	PhD Application		Ad hoc applications	Awaits prog. assessment pa?		<a href="#">View</a>   <a href="#">Status update</a>   <a href="#">Mail</a>

The "Status" column for the first row is highlighted with a green box. At the bottom of the page, it says "Powered by PeopleXS".

Når Pre-assessor klikker på linket i mailen, fremkommen nedenstående form.

Hvis Pre-assessor IKKE vil foretage bedømmelsen, klikkes på **Reject request** nederst på siden. Det er herefter ikke længere muligt for pre-assessor at redigere i formen.

Når Pre-assessor påbegynder bedømmelsen, er det ikke længere muligt at klikke på **Reject request**.

Der skal i bedømmelsen vælges, om ansøgerne er **Qualified** eller **Not Qualified** for hhv. **Academic background** og **Project proposal**. Herudover skal bedømmelsen uddybes i **Details**-feltet.

Endvidere kan der tilføjes andre relevante oplysninger i feltet **Other Details**.

Bedømmelsen kan løbende gemmes ved at klikke på **Save**. Når bedømmelsen er færdig, klikkes på **Done**.

#### Academic Assessment Form (PhD app)

<b>Personal</b>	
Name	[Redacted]
CV	[Upload icon]
<b>Academic Background</b>	
Education name	Master
Institution	AU
Country	Denmark
Level	Master (2 years)
Status	Awarded
Date	01/07/2006
Grade point average	BSc=9,0 MSc=9,0
Diploma and transcripts of records	[Upload icon]
<b>Application, Admission and Study</b>	
Motivation	[Upload icon]
Industrial PhD: company	
Project	IT tester
- description	[Upload icon]
Other information to consider	
<b>Academic Assessment 1</b>	
<b>Academic background</b>	Uncompleted summary*
- details	Good background
<b>Project proposal</b>	
	Uncompleted summary*
- details	
<b>Other details</b>	
Further aspects:	
Interview/contact if any:	
Conditions if any:	
<b>Pre-assessor</b>	
- email	[Redacted]

Please address the issues in the details fields and choose qualified/Not qualified for the uncompleted summaries.  
The **Save** button just saves the text and the form remains unlocked such that further changes subsequently can be made.

When all of the academic assessment is completed, please submit it by pushing the **Done** button.  
This will also lock the form.

Hvis en pre-assessor afslår at foretage bedømmelsen, vil der i administratorportalen, i oversigten over ansøgere på stillingen, stå **Rejected** under **Pre-ass1 status**:

Account : [Σ BS Programmes](#)      Kontaktperson : Per Baltzer Overgaard      **Ledig stilling** : Ad hoc applications  
 Adresse :      Telefon : +45 8942 1605      Ejer : BPHD Admin  
 By :      Stilling : Vice Dean of School of Business and Social Science      Gyldig indtil : 01/01/2021  
 Internet :      E-mail : [povergaard@econ.au.dk](mailto:povergaard@econ.au.dk)

Oversigt   Ledig stilling   Profil   **Ansøgninger**   Procedure   Portal   Reklamer   Opgaver   Kontaktperson   Dokumenter   Status

Tilføj ansøgning (ny kand.)   Tilføj ansøgning (eksisterende kand.)   Søg efter kand.   Søg kand. i proces   Tidligere søgninger   Udskriv

**Søg ansøgninger**

Søgeord    Status    **PhD Application**   min. match 00 %  
 Candidate    All Steps in PhD Applica  
 Status  Ikke arkiveret   Awaits confirmation of a  
 Arkiveret   **Awaits prog. assessment**   max. match 100 %

Handling   

Vælg: [Ingen](#), [Alle på denne side \(1\)](#)

Kandidat	Match-score	Flag	Status	Seneste workflow lokation	AreaProj	Pre-ass1 status
			<a href="#">Awaits prog. assessment pa?</a>	Prog.	Adhoap	Rejected

1 alt : 1

Når pre-assessor har klikket på **Done**, ændres status ved Programme member til **Awaits prog. assessment pa!**.

Denne statusopdatering opdateres en gang i døgnet, så der går noget tid, fra pre-assessor har klikket på **Done** knappen, til status skifter.

Searchstring    Role    Status    All tasks

Due date	Task accounts	Task type	Task person	Task subject	Status	Comments	Select
20/08/2012	Σ BSS Programmes	PhD Application		Ad hoc applications	Awaits prog. assessment pa!		<a href="#">View</a>   <a href="#">Status update</a>   <a href="#">Mail</a>

Klik på **Status update** for at komme til Programme assessment formen

Programme member kan nu tilføje yderligere bedømmelse, hvis det ønskes og derefter klikke på **Send to prog. chair assesment**.

**Programme Assessment (PhD app)**  
Initially fields were filled based on information from the application or the pre-assessment.

**Applicant**  
Name: [REDACTED] [View application](#)

**Programme Committee**

**Academic background**  
Qualified summary\* [View changes](#)  
- details\* (returned to applicant)  
Academic background details

**Project proposal**  
Qualified summary\*  
- details\*  
Project details

**Other details**  
Further aspects:  
Interview/contact if any:  
Conditions if any:

**Enrol based on**  
Master (2 years)  
Grade point average: BSc:8,0 MSc:8,0  
Enrol start: 01/09/2012  
- credit (months): 0  
Funding suggestion:  
Main supervisor:

**Academic Assessment Requests**  
Pre-assessor 1: Cille Vejle Rasmussen (Completed)  
- email: civr@asb.dk

**Status**  
Current (Awaits prog. assessment pa!)  
Next  
[Send to prog. chair assesment](#)

Opgaven forsvinder fra Programme member tasklisten.



