PhD Portfolio

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ICT TEST TEAM
Agenda

• PeopleSoft Basics
  – Sign in/Sign out
  – Home page lay-out
• Input of activities
• Activity approval flow
  – Supervisor
Sign in / Sign out

[1] First select your preferred language: English, Français or Nederlands

[2] Then, enter your user-ID and your password.
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!
The content of the menu and home page depends upon the user’s profile.
Home page lay-out (2/3)

Working with the menu

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

Search Tool to easily find navigation paths to functionalities.
Use the hyperlinks in order to access the required functionality.
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Process

Research output & activities

Internal courses & seminars
- Thesis

External 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)
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Activity approval flow

- Internal courses / activities

- External courses / activities
Activity approval flow

- Research Output / Activities with automatic credit calculation

![Diagram of activity approval flow with automatic credit calculation]

- Research Output / Activities with manual credit calculation

![Diagram of activity approval flow with manual credit calculation]
Supervisor

• Before an Activity of a student becomes eligible for the doctoral training program it must be approved by the student’s Supervisor.
• The Supervisor can approve or deny Activities in the Doctoral Portfolio for Supervisors.
It is possible to search for doctoral students on Employee ID, Academic Program, Name and/or Program status.
Supervisor

The search result will display the academic programs for doctoral students that are guided by the Supervisor. Clicking on the hyperlink in the first column will direct the user to that portfolio.

If the Supervisor only has one student, the Portfolio of that student will immediately be accessed after clicking Search.
First page of PhD Portfolio: Home.

Student name and academic program.

Credit overview.

Status of the certificate and attestation approval flow. (Not Editable)
This is the second page of the PhD Portfolio: I Activities.

Checkbox to mark the activity for action: ‘Approve’ or ‘Deny’.

Button to (un)tick all available checkboxes.

Button to deny all items whose checkbox is ticked. The status of the item will change to ‘Rejected’.

Button to approve all items whose checkbox is ticked. The status of the item will change to ‘Awaiting Approval’ or ‘Approved’.
Thesis completed and successfully defended > label visible and corresponding number of credits granted.

All this information comes from CALI and cannot be edited in the PhD Portfolio.
Supervisor Notifications

- Notification: every time an Activity reaches the status ‘Awaiting Eligibility’
- Only once notified of an Activity

Name of the student

PhD candidate [stud1 test] has added an activity which requires approval to his/her Doctoral Portfolio which requires approval.

Please approve or deny the request on the following link:


This hyperlink directs to the portfolio where this activity resides to approve or deny it.
Questions & Answers?
Thank you!

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