

Halvårsevaluering

FOOD:

I FOOD har man valgt faste frister for aflevering af halvårsevalueringer. De faste frister er hhv. 1. april (for perioden 1. september – 28. februar) og 1. oktober (for perioden 1. marts – 31. august). Dvs., at halvårsevalueringen skal være godkendt af hovedvejleder i PhD Planner senest hhv. den 1. april og 1. oktober hvert år.

Ca. 1 måned inden afleveringsfristen udsender FOOD ph.d.-programsekretæren en reminder til ph.d.studerende og vejledere, om at fristen for aflevering af næste halvårsevaluering nærmer sig. Herunder bl.a. en reminder om at huske at uploade 'Duty-work scheeme', kursusbeviser m.m. Hvis den studerende er på orlov udsættes evalueringen til næste halvårsfrist.

Det er den ph.d.-studerendes ansvar at initiere udarbejdelse af halvårsevaluering i PhD Planner og sende evalueringen til hovedvejleder, hvorefter det er hovedvejleders ansvar at følge op og returnere halvårsevalueringen til den ph.d.-studerende, enten til orientering eller fordi der eventuelt skal laves rettelser/ændringer. Derefter sender den ph.d.-studerende halvårsevalueringen til programme chair, som går evalueringerne igennem og sender dem videre til ph.d.-skolelederen hos GSST.

Det er desværre endnu ikke sådan, at man får en automatisk mail fra PhD Planner, når man skal gøre noget. Når ovenstående er i proces er det derfor alle involverede parters ansvar at snakke sammen om hvor i cirkulationen i PhD Planner, de enkelte evalueringer befinder sig og gå ind at checke, om man skal gøre noget, så evalueringerne kommer videre i systemet.

GSST:

Ved manglende overholdelse af tidsfristerne for aflevering af halvårsevalueringen sker følgende:

Besked til ph.d.-studerende:

Hvis ikke halvårsevalueringen bliver afleveret inden for tidsfristen, sender GSST manuelt reminders ud til den studerende max. 1 uge EFTER de skulle have lavet halvårsevalueringen. Det er iflg.

Ph.d.bekendtgørelsen den studerendes ansvar, at fristerne overholdes, og manglende aflevering kan betyde, at man bliver tvunget til at stoppe sit ph.d.-studie.

Besked til hovedvejlederen:

Hovedvejleder bliver varslet henholdsvis fem dage før, en dag efter og fire dage efter en given frist i forbindelse med godkendelse af halvårsevaluering. Varslingerne efter overskridelse af fristen bliver naturligvis kun sendt, hvis hovedvejleder ikke har overholdt deadline. Har hovedvejleder ikke reageret efter tredje alert, er det ph.d.-administrationen, der følger op.

Half year evaluation

FOOD:

In FOOD, we have chosen fixed deadlines for handing in half year evaluations. The fixed deadlines are 1 April (covering the period from 1 September until 28 February) and 1 October (covering the period 1 March – 31 August), respectively. This means that the half-year evaluation must be approved by main supervisor in PhD Planner at the latest 1 April and 1 October, respectively.

Approximately one month before the deadline, the FOOD PhD programme secretary sends a reminder to PhD students and supervisors that the deadline of next half year evaluation is approaching. In this reminder is also a notice to remember uploading the 'Duty-work scheme', course certificates, etc. If the student has a leave, the half-year evaluation is postponed to the next half-year deadline.

The PhD student has the responsibility to initiate preparation of the half-year evaluation in PhD Planner and send the evaluation to main supervisor after which it is the responsibility of main supervisor to follow up and return the evaluation to the PhD student, either for information or because there might be something to correct/change. Afterwards, the PhD student sends the half year evaluation to programme chair who goes through the evaluations and forwards them to the Head of the Graduate School.

Unfortunately, it is still not so that you get an automatic reminder email from PhD Planner when you are to take action. Therefore, when the above is in process, it is the responsibility of all involved parties to communicate about where in the PhD Planner system, every single evaluation is, and log in to the system to check if you are to take action so the evaluations are forwarded in PhD Planner.

GSST:

If the deadlines for handing in the half year evaluations are not met, the following will happen:

Notification to the PhD student:

If the half year evaluation is not handed in within the deadline, GSST manually sends out reminders to the PhD student maximum one week AFTER they should have made the half year evaluation. According to the PhD Act/rules, it is the responsibility of the PhD student to meet the deadlines and not doing this can have the consequence that you are forced to stop your PhD study.

Notification to the main supervisor:

Main supervisor will be notified five days before, one day after and four days after a given deadline in connection with approval of half year evaluation. The notifications after not meeting the deadline will of course only be given if the main supervisor has not met the deadline. If the main supervisor has not reacted after the third reminder/alert, the PhD administration will follow up.