

PhDigital tips

Updated: October 2024

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.

Anything you **change** in between these two periods is up to you and your Advisor and you will update PhDigital accordingly once the window for updating your study plan is September lets you modify 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 by not entering the course 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 Leah is always available.

Programming courses

- 1) How to enter your programming course in PhDigital: in PhDigital programming courses are listed under the mandatory courses but details can be entered only in the external (and therefore elective) 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 at the end of the year.

Should you already have programming skills, please have your supervisor send Leah a message declaring that you are exempt from taking programming courses because you already have advanced programming skills. In its place, in the Study Plan feature, 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 under the Teaching assistance description in the Student Handbook.

Teaching assistance (TA'ing)

In order to enter TA'ing in your proposed or final study plan, please read the description in the Student Handbook under this heading. Then email Leah Mercanti CC'ing your supervisor and the lecturer of the course you taught with the following information: name of course for which you taught a lesson, title of seminar you taught, course lecturer and how many hours of teaching you did. You will enter these specifics as "external courses" you taught in the Final Study Plan.

External courses

Enter all Teaching assistance details and programming courses done on your own in this section

Enter external courses in your study plan at both of the periods listed above. The first by entering as much information you can of the external course your supervisor approved in PhDigital by entering the 1) course title, 2) link, and 3) syllabus fields. This is the course that your supervisor 1st approves and that the Executive Committee validates. At the end of the year (final study plan phase), as “certification” you will upload the course certificate or email from the course lecturer stating that you passed the course. This step is necessary for admission to the following year.

If the external course ends up being different from the one that was approved in your proposed study plan you may delete the initial course and enter all of the necessary information in the external course field during the final study plan window (1) course title, 2) link, 3) syllabus, 4) certificate.

Once the final study plan is no longer modifiable, the Course Coordinators enter PhDigital to confirm or add students to their courses.

Alas, by 30/09 Leah validates any remaining student courses and prepares the report for the End Year Evaluation Committee. By mid-October the DPC, upon hearing the EYE-C, decides on the admission of the students to the following year.

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” so you would need to write Leah Mercanti or Mauro Zago. *Unlike your study plans, you are expected to enter your logs on a continual basis throughout the year.*

Iris

Regarding your IRIS profile, the publications you ought to upload to IRIS are the ones you took part in during your PhD, even as co-authors.