

# INTRODUCTION TO THE PHD-PLANNER


---

In this introduction you will get a quick overview on how to work in the PhD-planner

The slides describe what information is needed in the different plan elements and how to write the information so that it will appear correctly on your activity list when you earn your degree

# HOME

To view your PhD Plan  
click in the green box

User : \*Mickey Mouse  
[Logout](#)

[Home](#) | [My PhD Plan](#) | [Password and Profile](#)

**My tasks**

Due date	Type	Task subject	Status	Comments	Select
15/01/2015	PhD Plan	<a href="#">PhD Plan Mickey Mouse</a>	<a href="#">Awaits student planning</a>		<a href="#">Update</a>   <a href="#">View</a>

**My plans**

Name	Type	Start	End	Evaluation cycle	Location	Status
PhD Plan Mickey Mouse	PhD Plan	01/03/2013	31/10/2016	1	Planning	Awaits student planning

Powered by [PeopleXS](#)

© 2015, all rights reserved, PeopleXS

# PHD PLAN

## Plan content

- Plan summary
- Plan details
- Plan diagramme
- Present evaluation
- Plan history

AARHUS UNIVERSITY  
BUSINESS AND SOCIAL SCIENCES

User : \*Mickey Mouse  
[Logout](#)

Home My PhD Plan Password and Profile

### PhD Plan Mickey Mouse

Plan summary  
Plan details  
Plan diagramme  
Present evaluation  
Plan history

Add plan element

Status: Awaits student planning  
[Update evaluation](#)

Sel.	Type	Plan element	Start	End	Status
<input type="checkbox"/>	PhD Project	PhD project	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Project description</a>			
<input type="checkbox"/>	PhD project revised	PhD project revised	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Project description revised</a>			
<b>Publication</b>					
<input type="checkbox"/>		How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<b>PhD Course</b>					
<input type="checkbox"/>		Quantitative methods	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Diploma Quantitative methods</a>			
<input type="checkbox"/>		The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>		PhD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<b>Dissemination</b>					
<input type="checkbox"/>		Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<b>Research Environment Change</b>					
<input type="checkbox"/>		Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<b>Supervision agreement</b>					
<input type="checkbox"/>		Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<b>Financing plan</b>					
<input type="checkbox"/>		Financing plan	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Financing plan</a>			

Action: [Delete](#) | [Reschedule](#)

Powered by [PeopleXS](#)

# PLAN SUMMARY

## Plan

- basic info on dates, ECTS and environment change days

## Stage

- initial, intermediate or final plan

## Workflow

- Where the plan is in the workflow

The screenshot shows the Aarhus University Business and Social Sciences (BSS) PhD Planner interface. At the top, the Aarhus University logo and name are displayed, along with the user name "User : \*Mickey Mouse" and a "Logout" link. Navigation buttons for "Home", "My PhD Plan", and "Password and Profile" are visible. The main content area is titled "PhD Plan Mickey Mouse" and features a sidebar with navigation options: "Plan summary" (highlighted with a green box), "Plan details", "Plan diagramme", "Present evaluation", and "Plan history". The main content area is divided into three sections: "Plan", "Stage", and "Workflow".

**Plan**

Name	PhD Plan Mickey Mouse
Start date	01/03/2013
End date	31/10/2016
ECTS	25,00
- completed	6,00
Research Environment Change days	184
Plan notes	
My notes	

**Stage**

Kind	Intermediate
Current approval cycle	1

**Workflow**

Status	Awaits student planning
Location	Planning

A "Save" button is located at the bottom of the main content area.

Powered by [PeopleXS](#)  
© 2015, all rights reserved, PeopleXS

# PLAN DETAILS

An overview of the various elements of the PhD Plan organized in a table.

It contains the planned start and end dates and the current status of each element

Make sure to update on a running basis

The screenshot shows the Aarhus University Business and Social Sciences PhD Planner interface. At the top, the Aarhus University logo and name are visible, along with the user name "User: Mickey Mouse" and a "Logout" link. Below the header, there are navigation tabs for "Home", "My PhD Plan", and "Password and Profile". The main content area is titled "PhD Plan Mickey Mouse" and features a sidebar on the left with a green box around the "Plan details" option. The main area displays a table of plan elements with columns for "Sel.", "Type", "Plan element", "Start", "End", and "Status". The table is organized into sections: PhD Project, Publication, PhD Course, Dissemination, Research Environment Change, Supervision agreement, and Financing plan. Each element has a checkbox, a description, start and end dates, a status, and an "Edit" link. At the bottom of the table, there are "Action: Delete | Reschedule" links. A status box at the top right of the table indicates "Status: Awaits student planning" and "Update evaluation".

