

# IISc – Automated PhD Thesis Processing OnScholarOneManuscripts<sup>™</sup>Platform

# **Dean User Guide**

Prepared By DIGITS IISc

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## 1. Objectives

The objective of this document is to explain the roles of Dean and various activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Dean prioritizes the examiner list (offline-outside ScholarOne) and requests the Academic Administrator to proceed for further processing. Dean makes final decision on the approval or rejection of the thesis after receiving three reviews from the examiners.

# 2. Assumptions/Pre-conditions and General Guidelines

• 3 Examiners have given their review recommendations for the thesis



#### 3. Dean Receives e-mail notification to make decision

Email notification is sent to the deanafter submission of reviews by 3 examiners. The sample mail is shown in Figure 1.

Folders Last Refresh: Mon, 4:35 pm	Current Folder: INBOX Compose Addresses Folders Options Search Help	<u>Sign Out</u> SquirrelMail
( <u>Check mail</u> )	Message List   Delete Previous   Next	Forward   Forward as Attachment   Reply   Reply All
INBOX (2) Drafts Sent Trash (Purge)	Subject:       All required reviews have been returned for Submission ID IISc-2017-0048         From:       "IISC - Thesis workflow" <onbehalfof+acadadmin+cca.admin iisc.ernet="" in@manuscriptcentral.com="">         Date:       Mon, August 21, 2017 4:08 pm         To:       deanengg@cca.admin.iisc.ernet.in         Priority:       Normal         Options:       View Full Header   View Printable Version   Download this as a file</onbehalfof+acadadmin+cca.admin>	
	21-Aug-2017 Dear Dr. Engineering: All required reviews have been returned by the examiners for Submission ID IISo-2017-0048 entitled "Test Thesis & Synopsis-1" with Mr. StudentOne StudentOne. as contact student. Please look at the reviews and make a decision by 20-Sep-2017. Sincerely, Dr. Panneer Selvam IISo - Thesis Processing Admin acadaminBcca.admin.liso.ernet.in  This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean. Delete & Prev  Delete & Nest Move to  INEGX V   Move	

Figure 1: Sample Mail to Dean

# 3.1The Dean logs into ScholarOne and views the dashboard

🖷 Home 🛛 🗹 Admi	n Center		
Admin Dashboard			+ Search
OTICE: This site is under configuration. Sut	omissions will be deleted.		
	Dashboard You can access manuscripts in each peer review to the status queue till enidicates the number of with the Quick Manuscript Search form or condu search form will display at the bottom of the scre Read More	status by clicking on the status queue tile. The number next on manuscripts in that status. You may search for specific manuscripts ct an "Advanced Search" by clicking the link below (the advanced sen). For tips on conducting searches, click the following link:	
	Admin Lists	Quick Search - Show Advanced Search	
	You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.	You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro"" in the Title	
	1. Admin Tasks	held and click "Search."	
	1 Awaiting Admin Checklist	Crued County Colort Add Redit	
	1 Awaiting Dean Assignment	Saved Search: Select V	
	2. Dean Tasks	Manuscript ID:	
	0 Awaiting GU Assignment	Title:	
	Awaiting Examiner Selection	Author's First (Given)	
	O Awaiting Examiner Invitation	or Last (Family)	
	Awaiting DE Decision	* Keywords:	
	3. Guide tasks		
	<ul> <li>Awaiting Guide Proposal of Examiners</li> </ul>	Search	
	4. Examiner Tasks		
	2 Awaiting Examiner Scores		
	0 Overdue Examiner Scores		
	5. Pending Revisions		

Figure 2: Dean's Dashboard

1. Clicks the **Awaiting DE Decision**link under **Dean Tasks** as shown in Figure 2. The View Manuscripts screen appears as shown in Figure 3.



## 3.2 Take action based on reviewers' comments

View Manuscripts

Awaiting DE Decision Manuscripts 1-2 of 2					
Manuscript ID 1	Manuscript Title	Date	Status	Take Astian	
<u>Manuscript</u> <u>Type</u>	Submitting Author	Submitted 🔸	Status	Take Action	
IISc-2017- 0048	Test Thesis & Synopsis-1 [ <u>View</u> <u>Submission</u> ]		GU: <u>Guide, Faculty (proxy</u> ) DE: <u>Engineering, Dean</u> ADM: <u>K, Panneer Selvam</u>		
Synopsis and Thesis	StudentOne., StudentOne (proxy)	09-Aug-2017	<ul> <li>Make Decision (Due 20- Sep-2017)</li> </ul>		
IISc-2017- 0042	A Periodic Scheduling Problem in Flow Control for Data Communication Networks [ <u>View</u> <u>Submission</u> ]	04-Jul-2017	GU: <u>Guide, Faculty (proxy</u> ) DE: <u>Engineering, Dean</u> ADM: <u>K, Panneer Selvam</u>		
Synopsis and Thesis	S <u>Mukherji, Utpal</u> (proxy)		<ul> <li>Make Decision (Due 07- Sep-2017)</li> </ul>		
Export to CSV Manuscripts 1-2 of 2					

Figure 3: View Manuscripts Screen

Select the **Take Action** check boxas shown in Figure 3. The Manuscripts Details screen appears as shown in Figure 4.

