User Manual

Online tool for annual reports

**Classification**  interne

**État**  en cours d'élaboration

**Project N°**  PRJ0027195

**Project Manager**  Lorraine Bierry

**Version**  0.9

**Sponsor**  Luisa Lambertini

**Author**  Lorraine Bierry

**Distribution**  Entire EDOC community

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Modification</th>
<th>Auteur</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>10.10.2021</td>
<td>Document initialisation</td>
<td>Lorraine Bierry</td>
</tr>
<tr>
<td>0.2</td>
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<td>Update after review by comité spécialisé member</td>
<td>Lorraine Bierry</td>
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<td>16.11.2021</td>
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<td>Lorraine Bierry</td>
</tr>
<tr>
<td>0.4</td>
<td>18.11.2021</td>
<td>Correction of English terminology</td>
<td>Lorraine Bierry</td>
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<td>0.5</td>
<td>01.12.2021</td>
<td>Update in chapter 2.8</td>
<td>Lorraine Bierry</td>
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<td>0.6</td>
<td>26.01.2022</td>
<td>Update in chapter 2.3</td>
<td>Lorraine Bierry</td>
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<tr>
<td>0.7</td>
<td>03.02.2022</td>
<td>Update in chapter 2.1 and new chapter 4</td>
<td>Lorraine Bierry</td>
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<tr>
<td>0.8</td>
<td>09.02.2022</td>
<td>Updates in chapters 2.5 &amp; 2.7</td>
<td>Lorraine Bierry</td>
</tr>
<tr>
<td>0.9</td>
<td>24.02.2022</td>
<td>Update after review by comité spécialisé member</td>
<td>Lorraine Bierry</td>
</tr>
</tbody>
</table>

**Description:** The user manual provides all the information the different users need to know to operate the system properly and react correctly in case of problems. All relevant information for the operator is contained in this manual.
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## Glossary

<table>
<thead>
<tr>
<th>Abbreviation/Technical term</th>
<th>Explication</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDOC</td>
<td>Doctoral School</td>
</tr>
<tr>
<td>Sciper</td>
<td>6-digit unique EPFL identification number</td>
</tr>
<tr>
<td>Gaspar account</td>
<td>Password and authentication manager for users at EPFL</td>
</tr>
<tr>
<td>GED</td>
<td>“Gestion électronique des documents”. Used to store documents related to the studies of students. In this context it is where the annual report PDF document will be stored.</td>
</tr>
<tr>
<td>IS-A</td>
<td>IS-Academia</td>
</tr>
</tbody>
</table>


1 EPFL Doctoral School Organization

Each year, the doctoral students have to submit a report to their thesis directors on the state of progress of their work (art. 10 of the Ordinance on the doctorate). This annual report procedure involves various people in the process.

Here are the various actors taking part of the annual report process within EDOC:

- Doctoral student
- Thesis director
- Thesis co-director (if applicable), who can be external to EPFL
- Program director
- Mentor (who is anonymous with respect to the thesis director)
- Administrative assistant of the doctoral program

2 Annual report process

Below is the workflow of the annual review:

2.1 Start of the process: administrative assistant of the doctoral program

The administrative assistant of the doctoral program can access the tool via the link: https://phd-annual-report.epfl.ch/.

S/he needs to authenticate with his/her Gaspar account, via Tequila.
S/he has two options to initiate an annual report for students:
- Via the button “+ New annual report process” under the List tab.
- Via the “import scipers” tab.

Here are the descriptions of the two different methods.

2.1.1 New annual report process button

This option can be used to initiate a workflow for a specific student that does not appear under the import scipers list. All the information (scipers, doctoral program name, etc...) have to be entered manually.