Sel.	Type	Plan element	Start	End	Status
<input type="checkbox"/>	PhD project	PhD project	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	Project description			
<input type="checkbox"/>	PhD project revised	Project description revised	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Publication	How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Quantitative methods	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Diploma Quantitative methods			
<input type="checkbox"/>	PhD Course	The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	PhD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Research Environment Change	Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Supervision agreement	Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Financing plan	Financing plan	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>

# PLAN DETAILS

## How to edit a plan element

- Click in the green box

The screenshot shows the Aarhus University Business and Social Sciences Ph.D. Planner interface. The user is logged in as 'Mickey Mouse'. The main content area is titled 'PhD Plan Mickey Mouse' and displays a list of plan elements. The elements are categorized into several groups: PhD Project, Publication, PhD Course, Dissemination, Research Environment Change, Supervision agreement, and Financing plan. Each element has a checkbox, a description, start and end dates, and a status. An 'Edit' button is visible next to the first 'PhD project' element, which is highlighted with a green box. The interface also includes a navigation menu at the top with 'Home', 'My PhD Plan', and 'Password and Profile' options. A status bar at the top right indicates 'User: Mickey Mouse' and 'Logout'. A footer at the bottom right says 'Powered by PeopleXS'.

**AARHUS UNIVERSITY**  
BUSINESS AND SOCIAL SCIENCES

User: Mickey Mouse  
Logout

Home My PhD Plan Password and Profile

**PhD Plan Mickey Mouse**

Plan summary Add plan element Status: Awaits student planning  
Update evaluation

Plan details Sel. Type Plan element Start End Status

**PhD Project**

- PhD project 01/03/2013 30/09/2014 Discarded **Edit**  
[Project description](#)
- PhD project revised 01/10/2014 31/10/2016 In progress [Edit](#)  
[Project description revised](#)

**Publication**

- How to secure your money with the hippest and most secure codes 02/09/2015 31/03/2016 Completed [Edit](#)

**PhD Course**

- Quantitative methods 10/09/2013 29/09/2013 Completed [Edit](#)  
[Diploma Quantitative methods](#)
- The annual Cartoon Conference in Sweden 01/10/2013 09/10/2013 Completed [Edit](#)
- Project Management 10/02/2014 23/05/2014 Discarded [Edit](#)
- Something about coding with.... 03/11/2014 31/12/2014 In progress [Edit](#)
- PhD course 3 02/09/2015 29/02/2016 Planned [Edit](#)

**Dissemination**

- Calculus 1 26/08/2013 18/10/2013 Completed [Edit](#)
- How to use a computer with paws, claws or other "hands" 23/11/2013 31/07/2014 In progress [Edit](#)

**Research Environment Change**

- Warner Brothers 01/03/2015 31/08/2015 Planned [Edit](#)

**Supervision agreement**

- Main supervisor Weekly e-mail updates and meetings every two weeks 01/03/2013 31/10/2016 In progress [Edit](#)

**Financing plan**

- Financing plan 01/03/2013 01/03/2016 In progress [Edit](#)  
[Financing plan](#)

Action: [Delete](#) | [Reschedule](#)

Powered by PeopleXS

# PLAN DETAILS

## How to edit a plan element

Give the element a name

Enter start- and end date of the element

Change the status of the element

Write comments if any

Upload attachments

Save

*This is an example, the different elements can contain different fields*

The screenshot shows the Aarhus University Business and Social Sciences Ph.D. Planner interface. At the top, the Aarhus University logo and name are on the left, and the user name 'User : Mickey Mouse' with a 'Logout' link is on the right. Below the header are three navigation buttons: 'Home', 'My PhD Plan', and 'Password and Profile'. The main content area is a form titled 'Name' with a rich text editor containing the text 'PhD project'. Below the editor are fields for 'Start date\*' (01/03/2013), 'End date\*' (30/09/2014), 'Progress' (Discarded), and 'Comments' (The project description has been updated). An 'Attachments' section follows, listing five attachment slots (Attachment1 to Attachment5), each with a 'Vælg fil' button and the text 'Der er ikke valgt nogen fil'. A 'Save' button is located at the bottom of the form. At the very bottom of the page, it says 'Powered by PeopleXS'.

