PhD Portfolio

Kenny Stevens

ICT TEST TEAM
Agenda

• PeopleSoft Basics
  – Sign in/Sign out
  – Home page lay-out
• Overview page
• Activities page
  – Courses
  – Seminars
  – Research Output
  – Research Activities
• Thesis page
• Request attestation/ certificate – print overview
• Notifications

[1] First select your preferred language: English or Nederlands
1. When your job is completed, first perform a Sign out.

2. Then close the window, unless you want to just change the language and re-open a session.

Attention: There is an automated disconnection after a few minutes (a warning message will pop up 1 minute before the disconnection)

All unsaved data will be lost!
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Key Navigation Principles

- Do not use the Internet navigation toolbar to change the page.
- Only use PeopleSoft specific navigations!
Home page lay-out (1/3)

Hyperlink « Home »: permits to return to the home page from any other page.

Direct links or shortcuts to certain frequently used functionalities.

The content of the menu and home page depends upon the user’s profile.
Home page lay-out (2/3)

Working with the menu

Search Tool to easily find navigation paths to functionalities.

The navigation is done by clicking on different levels of the menu which correspond to functionalities.
Portal navigation

Use the hyperlinks in order to access the required functionality.
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PhD Portfolio

Navigation:
Main Menu > Self Service > PhD Portfolio
Process

Research output & activities

External courses & seminars

Internal courses & seminars

Eligibility approval individual activities

Global approval certificate / attestation
Input of activities

- Research output & activities > Pure
- Internal activities and seminars + thesis > Cali
- External activities and seminars > Portfolio (student)
First page of PhD Portfolio: Home.

Student name and academic program.

Credit overview.

Status of the certificate and attestation approval flow.
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Activity approval flow

- Internal courses / seminars

- External courses / seminars
Activities page - courses

First subpage of the Activities page: Course Units

Hyperlink to add an external course.

“Page summary” shows the number of submitted, eligible and approved credits of this subpage.

This table lists following courses:
- ‘Internal’ regular courses automatically transferred from CaLi
- ‘External’ regular courses added in the PhD Portfolio by the student

Remark: Internal Courses (transferred from CALI) are visible but not editable
Activities page – courses
Add external course

This screen appears after clicking “Add external course”.

*Course title
*Coordinator or professor
*Institution
*Academic Year
Credits
Result
Attached File

Button “Add Proof” will open a window to upload an attachment.

Button “View Proof” will show the uploaded attachment/proof.

Button “Delete” will remove the attachment.

Button “OK”, will save the external course, after validating if all required fields are filled in correctly.

Button “Cancel” will return the user to the Course Unit Subpage without saving.
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### Activities page - Seminars

#### Name: teststudent

<table>
<thead>
<tr>
<th>Course Units</th>
<th>Seminars</th>
<th>Research Output</th>
<th>Research Activities</th>
</tr>
</thead>
</table>

#### Table: Seminars

<table>
<thead>
<tr>
<th>Title</th>
<th>Institution</th>
<th>Academic Year</th>
<th>Credits</th>
<th>Result</th>
<th>View Proof</th>
<th>Status</th>
<th>Edit detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref. Management</td>
<td>VUB</td>
<td>1213</td>
<td>1</td>
<td></td>
<td></td>
<td>Awaiting Result</td>
<td></td>
</tr>
<tr>
<td>Ref. Management</td>
<td>VUB</td>
<td>1213</td>
<td>1</td>
<td>Attended</td>
<td></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>test seminar</td>
<td>test instituut</td>
<td>1314</td>
<td>2</td>
<td>Attended</td>
<td>View Proof</td>
<td>Awaiting Approval</td>
<td></td>
</tr>
<tr>
<td>test seminar 2</td>
<td>test instituut</td>
<td>1314</td>
<td>3</td>
<td>Attended</td>
<td>View Proof</td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>test seminar 3</td>
<td>test instituut</td>
<td>1314</td>
<td>4</td>
<td>Withdrawn</td>
<td>View Proof</td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>test seminar 4</td>
<td>test instituut</td>
<td>1314</td>
<td>1</td>
<td>Absent</td>
<td>View Proof</td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td>test seminar 5</td>
<td>test instituut</td>
<td>1314</td>
<td>6</td>
<td>Attended</td>
<td>View Proof</td>
<td>Awaiting Eligibility</td>
<td></td>
</tr>
</tbody>
</table>

- **Hyperlink to see the proof that is provided for this seminar.**
- **Not available for internal courses.**
- **Hyperlink to add an external seminar.**
- **Hyperlink to edit the details of the seminar.**
Activities page - Seminars
Add external seminar

This screen appears after clicking “Add external seminar”.