- S/he initiates a new workflow for a doctoral student by clicking on the task “+ New annual report process” under the List tab.
- Then s/he needs to enter the following administrative data:

<table>
<thead>
<tr>
<th>Program Assistant sciper</th>
<th>186534</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Doctoral program</th>
<th>ED_</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Doctoral program's administrative office email</th>
<th>epfl.ch</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Link to annual report documentation</th>
<th>example: <a href="https://www.epfl.ch/education/phd/edam-advanced-manufacturing/edam-annual-report/">https://www.epfl.ch/education/phd/edam-advanced-manufacturing/edam-annual-report/</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Doctoral student sciper</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Thesis Director sciper</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Thesis Co-Director Sciper</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Program Director sciper</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentor sciper</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Credits needed for this program:</th>
<th></th>
</tr>
</thead>
</table>

- (The sciper of the administrative assistant is automatically filled in)
- Name of doctoral program, starting with ED
- (Email address of the doctoral program’s administrative office is automatically filled in based on the name of the doctoral program)
- Link to the annual report documentation: each program has a webpage where the information regarding deadlines and specificities of the annual report are stored.
- Sciper of the doctoral student
- Sciper of the thesis director
- Sciper of the thesis co-director (if applicable)
- Sciper of the program director
- Sciper of the mentor
- Number of credits needed for the program
- Click on Submit

Note: All the fields marked with the red asterisk are mandatory. If one of them is not filled in, the submit button will remain grey

2.1.2 Import scipers tab

The administrative assistant has the option to start one or several annual report processes in a batch.
- S/he clicks on the import scipers tab
- S/he enters the acronym of his/her doctoral program and clicks on Get ISA students list.
**Note:** The list of eligible students will be displayed via a webservice calling IS-Academia. The list of eligible students is based on the following criteria: no exmatriculation date, no oral exam date, a date of candidacy exam.

**Note:** The list is sorted by default by month of the candidacy exam date.

---

**Doctoral program:** EDEY  
**Program director:** Drazen Dujic (243438)  
**Credits needed for this program:** 12  
**Annual report documentation:** [https://www.epfl.ch/education/phd/ede-energy/ede-annual-report/](https://www.epfl.ch/education/phd/ede-energy/ede-annual-report/)

---

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Thesis director</th>
<th>Thesis co-director</th>
<th>Mentor</th>
<th>Immatriculation date</th>
<th>Exam candidacy</th>
<th>Admin deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emanuele Piccoli</td>
<td>292388</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson Landrichts</td>
<td>301094</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janos Bodi</td>
<td>292386</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roberto Valentia</td>
<td>326238</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shuo Li</td>
<td>301657</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Seydoux</td>
<td>196646</td>
<td></td>
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</tr>
<tr>
<td>Ebrar Ozkayal</td>
<td>300653</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorsan Alex A. Lepour</td>
<td>280622</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hossein Pourahmadi</td>
<td>205207</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philipp Aubin</td>
<td>266820</td>
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<td>Chirayu Batra</td>
<td>304206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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- On top of the list, the information displayed (Doctoral program, Program director, Credits needed and Annual report documentation) is coming from the *Administration tab* (ref. to chapter 4). If s/he wants to edit this information please refer to chapter 4.
- Below the list of students is displayed. S/he can select one (or several) checkbox and click on the button “Start PhD assessment”. This will start the annual report assessment and the email will be sent to the student informing him/her to fill the annual report.
- Once the process is started, the line is green and is not clickable anymore. An information icon mentions that the annual report is in progress for the student.

- Some checkboxes are not clickable because an information is missing. If s/he hovers the mouse over the warning message, the error message is readable. There are two cases:
  1) Guest sciper account is missing for the co-director. S/he can enter the guest account and click on Set. The checkbox will then be clickable.
  2) Mentor information is missing. The administrative assistant needs to go on IS-Academia to enter the sciper number of the mentor, and then re-import the list via the import scipers tab.