# PLAN ELEMENTS

---

The following slides details what to write in the different elements

This is very important as this is the platform the data for your activity list is drawn from, when your degree is conferred

So please enter all the needed information correctly as described below



# PLAN DETAILS

## PhD Project

Your project description

Enter start- and end date

Upload project description

Will not be part of your activity list

The screenshot shows the Aarhus University Business and Social Sciences PhD Planner interface. At the top, the user is identified as 'Mickey Mouse' with a 'Logout' link. Navigation buttons for 'Home', 'My PhD Plan', and 'Password and Profile' are visible. The main content area is titled 'PhD Plan Mickey Mouse' and includes a sidebar with navigation options: 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation', and 'Plan history'. The 'Plan details' section is active, displaying a table of plan elements. A green box highlights the 'PhD Project' section, which includes 'PhD project' (discarded) and 'PhD project revised' (in progress). Other sections include 'Publication', 'PhD Course', 'Dissemination', 'Research Environment Change', 'Supervision agreement', and 'Financing plan'. Each entry in the table has columns for selection, type, plan element, start/end dates, status, and an edit link. At the bottom, there are 'Delete' and 'Reschedule' action links.

Sel.	Type	Plan element	Start	End	Status	
<input type="checkbox"/>		PhD project	01/03/2013	30/09/2014	Discarded	<a href="#">Edit</a>
<input type="checkbox"/>		PhD project revised	01/10/2014	31/10/2016	In progress	<a href="#">Edit</a>
<b>Publication</b>						
<input type="checkbox"/>		How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed	<a href="#">Edit</a>
<b>PhD Course</b>						
<input type="checkbox"/>		Quantitative methods	10/09/2013	29/09/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		Project Management	10/02/2014	23/05/2014	Discarded	<a href="#">Edit</a>
<input type="checkbox"/>		Something about coding with....	03/11/2014	31/12/2014	In progress	<a href="#">Edit</a>
<input type="checkbox"/>		PhD course 3	02/09/2015	29/02/2016	Planned	<a href="#">Edit</a>
<b>Dissemination</b>						
<input type="checkbox"/>		Calculus 1	26/08/2013	18/10/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress	<a href="#">Edit</a>
<b>Research Environment Change</b>						
<input type="checkbox"/>		Warner Brothers	01/03/2015	31/08/2015	Planned	<a href="#">Edit</a>
<b>Supervision agreement</b>						
<input type="checkbox"/>		Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress	<a href="#">Edit</a>
<b>Financing plan</b>						
<input type="checkbox"/>		Financing plan	01/03/2013	01/03/2016	In progress	<a href="#">Edit</a>

# PLAN DETAILS

## Publication

Publications you have written within your PhD

Enter a full reference (title, author, co-author(s) when relevant, journal/anthology, year, volume and page number)

Will not be part of your activity list

The screenshot shows the 'PhD Plan Mickey Mouse' interface. At the top, the Aarhus University logo and 'BUSINESS AND SOCIAL SCIENCES' are visible, along with the user name 'User: Mickey Mouse' and a 'Logout' link. Navigation buttons for 'Home', 'My PhD Plan', and 'Password and Profile' are present. The main content area is titled 'PhD Plan Mickey Mouse' and includes a sidebar with navigation options: 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation', and 'Plan history'. The main table lists plan elements with columns for 'Sel.', 'Type', 'Plan element', 'Start', 'End', and 'Status'. A 'Status: Awaits student planning' message with an 'Update evaluation' link is shown. The 'Publication' element is highlighted with a green box. Below the table, there are sections for 'PhD Course', 'Dissemination', 'Research Environment Change', 'Supervision agreement', and 'Financing plan', each with a list of items and their respective dates and statuses. At the bottom, there are 'Action: Delete | Reschedule' links.

Sel.	Type	Plan element	Start	End	Status
<input type="checkbox"/>	PhD Project	PhD project	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	<a href="#">Project description</a>	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	<a href="#">Project description revised</a>			
<input type="checkbox"/>	Publication	How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Quantitative methods	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	<a href="#">Diploma Quantitative methods</a>			
<input type="checkbox"/>	PhD Course	The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	PhD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Research Environment Change	Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Supervision agreement	Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Financing plan	Financing plan	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>

Powered by PeopleXS

# PLAN DETAILS

## Courses

A list of PhD courses corresponding to approximately 30 ECTS

15 ECTS should come from courses offered at Aarhus BSS

Enter the correct title, place/university, country, ECTS and start- and end date

Upload diploma if any

Upload preapproval and final approval if external course

Will be part of your activity list

The screenshot shows the Aarhus University Business and Social Sciences PhD Planner interface. At the top, the user is identified as 'Mickey Mouse' with a 'Logout' link. Navigation tabs include 'Home', 'My PhD Plan', and 'Password and Profile'. The main content area is titled 'PhD Plan Mickey Mouse' and shows a table of plan elements. A green box highlights the 'PhD Course' section, which includes 'Quantitative methods' (Diploma Quantitative methods) and 'PHD course 3'. The table columns are 'Sel.', 'Type', 'Plan element', 'Start', 'End', and 'Status'. The 'Status' column indicates the current state of each element, such as 'Discarded', 'In progress', 'Completed', or 'Planned'. Action links like 'Delete' and 'Reschedule' are visible at the bottom of the table.