## Programme chair

Opgaven ligger nu i tasklisten ved Programme chair.

Due date	Task accounts	Task type	Task person	Task subject	Status	Comment	Select
24/08/2012	Σ BSS Programmes	PhD Application		Ad hoc applications	Awaits prog. chair assessment		<a href="#">View</a>   <a href="#">Status update</a>   <a href="#">Mail</a>

Når programme chair klikker på **Status update**, fremkommer igen Programme Assessment formen. Her kan programme chair ændre eller tilføje i bedømmelsen fra programme member og pre-assessor.

Programme chair kan vælge enten at sende bedømmelsen tilbage til programme member (**Return to prog. assessment**) eller klikke på **Send to school assessment**. Hvis bedømmelsen sendes videre til School assessment er det muligt for Programme chair at markere ansøgeren som enten **A**, **B** eller **C**.

Status
<p>Current (Awaits prog. chair assessment)</p> <p>Save Save and email Check and save</p>
<p>Next</p> <p>Send to school assessment ... A ... B ... C</p> <p>Return to prog. assessment</p>

Når status er valgt, forsvinder ansøgningen fra Tasklisten ved programme chair.

Hvis bedømmelsen af ansøgeren i **Academic Background** er **Not Qualified**, sendes ansøgningen direkte videre til status **Awaits rejection not qualified**.

Hvis **Academic Background** er **Qualified**, men **Project proposal** er **Not qualified**, sendes ansøgningen videre til **School assessment**, hvorfra det er muligt at afvise ansøgningen med status **Send to rejection qualified**.

Se også vejledningerne **PhD Planner management portal - Programme member** og **PhD Planner management portal- Programme chair**.

## School assessment

Ved skoleudvalgets møde vælges de relevante statusser til efterbehandling.

Det er vigtigt at understøtte skoleudvalget i at udfylde alle nedenstående felter korrekt.

Vær især opmærksom på disse:

**Study**

**Enrolment**

- type\* 4 year programme

- start\* 01/09/2011

- end\* 20/11/2019

- credit transfer 0 days

- hours/week\* 18,00

- condition passed exam

**Department** TEST department 2

**Financing**

Awarded resume

SU grants 1

Funding (examples)

FTE	Source	Description
2,50	AU Finance Act funds	Faculty stipend
0,22	Research council funds	AUmfGrants; "No idea"
0,20	Public foundation	dasdsd

2,92 / 3,17 - under financed by 0,25

Fee

Overhead

Notes Abekat<br>

**Supervisor(s)**

**Main supervisor**

- position Associate professor

- institution

- email

**Co-supervisor 1** An external Co-supervisor

- position Co-supervisor position

- institution Co-supervisor institution

- email Co-supervisor email

- country Denmark

**Co-supervisor 2**

Save

## Financing

- Awarded resume:** Feltet findes kun i rekruttering. Feltet er til midlertidig noter, mens finansiering falder på plads. Felter vippe ikke med over i Talent Management.
- Funding – FTE:** Antal årsværk finansieret af den angivne finansieringskilde.
- Funding – Source:** Finansieringskilde vælges i dropdown-menuen. Det er muligt at angive op til fem forskellige finansieringskilder.
- Funding – Details:** I feltet angives navn på bevillingsgiver og evt. præcist beløb på bevilling.
- Fee:** Note om, hvem der finansierer uddannelsestaxameteret (den studerende, anden institution/virksomhed eller AU), eller fx fee ved aflevering af §15, stk. 2
- Overhead:** Note om, hvorvidt bevillingen indeholder overhead eller ej samt evt. angivelse af størrelsen heraf. Hvis ph.d.-skolen selv betaler overhead, kan det også angives i feltet.

## Uni agreement og Industrial PhD og andre samarbejdstyper

Hvis der er en aftale med et andet universitet noteres det under **Uni agreement** (Dual Degree, Joint Degree eller Cotutelle). Noter derudover **institution** og **country**. Derudover er der et felt til et agreement **document**.

Hvis der er mere end ét universitet med i aftalen, så noteres øvrige universiteter under **Other cooperation**.

The screenshot shows a web form with two main sections: 'Uni agreement' and 'Other cooperation'.  
 Under 'Uni agreement', there is a dropdown menu set to 'Dual degree'. Below it are input fields for 'institution' (containing 'XYZ') and 'country'. A file upload section for 'document' shows a file named 'Uni agreement' with a 'Browse...' button and the text 'No file selected.'  
 Under 'Other cooperation', there is a dropdown menu set to 'FI industrial PhD'. Below it are input fields for 'institution type' (containing 'Private company or organisation') and 'institution'. A 'country' dropdown is also present. A file upload section for 'document' shows a 'Browse...' button and 'No file selected.'. At the bottom, there is a file upload section for 'FI application' with a file named 'Industrial Phd FI application', a 'Browse...' button, and 'No file selected.'.

Er der tale om en erhvervsph.d., da vælges drop down-menuen **FI industrial PhD** under **Other cooperation**. Herudover noteres typen af institution, som samarbejdet foregår sammen med, samarbejdsinstitutionens navn, og i hvilket land samarbejdsinstitutionen er.

Under **Other cooperation** er det også muligt at vælge, om der er samarbejdet med et **University college**. Også her noteres typen af samarbejdsinstitutionen, institutionens navn, og i hvilket land samarbejdsinstitutionen er.

Der er tre valgmuligheder for at ændre status i systemet:

- Send to rejection qualified
- Send to school head assessment
- Offer admission

Man kan eventuelt sende information om antal, der optages i indeværende optagelsesrunde til offentliggørelse til Kommunikation - gerne med statistik vedr. køn, nationalitet mm.