**Note**: Until s/he click on “Start PhD assessment”, all the information that you manually added in the boxes will not be saved if you exit or reload the page

**Note**: If the co-director does not have a valid EPFL email address, the guest sciper number will be required
2.2 Filling in the annual report

2.2.1 Doctoral student

- The doctoral student receives a notification informing him/her to fill in the annual report (Notification 1).
- S/he logs into the tool and s/he can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

- S/he completes the first part:

  - **Date of enrolment**: it is not possible to put a date in the future. There will be an error message.
  - **Annual report of**: the current year of study.
- Then s/he fills in the Basic information:

**Basic information**

**Name of candidate:**
Lorraine Bierry

**Tentative thesis title:**

**Thesis director:**
Lorraine Bierry

**Thesis co-director:**
Lorraine PHD Bierry PHD

**Date of candidacy exam:**

**TA duties: Activities done:**
Estimated hours and/or courses completed, supervision of project...

**Credits needed for this program:**
10

**Total credits obtained:**

**Total credits planned:**

**Note:** The obtained credits refer to the obtained credits of the previous year(s)

**Note:** If the *date of enrolment* and *date of candidacy exam* are automatically filled, this information is coming from IS-Academia (ref. to chapter 2.1.2)
Then, the research progress:

**Note:** The research progress is not required for 1st year doctoral students as it is already integrated into the Candidacy exam form; the research progress is mandatory as of the 2nd year

<table>
<thead>
<tr>
<th>Research progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be completed first by the doctoral student and then discussed with the thesis director (and co-director if applicable) during the Annual Report meeting. Future objectives are meant to provide guidance in the project and should thus be as realistic as possible. Achieved and planned objectives should be discussed and agreed upon by the doctoral student and thesis director by approving the Annual Report.</td>
</tr>
</tbody>
</table>

1. **What are the overall goals of the thesis?**

2. **Research progress during the past year** *(i.e. describe which objectives are completed and elaborate if any difficulties have been encountered since the last annual report)*

3. **Have the objectives changed in the past year? If so, why and how?**

4. **Research objectives for the next year**

5. **Timeline of the planned work for the next year**

6. **Scientific output** *(Journal and conference papers, patents, software, etc. published, submitted or in preparation)*

7. **Educational activities** *(Mention oral or poster presentations, outreach and any specific training)*
- And finally, the progress assessment:

**Note:** The progress assessment part will not be visible to the thesis director (and the co-director if applicable) at the next stage; it will only be visible at the time of the collaborative review.

![Progress assessment form]

Once all the mandatory fields are filled in, s/he clicks on “Submit”.
2.2.2 Thesis director

- The thesis director receives a notification informing him/her to fill in the annual report (Notification 2).
- S/he logs into the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

Note: At this stage s/he cannot read the progress assessment comments from the doctoral student nor from the thesis co-director (if applicable)
- S/he clicks on “Submit”.

2.2.3 Thesis co-director (if applicable)

- The thesis co-director receives a notification informing him/her to fill in the annual report (Notification 2’).

Note: The notifications are sent simultaneously to the thesis director and co-director; they can both fill in the form at the same time
- S/he logs into the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

Note: The thesis co-director can be external to EPFL. To access the tool s/he needs to have a Gaspar account. If s/he doesn’t have any accreditation s/he can connect via a Guest account. Here is the [link](#) for Guest account creation (sciper starting with Gxxxxx).
- S/he can read the basic information and research progress comments from the doctoral student.
- S/he fills in the progress assessment part.

Note: at this stage s/he cannot read the progress assessment comments from the doctoral student nor from the thesis director.
- S/he clicks on “Submit”.
2.3 Collaborative review

- The thesis director receives a notification (with the comments of the annual report attached), copying the student and the co-director if applicable, informing him/her to schedule a meeting with the doctoral student and the co-director if applicable (Notification 3).

- S/he logs in the tool and can see a task awaiting his/her input.

- S/he clicks on “Proceed”.

- During the meeting, the thesis director, the co-director if applicable, and the doctoral student review the basic information, research progress and progress assessment comments. The thesis director is responsible for writing a common comment in the progress assessment chapter (s/he can copy paste comments from his/her peers).

**Discussion topics**

1. Student's engagement in the project: satisfaction, motivation, commitment, initiative, independence, ...

Doctoral student Comment *

Doctoral student comment 1

Thesis Director Comment *

Thesis director comment 1

Thesis Co-Director Comment *

Thesis co-director comment 1

Common Comment *

**Note:** The form is editable for the Basic information and Research progress meaning that the thesis director can change the content of the fields during the meeting. **This is the last stage where information can be modified.** Later in the process it will no longer be possible to change the information in the basic information, research progress and progress assessment.