Sel.	Type	Plan element	Start	End	Status
<input type="checkbox"/>	PhD Project	PhD project	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	<a href="#">Project description</a>	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	<a href="#">Project description revised</a>			
<input type="checkbox"/>	Publication	How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Quantitative methods	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	<a href="#">Diploma Quantitative methods</a>			
<input type="checkbox"/>	PhD Course	The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	PHD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Research Environment Change	Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<input type="checkbox"/>	Supervision agreement	Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>	Financing plan	Financing plan	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>

# PLAN DETAILS

## Dissemination

Here you must list types of dissemination such as:

- Teaching (including supervision of Master students)
- Lectures
- Other forms of knowledge dissemination

Enter the correct title, place/university, country and start- and end date

Will be part of your activity list

AARHUS UNIVERSITY  
BUSINESS AND SOCIAL SCIENCES

User : \*Mickey Mouse  
[Logout](#)

Home My PhD Plan Password and Profile

### PhD Plan Mickey Mouse

Status: Awaits student planning  
[Update evaluation](#)

Plan summary

Plan details

Plan diagramme

Present evaluation

Plan history

Add plan element

Sel.	Type	Plan element	Start	End	Status
<b>PhD Project</b>					
<input type="checkbox"/>		PhD project <a href="#">Project description</a>	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		PhD project revised <a href="#">Project description revised</a>	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<b>Publication</b>					
<input type="checkbox"/>		How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<b>PhD Course</b>					
<input type="checkbox"/>		Quantitative methods <a href="#">Diploma Quantitative methods</a>	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>		PhD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<b>Dissemination</b>					
<input type="checkbox"/>		Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<b>Research Environment Change</b>					
<input type="checkbox"/>		Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<b>Supervision agreement</b>					
<input type="checkbox"/>		Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<b>Financing plan</b>					
<input type="checkbox"/>		Financing plan <a href="#">Financing plan</a>	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>

Action: [Delete](#) | [Reschedule](#)

Powered by PeopleXS

# PLAN DETAILS

## Research Environment Change

Stays at institutions and workplaces “abroad”

It is mandatory!!!

Enter country, university/workplace, start- and end date

Will be part of your activity list

The screenshot shows the Aarhus University Ph.D. Planner interface. At the top, the Aarhus University logo and name are visible, along with the user name 'Mickey Mouse' and a 'Logout' link. Below the header, there are navigation tabs for 'Home', 'My PhD Plan', and 'Password and Profile'. The main content area is titled 'PhD Plan Mickey Mouse' and contains a sidebar with navigation options: 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation', and 'Plan history'. The main area displays a table of plan elements with columns for 'Sel.', 'Type', 'Plan element', 'Start', 'End', and 'Status'. The 'Research Environment Change' element is highlighted with a green box. The table also includes sections for 'PhD Project', 'Publication', 'PhD Course', and 'Dissemination'. At the bottom, there is a 'Powered by PeopleXS' logo.

Sel.	Type	Plan element	Start	End	Status
<input type="checkbox"/>		<b>PhD Project</b>			
<input type="checkbox"/>		PhD project	01/03/2013	30/09/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Project description</a>			
<input type="checkbox"/>		PhD project revised	01/10/2014	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Project description revised</a>			
<input type="checkbox"/>		<b>Publication</b>			
<input type="checkbox"/>		How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed <a href="#">Edit</a>
<input type="checkbox"/>		<b>PhD Course</b>			
<input type="checkbox"/>		Quantitative methods	10/09/2013	29/09/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Diploma Quantitative methods</a>			
<input type="checkbox"/>		The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		Project Management	10/02/2014	23/05/2014	Discarded <a href="#">Edit</a>
<input type="checkbox"/>		Something about coding with....	03/11/2014	31/12/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>		PhD course 3	02/09/2015	29/02/2016	Planned <a href="#">Edit</a>
<input type="checkbox"/>		<b>Dissemination</b>			
<input type="checkbox"/>		Calculus 1	26/08/2013	18/10/2013	Completed <a href="#">Edit</a>
<input type="checkbox"/>		How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<b>Research Environment Change</b>			
<input type="checkbox"/>		Warner Brothers	01/03/2015	31/08/2015	Planned <a href="#">Edit</a>
<input type="checkbox"/>		<b>Supervision agreement</b>			
<input type="checkbox"/>		Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<b>Financing plan</b>			
<input type="checkbox"/>		Financing plan	01/03/2013	01/03/2016	In progress <a href="#">Edit</a>
<input type="checkbox"/>		<a href="#">Financing plan</a>			

Action: [Delete](#) | [Reschedule](#)

# OTHER ACTIVITIES

---

There is also an **other activities element** where you can write conferences/workshops and so on, that have been relevant for your PhD

**Depending on the activity enter the correct title, place/university, country and start- and end date, other relevant information**

If the activity has been approved as an ECTS giving element it should be placed under “courses” clearly named fx “conference: Title...” or “workshop: Title...”