Same functionalities as “Add external course”.

*Title
*Institution
*Academic Year
Credits
Result
Attached File

Add Proof  View Proof  Delete Proof

OK  Cancel
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Activity approval flow

• Research Output / Activities with automatic credit calculation

[Diagram showing the approval flow with supervisor approval leading to either approved or rejected]

• Research Output / Activities with manual credit calculation

[Diagram showing the approval flow with supervisor approval leading to awaiting approval, then director docbe approval leading to either approved or rejected]
### Activities page – Research Output

#### Third subpage of the Activities page: Research Output

- **Course Units**
- **Seminars**
- **Research Output**
- **Research Activities**

#### Research Output

<table>
<thead>
<tr>
<th>Reference</th>
<th>Category</th>
<th>Credits</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemaire M. test journal, DoBe TEST Journal 2013 Feb 22</td>
<td>E</td>
<td>4</td>
<td>Approved</td>
</tr>
</tbody>
</table>

#### Artistic Output

<table>
<thead>
<tr>
<th>Reference</th>
<th>Type of work</th>
<th>Credits</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>design De Cang, L., Fislage, M., Pieters, S., Monteyne, G., Dhondt, S. &amp; Lemaire, M. 12 Dec 2012 Research output: Non-textual form &gt; Design</td>
<td>design</td>
<td>0</td>
<td>Rejected</td>
</tr>
<tr>
<td>Test Design Lemaire, M. 22 Feb 2014 Research output: Non-textual form &gt; Design</td>
<td>design</td>
<td>0</td>
<td>Rejected</td>
</tr>
<tr>
<td>test artefact Lemaire, M. 19 Apr 2013 Research output: Non-textual form &gt; Artefact</td>
<td>artefact</td>
<td>0</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

#### Patents

<table>
<thead>
<tr>
<th>Reference</th>
<th>Credits</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>test patent Lemaire, M. 10 Apr 2013 Research output : Patent</td>
<td>3</td>
<td>Approved</td>
</tr>
</tbody>
</table>

This table lists the different subtypes of Research Output: Publications, Artistic Output and Patents, ...
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Thesis completed and successfully defended > label visible and corresponding number of credits granted.

All this information automatically comes from CALI and cannot be edited in the PhD Portfolio.
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Request attestation/ certificate – print overview

Button to trigger the certificate approval flow. Only available if:
- the request has not yet been made.
- the amount of Eligible credits exceeds or equals for each cluster the amount of Required credits.
- the attestation has not been requested.

Button to trigger the attestation approval flow. Only available if:
- the request has not yet been made.
- the certificate has not been requested.

Button to generate the report of activities.
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Notifications
Request attestation / certificate

• Notification: when the request is approved or denied.

Request Attestation Denied
kenny.stevens@vub.ac.be
Sent: wo 4/09/2013 10:33
To: teststud3@debruyne.me

The request for your attestation was denied for the following reason:

Reason for denial (optional )

Please contact your Doctoral School or the Central PhD Office for more information.

You can go back to your Doctoral Portfolio here:
http://cali01.vub.net/psp/CALISIM/EMPLOYEE/HRMS/c/V_PHD_PORT.V_PHD_PORT.GBL?
Page=V_PHD_HOME&Action=U&EMPLID=0069349&ACAD_PROG=00019

Hyperlink which directs to the portfolio.
Notifications
Activities

• Notification: every time the status of an activity changes

Title, for Courses and Seminars, or Reference, for Research Output and Research Activities, of the activity.

The activity notificaations has been approved by your supervisor and is now eligible for the Doctoral Training Programme.

You can view your Doctoral Portfolio here:

Hyperlink which directs to the portfolio where this activity resides.
Questions & Answers?
Thank you!

Kenny Stevens
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