At this stage, the thesis director, the co-director if applicable, and the doctoral student also do the appraisal of the student by ticking one of the 4 checkboxes (exceeds expectations, meets expectations, needs some improvement or unsatisfactory).
Note: In case the report is unsatisfactory, a notification (Notification 4) is sent to the program director with a copy to the doctoral program’s administrative office email for information, with the comments of the annual report attached. The workflow is not stopped nor blocked.

2.4 Validation

2.4.1 Thesis co-director (if applicable)

- The thesis co-director receives a notification informing him/her to validate the annual report (Notification 5).
- S/he accesses the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

S/he needs to confirm whether s/he agrees or does not agree with the content of the annual report by ticking one of the 2 checkboxes (I agree, I do not agree). If “I do not agree” is checked, a comment is mandatory.

S/he clicks on “Submit”.
2.4.2 Thesis director

- The thesis director receives a notification informing him/her to validate the annual report (Notification 6).
- S/he accesses the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

Thesis Director's validation of the annual report

Created 02.11.2021, 10:38:50  Updated 02.11.2021, 15:54:34

- S/he needs to confirm whether s/he agrees or does not agree with the content of the annual report by ticking one of the 2 checkboxes (I agree, I do not agree). If “I do not agree” is checked, a comment is mandatory.

Thesis Director review

- I agree
- I do not agree

Thesis Director date of review:

02.11.2021

Thesis Director comment

- S/he clicks on “Submit”.

2.4.3 Doctoral student

- The doctoral student receives a notification informing him/her to sign the annual report (Notification 7).
- S/he accesses the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

Doctoral student’s validation of the annual report

Created 09.11.2021, 16:42:13  Updated 09.11.2021, 16:43:49

- S/he needs to confirm whether s/he agrees or does not agree with the content of the annual report by ticking one of the 2 checkboxes (I agree, I do not agree). If “I do not agree” is checked, a comment is mandatory.
- S/he clicks on “Submit”.

**Note:** If at least one of the participants has ticked the box “I do not agree”, a notification (Notification 8) is sent to the program director with a copy to the doctoral program’s administrative office email for information, with the comments of the annual report attached. The workflow is not stopped nor blocked.
2.5 Meeting with the mentor

2.5.1 Mentor

- The mentor receives a notification informing that s/he needs to meet with the doctoral student (Notification 9).
- S/he logs into the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

![Mentor's confirmation of the Mentor-doctoral student meeting](image)

- For his/her information, s/he can access all the details of the annual report (including the appraisal and the signatures).
- S/he meets and discusses with the doctoral student.
- S/he confirms having met with the student by ticking the box “Yes we have met”. The date is the date they have met.
- S/he clicks on “Submit”.

Note: No possibility to add comments as the discussion remains confidential

2.5.2 Doctoral student

- The doctoral student receives a notification informing that s/he needs to confirm that s/he met with the mentor (Notification 10).
- S/he accesses the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.

![Doctoral student's confirmation of the Mentor-doctoral student meeting](image)

- S/he confirms s/he met his/her mentor by ticking the box “Yes we have met”. The date is the date they have met.
- S/he clicks on “Submit”

**Note:** Notifications 9 & 10 are sent simultaneously to the mentor and the doctoral student. They can both check the box at the same time

### 2.6 Program director’s verification of the annual report

- The program director receives a notification, with the administrative assistant of the doctoral program in copy, asking him/her to confirm s/he checked the annual report (Notification 11).

**Verification of the annual report by the doctoral program Director**

- S/he logs into the tool and can see a task awaiting his/her input.
- S/he clicks on “Proceed”.
- S/he needs to confirm that s/he checked the annual report by ticking the box “I have checked the annual report”.
- S/he clicks on “Submit”.

**Note:** The right to check the box can be delegated to the administrative assistant of the doctoral program. Both can access the task “Verification of the annual report by the doctoral program Director”, check the box and submit
2.7 Sending of the annual report

- The annual report is sent as a PDF file to all the members involved in the workflow. A notification is sent to the doctoral student, the thesis director, the thesis co-director (if applicable) and in hidden copy the mentor (Notification 12).