**This could be part of your activity list, if you gave a presentation/had a poster or disseminated in some way, so clearly state if this was the case**

# PLAN DETAILS

## Supervisor agreement

The agreement regarding amount of supervision between the PhD student and the supervisor

Upload if changes to the standard agreement

The screenshot shows the Aarhus University Business and Social Sciences PhD Planner interface. At the top, the user is identified as 'Mickey Mouse' with a 'Logout' link. Navigation buttons for 'Home', 'My PhD Plan', and 'Password and Profile' are visible. The main content area is titled 'PhD Plan Mickey Mouse' and includes a sidebar with navigation options: 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation', and 'Plan history'. The main table lists various plan elements with columns for selection, type, description, start/end dates, status, and an edit link. A green box highlights the 'Supervision agreement' entry, which is currently in progress. The table also shows entries for 'PhD Project', 'Publication', 'PhD Course', and 'Dissemination'. At the bottom, there are 'Delete' and 'Reschedule' action links.

Sel.	Type	Plan element	Start	End	Status	
<input type="checkbox"/>	PhD Project	PhD project	01/03/2013	30/09/2014	Discarded	<a href="#">Edit</a>
<input type="checkbox"/>	PhD project revised	PhD project revised	01/10/2014	31/10/2016	In progress	<a href="#">Edit</a>
<input type="checkbox"/>	Publication	How to secure your money with the hippest and most secure codes	02/09/2015	31/03/2016	Completed	<a href="#">Edit</a>
<input type="checkbox"/>	PhD Course	Quantitative methods	10/09/2013	29/09/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		The annual Cartoon Conference in Sweden	01/10/2013	09/10/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		Project Management	10/02/2014	23/05/2014	Discarded	<a href="#">Edit</a>
<input type="checkbox"/>		Something about coding with....	03/11/2014	31/12/2014	In progress	<a href="#">Edit</a>
<input type="checkbox"/>		PhD course 3	02/09/2015	29/02/2016	Planned	<a href="#">Edit</a>
<input type="checkbox"/>	Dissemination	Calculus 1	26/08/2013	18/10/2013	Completed	<a href="#">Edit</a>
<input type="checkbox"/>		How to use a computer with paws, claws or other "hands"	23/11/2013	31/07/2014	In progress	<a href="#">Edit</a>
<input type="checkbox"/>	Research Environment Change	Warner Brothers	01/03/2015	31/08/2015	Planned	<a href="#">Edit</a>
<input type="checkbox"/>	Supervision agreement	Main supervisor Weekly e-mail updates and meetings every two weeks	01/03/2013	31/10/2016	In progress	<a href="#">Edit</a>
<input type="checkbox"/>	Financing plan	Financing plan	01/03/2013	01/03/2016	In progress	<a href="#">Edit</a>

# PLAN DETAILS

## Financing plan

The financing plan of the PhD study. This element is administered by the graduate school, and thus you can ignore it

AARHUS UNIVERSITY  
BUSINESS AND SOCIAL SCIENCES

User : \*Mickey Mouse  
[Logout](#)

[Home](#) [My PhD Plan](#) [Password and Profile](#)

### PhD Plan Mickey Mouse

Status: Awaits student planning  
[Update evaluation](#)

[Add plan element](#)

Sel.  **Type**  [Start](#)  [End](#)  [Status](#)

**PhD Project**

- PhD project 01/03/2013 30/09/2014 Discarded [Edit](#)  
[Project description](#)
- PhD project revised 01/10/2014 31/10/2016 In progress [Edit](#)  
[Project description revised](#)

**Publication**

- How to secure your money with the hippest and most secure codes 02/09/2015 31/03/2016 Completed [Edit](#)

**PhD Course**

- Quantitative methods 10/09/2013 29/09/2013 Completed [Edit](#)  
[Diploma Quantitative methods](#)
- The annual Cartoon Conference in Sweden 01/10/2013 09/10/2013 Completed [Edit](#)
- Project Management 10/02/2014 23/05/2014 Discarded [Edit](#)
- Something about coding with.... 03/11/2014 31/12/2014 In progress [Edit](#)
- PhD course 3 02/09/2015 29/02/2016 Planned [Edit](#)

**Dissemination**

- Calculus 1 26/08/2013 18/10/2013 Completed [Edit](#)
- How to use a computer with paws, claws or other "hands" 23/11/2013 31/07/2014 In progress [Edit](#)

