# Guidelines for PhDigital

Updated 18/02/2022

## Study Plans

There are two moments in which you submit Study Plans throughout the same academic year:

1) **Proposed Study Plan** in November (if you are a 2nd, 3rd or 4th year student), January if you are a 1st year student).

2) **Final Study Plan** in September/October.

Anything you change in between these two periods is up to you and your Tutor and you can update PhDigital accordingly with any changes in the Final Study Plan.

Should you no longer be able to attend a class that you entered in your Proposed Study Plan, you will notify:

- the course lecturer immediately,

- the School in your Final Study Plan.

Remember: should you decide not to take a course offered by the PhD program, you must withdraw from it before 30 days from the start date of the course, or it will be a fail in your transcript.

Should you have specific questions pertaining to course credits I am always available.

## Logs

Enter all log information in PhDigital as if it were your final entry pertaining to the item you are entering. Changes in logs requires IT to adjust the entries “manually”.