- It is also sent to the program director and doctoral program’s administrative office email (Notification 12’).

2.8 Filing into the GED

- The annual report of the doctoral student is stored in the student’s GED file, in the “cursus” folder. The PDF file is automatically sent to the GED file via a webservice.

- If the application is not able to file the PDF document into the right folder of the student in the GED, a notification is sent to the administrative assistant of the doctoral program asking him/her to upload it manually (Notification 13).
3 Dashboard

A dashboard is available to the administrative assistant of the doctoral programs. It can be accessed via the menu on the left, by clicking on “Dashboard”.

On this page the administrative assistant of the doctoral program will be able to see the progress of the workflow for each student. The name is the name of the doctoral student.

- Tasks in green are the completed tasks.
- Tasks in orange are the ongoing tasks: if you hover your mouse over the task you can see the latest update of the task.
  Example: Juliane Kuntschen (154518), Last updated: 10.11.2021, 09:20:20. It means that the task has had the status Collaborative review since November 10th.
- Tasks in white are upcoming tasks.

The students’ names are in order of the workflow creation date. The ones on the top are the oldest and the ones below are the most recent.

Note: The tasks are only viewable by the creator (the administrative assistant of the doctoral program)
Note: The dashboard is only visible to the administrative assistants of the doctoral programs. They belong to a specific group of the application groups.epfl.ch. This group has access to the following functionalities: the “Start new annual report” button, the dashboard, the “import scipers” tab and “administration” tab.

4 Administration tab

The administration tab is available to the administrative assistants of the doctoral programs. It can be accessed via the menu on the left, by clicking on “Administration”.

![EPFL Logo](https://example.com/epfl-logo.png)

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Program Details</th>
<th>URL</th>
<th>Number of Students</th>
<th>View Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAM</td>
<td>Doctorat (Manufacturing (edoc))</td>
<td><a href="https://www.epfl.ch/education/phd/edam-advanced-manufacturing/edam-annual-report/">Link</a></td>
<td>12</td>
<td>105297</td>
<td>Edit</td>
</tr>
<tr>
<td>EDAR</td>
<td>Doctorat (Architecture et sciences de la ville (edoc))</td>
<td><a href="https://www.epfl.ch/education/phd/edar-architecture-and-sciences-of-the-city/edar-annual-report/">Link</a></td>
<td>14</td>
<td>100876</td>
<td>Edit</td>
</tr>
<tr>
<td>EDBB</td>
<td>Doctorat (Biotechnologie et génie biologique (edoc))</td>
<td><a href="https://www.epfl.ch/education/phd/edbb-biotechnology-and-bioengineering/edbb-annual-report/">Link</a></td>
<td>12</td>
<td>199129</td>
<td>Edit</td>
</tr>
<tr>
<td>EDCB</td>
<td>Doctorat (Biologie computationnelle et quantitative (edoc))</td>
<td><a href="https://www.epfl.ch/education/phd/edcb-computational-and-quantitative-biology/edcb-annual-report/">Link</a></td>
<td>12</td>
<td>287093</td>
<td>Edit</td>
</tr>
</tbody>
</table>
On this page, you can find the following information per doctoral program:

- The acronym of the doctoral program (not editable)
- The label (not editable)
- The link to the annual report documentation (editable)
- The credits needed per program (editable)
- The sciper number of the program director (editable)

The administrative assistant of the doctoral program has the right to “edit” some information regarding his/her program. S/he can edit the link to the annual report documentation, the number of credits needed and/or the sciper number of the program director (e.g., if there is a change of program director, s/he needs to update the information on this page).

All the fields are used for the annual report process for each student. This is important to keep this information up to date. It is used in the notifications that are sent to the different people involved in the process, and also for the final step, the automatic archive in the GED.

5 Support Organization

5.1 Support process

There are 3 levels of support.

In case of a bug or an enhancement request please open a ticket to 1234: 1234@epfl.ch

Support level 2 is managed by the service manager, Michel Naguib.

Support level 3 is managed by the IDEV FSD development team.