**Research Environment Change**

- Warner Brothers 01/03/2015 31/08/2015 Planned [Edit](#)

**Supervision agreement**

- Main supervisor Weekly e-mail updates and meetings every two weeks 01/03/2013 31/10/2016 In progress [Edit](#)

**Financing plan**

- Financing plan 01/03/2013 01/03/2016 In progress [Edit](#)  
[Financing plan](#)

Action: [Delete](#) | [Reschedule](#)

Powered by PeopleXS



# UPDATE

Submit the plan and send it along in the workflow

- Click in the green box

**AARHUS UNIVERSITY**  
BUSINESS AND SOCIAL SCIENCES

User : \*Mickey Mouse  
[Logout](#)

[Home](#) [My PhD Plan](#) [Password and Profile](#)

### PhD Plan Mickey Mouse

[Plan summary](#) [Add plan element](#) Status: Awaits student planning  
[Update evaluation](#)

[Plan details](#) Sel.  Type  [Plan element](#) [Start](#)  [End](#)  [Status](#)

[Plan diagramme](#)

[Present evaluation](#)

[Plan history](#)

**PhD Project**

- PhD project 01/03/2013 30/09/2014 Discarded [Edit](#)  
[Project description](#)
- PhD project revised 01/10/2014 31/10/2016 In progress [Edit](#)  
[Project description revised](#)

**Publication**

- How to secure your money with the hippest and most secure codes 02/09/2015 31/03/2016 Completed [Edit](#)

**PhD Course**

- Quantitative methods 10/09/2013 29/09/2013 Completed [Edit](#)  
[Diploma Quantitative methods](#)
- The annual Cartoon Conference in Sweden 01/10/2013 09/10/2013 Completed [Edit](#)
- Project Management 10/02/2014 23/05/2014 Discarded [Edit](#)
- Something about coding with.... 03/11/2014 31/12/2014 In progress [Edit](#)
- PhD course 3 02/09/2015 29/02/2016 Planned [Edit](#)

**Dissemination**

- Calculus 1 26/08/2013 18/10/2013 Completed [Edit](#)
- How to use a computer with paws, claws or other "hands" 23/11/2013 31/07/2014 In progress [Edit](#)

**Research Environment Change**

- Warner Brothers 01/03/2015 31/08/2015 Planned [Edit](#)

**Supervision agreement**

- Main supervisor Weekly e-mail updates and meetings every two weeks 01/03/2013 31/10/2016 In progress [Edit](#)

**Financing plan**

- Financing plan 01/03/2013 01/03/2016 In progress [Edit](#)  
[Financing plan](#)


Action: [Delete](#) | [Reschedule](#)

Powered by PeopleXS

# UPDATE

You have access to

- Previous approval snapshot
- Read more texts

 **AARHUS UNIVERSITY**  
BUSINESS AND SOCIAL SCIENCES


User : \*Mickey Mouse  
[Logout](#)

[Home](#) | [My PhD Plan](#) | [Password and Profile](#)

### Plan: Student Planning/Adjustments

Finish your PhD Plan and submit it. [Read more](#)

#### PhD Plan

Course ECTS	26,00	Warning: Should be at least 30!
- completed	6,00	
Research environment days	184	✓
Previous approval	 <a href="#">snapshot and logs</a>	

#### Approval

Assessment

Progress and changes since last evaluation

Please describe status and results in relation to the last plan. If deviating from the plan, please state the reasons why.

Please describe the plans for the next 6-12 months. If there are any changes/new developments from the last plan, please state these.

The assessment of the plan will be saved in a legal context. [Read more](#) about the assessment.

Describe the progress and changes in your PhD study since last evaluation.

#### Status: Awaits student planning

Comments for you	Comments for receiver
<input type="text"/>	<input type="text"/>
<a href="#">Save</a> <a href="#">View plan elements</a>	<a href="#">Send to supervisor</a>


Powered by [PeopleXS](#)

# UPDATE

## Assessment

Choose the assessment that fits the current state of your plan, and describe the progress of your plan.

Please note that the comment box will not be available when you have to state the assessment of the initial plan

 **AARHUS UNIVERSITY**  
BUSINESS AND SOCIAL SCIENCES

User : \*Mickey Mouse  
[Logout](#)

---


[Home](#)   [My PhD Plan](#)   [Password and Profile](#)

---

**Plan: Student Planning/Adjustments**

Finish your PhD Plan and submit it. [Read more](#)

**PhD Plan**

Course ECTS	26,00	Warning: Should be at least 30!
- completed	6,00	
Research environment days	184	✓
Previous approval	 <a href="#">snapshot</a> and <a href="#">logs</a>	

