# 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.

How to enter your programming course in PhDigital: in PhDigital it is listed under the mandatory courses but details may be entered only in the external (and therefore optional) ones. Solution: enter the details of the programming course/s under the external courses by the due date for entering your final study plan in PhDigital. Once it is validated by your PhD Supervisor Leah will validate it as the mandatory Programming course requirement.

Should you already have programming skills, please have your supervisor send Leah a message confirming this. In its place, in PhDigital you will enter an additional external course for the same amount of credits. OR enter a course for which you provided teaching assistance. Credit equivalency for TA'ing is listed in its description in the student handbook.

## 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”.