**Approval**

<b>Assessment</b>	<div style="border: 2px solid green; padding: 2px;"><p>Expect plan will lead to timely completion Concerned plan may not lead to timely completion</p></div>	<p>The assessment of the plan will be saved and can be used in a legal context. <a href="#">Read more</a> about the assessment options.</p> <p>Describe the progress and changes in your PhD study since last evaluation</p>
Progress and changes since last evaluation	<p>Please describe status and results in relation to the last plan. If deviating from the plan, please state the reasons why.</p> <p>Please describe the plans for the next 6-12 months. If there are any changes/new developments from the last plan, please state these.</p>	

**Status: Awaits student planning**

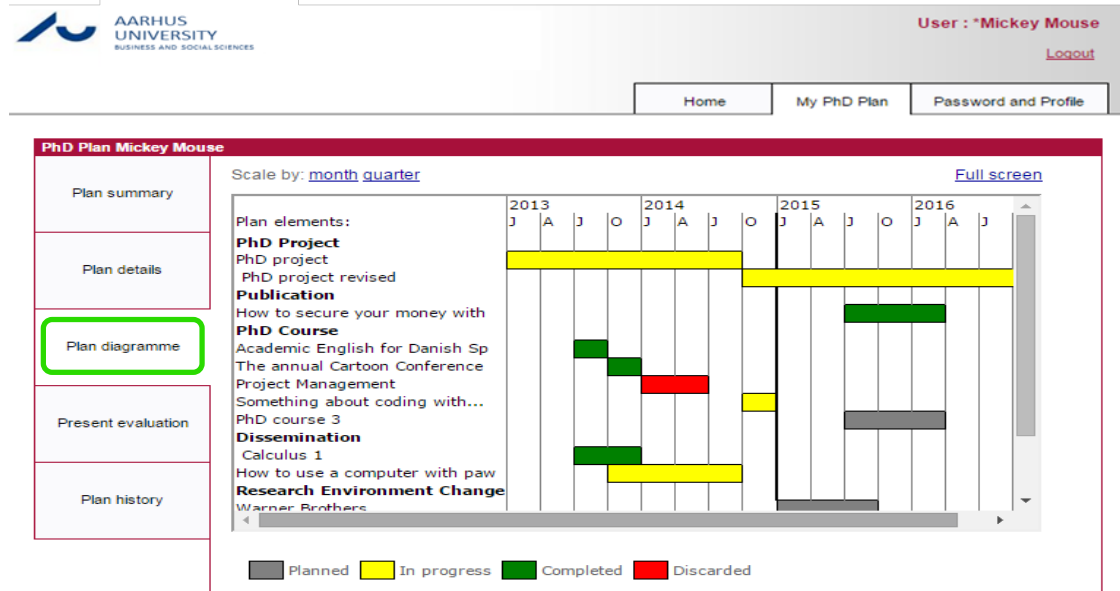
Comments for you	Comments for receiver
<div style="background-color: #ffffcc; height: 40px;"></div>	<div style="background-color: #ffffcc; height: 40px;"></div>
<a href="#">Save</a> <a href="#">View plan elements</a>	<a href="#">Send to supervisor</a>

Powered by [PeopleXS](#)

© 2015, all rights reserved, PeopleXS

# PLAN DIAGRAMME

A visual overview of the progress of the various elements of the PhD Plan.



# PRESENT EVALUATION

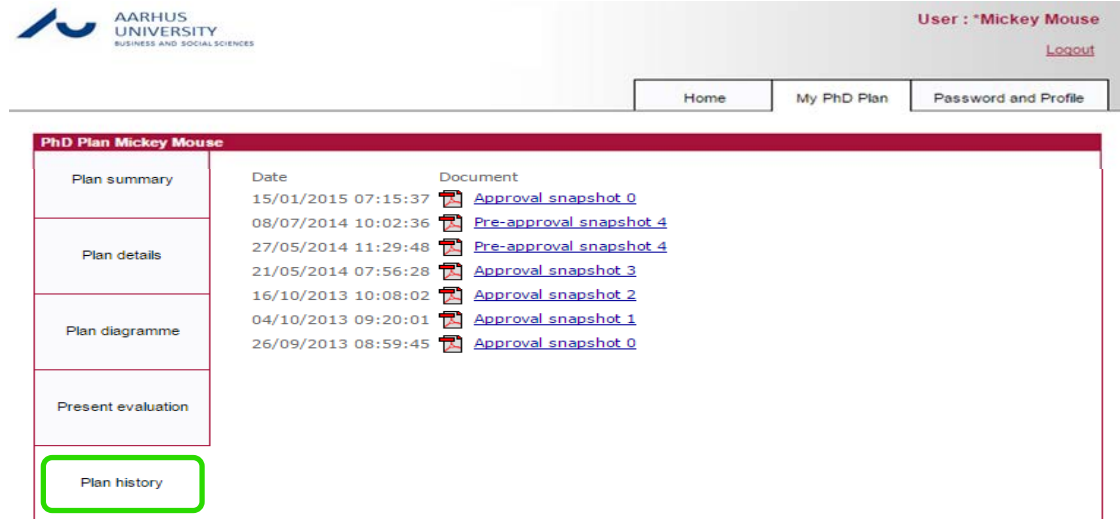
The PhD plan's progress through the workflow

You can only **edit your plan** when the plan is with you in the workflow.








The screenshot displays the Aarhus University Business and Social Sciences (BSS) PhD Planner interface. At the top, the Aarhus University logo and name are visible, along with the user's name 'User : \*Mickey Mouse' and a 'Logout' link. Below this is a navigation bar with buttons for 'Home', 'My PhD Plan', and 'Password and Profile'. The main content area is titled 'PhD Plan Mickey Mouse' and features a sidebar with five menu items: 'Plan summary', 'Plan details', 'Plan diagramme', 'Present evaluation', and 'Plan history'. The 'Present evaluation' item is highlighted with a green border. A blue arrow points from this menu item to the main content area, which contains several input fields: 'PhD Student (Current location)', 'Main Supervisor', 'PhD Student Comments to Main Supervisor Assessment', 'Programme Chair', and 'Head of School'. A link for 'Previous evaluations' is located at the bottom of the main content area.

# PLAN HISTORY

When the PhD plan has come full circle in the workflow an approval snapshot is generated by the system.



The screenshot shows the Aarhus University Business and Social Sciences (BSS) PhD Planner interface. At the top right, the user is identified as "User : \*Mickey Mouse" with a "Logout" link. Below this are navigation buttons for "Home", "My PhD Plan", and "Password and Profile". The main content area is titled "PhD Plan Mickey Mouse" and contains a table with the following data:

	Date	Document
Plan summary	15/01/2015 07:15:37	 <a href="#">Approval snapshot 0</a>
Plan details	08/07/2014 10:02:36	 <a href="#">Pre-approval snapshot 4</a>
	27/05/2014 11:29:48	 <a href="#">Pre-approval snapshot 4</a>
Plan diagramme	21/05/2014 07:56:28	 <a href="#">Approval snapshot 3</a>
	16/10/2013 10:08:02	 <a href="#">Approval snapshot 2</a>
	04/10/2013 09:20:01	 <a href="#">Approval snapshot 1</a>
Present evaluation	26/09/2013 08:59:45	 <a href="#">Approval snapshot 0</a>

Below the table, there is a sidebar menu with options: "Plan summary", "Plan details", "Plan diagramme", "Present evaluation", and "Plan history". The "Plan history" option is highlighted with a green border.

# PASSWORD AND PROFILE

Change of password

Contacts

Personal and study information

Admission or employment letters

Remember to update your address to be able to receive your diploma at the end

Information, password, change of address

[Read more](#)

Change password:

Current password

New password (min. 8 characters incl. digits and capital letters)

Verify new password

Contacts:

Name	Role	Position	Account	Phone
Kaspersen, Liselotte	Main supervisor		*Demo Programme	
Ljungmann, Rikke J.	Co-supervisor	PhD administrator	Σ SciTech Programmes	Phone: +45 8715 2564
Tester, Cillie	Main supervisor		Σ SciTech Programmes	

My profile

- [Office information/address](#)
- [Home information/address](#)

Personal information

Full name \*Mickey Mouse  
Social security no. 9876543210  
Country of citizenship United States  
Date of birth 01/01/1985  
Gender Male

Study (documents only available for PhD Students admitted after May 2013)

Hours/week 37,00  
Affiliated Demo Department  
Student number 98765432  
Project title here you add your project title  
Enrolment type 5 year programme  
- programme Demo  
- start 01/03/2013  
- end 31/10/2016  
- credit (months) 0  
Status Enrolment preparation  
Location AU, Aarhus

# CLOSING THE PLAN

---

Two months prior to enrolment end you will be asked to close your plan with a deadline one month prior to enrolment end.

Closing the plan does not mean that your project is finished, or that your enrolment ends, or that the financing stops, or that you do not have access to a supervisor during the last month, or that you cannot hand in your dissertation, because we do not use the dissertation function in planner. You still have all this in the last month.

This is **simply to ensure** that your plan is finished before you hand in your dissertation, meaning: that **all demands for the PhD education have been fulfilled and approved so that you can be allowed to submit your dissertation and thus be granted your PhD degree upon a successful defence if you are deemed qualified. So please keep the deadline for closing the plan.**

Your **enrolment ends** on your enrolment end date as stated in your enrolment letter. Or **if you hand in your dissertation ahead of schedule.**