# 3.3 Analysing reviews



Figure 4: Manuscript Details Screen



## 3.4 Committing Decision

- 1. After analysing the reviews, select the appropriate **Make a Decision** radio button.
- 2. Enter the comments in the Decision Comments(internal use only) text field.
- 3. To commit the decision taken, clickthe **Commit Decision** button as shown in Figure 4.

8		E-Mail - Internet Ex	blorer		- 🗆 ×		
🙆 https://mc04	🔘 https://mc04.manuscriptcentral.com/iisc_phd?PARAMS=xik_24RGG1L4MyMHVKP3vGK9cX4kYdwoGDBpdumcmKjbSZn3mvr2efdj33Bbq4SEVX8MnNh3yEdi4MnrpE 🔒						
					^		
	Edit E-Mai	(IISc-2017-0048)	Select Alternate Template: SW - DB	E Accept 🗸 🖸			
	*Please not	te review and recommendation files are attached to this deci	sion letter.				
	From:	deanengg@cca.admin.iisc.ernet.in					
	To:	studentone@cca.admin.iisc.ernet.in					
	CC:	guide@cca.admin.iisc.ernet.in					
	BCC:						
	Subject:	IISc - Thesis Processing - Decision on Submission ID IISc-2	017	_			
	Body:	@@date to be populated upon sending@@		~			
		Dear Mr. StudentOne.:					
		It is a pleasure to accept your submission entitled "Test The	sis & Synopsis-1" in its current form	1			
		for publication in the IISc - Thesis Processing. The comment your submission are included at the foot of this letter.	its of the examiner(s) who reviewed				
		Thank you for your fine contribution . On behalf of the Deal	s of the USs - Thesis Processing we				
		look forward to your continued contributions to the Journal.	s of the fist - mesis Processing, we				
		Sincerely,					
		Dr. Dean Engineering					
		deanengg@cca.admin.iisc.ernet.in					
				~			
		Examiner(s)' Comments to Student:					
			Files attached				
	Attach a fil	e to this e-mail:	File Name	Unattach			
	Select a ma	anuscript file to attach:	Test Thesis1.pdf (1 MB) (Author and Editor)	🗙 Delete	~		
<				ļ	>		
		Send a	nd Commit Decision 🛛 Cancel and	Close Window	^		
				_	~		

Figure 5: Sample Mail sent to Students

4. Click the Send and Commit Decision button as shown in Figure 5.

a 1.	mc04.manuscriptcentral.com says:	×	I
	Sending the email will confirm the final decision. Are you sure?		[
r			oŀ
t	OK Cancel		
n s Pr			ļ



5. To confirm the final decision, click the **OK** buttonas shown in Figure 6.



#### **4** Accessing review comments prior to Dean's Decision

#### 4.1 Accessing review comments prior to Dean's Decision

The review comments of the examiners can be accessed only after the dean's decision. If the Dean or Admin needs to view the review recommendations prior submission of reviews byall the 3 examiners, the Dean or Admin can still access the review comments.

The review recommendations of examiners are shown in Figure 7.

Manuscript ID:	115c-2017-0048						
Manuscript Type:	Jynopsis and Thesis						
Keywords:							
Date Submitted:	09-Aug-2017						
Manuscript Title:	Test Thesis & Synopsis-1						
Date Assigned:	21-Aug-2017						
Date Review Returned:	21-Aug-2017						
Authors:	StudentOne., StudentOne E-Mail:studentone@cca.admin.iisc.ernet.in						
req Recommendation							
✓ I recommend acceptant	ce of the thesis in its present form.						
I recommend acceptant be sent back to me.	ce of the thesis. I would like the candidate to furnish satisfactory clarifications to my que	ies during the thesis defense, and incorporate corrections indicated in the report, but the corrected thesis need to					
I have some queries. B	efore I send my recommendations, I want the candidate to respond in writing.						
I am not able to make	my recommendation at this stage. I have several comments and queries. Before I send r	ny recommendation, I want the thesis to be revised and sent back.					
I do not recommend ac	ceptance of this thesis for the reasons set out in detail in my report.						
Comments							
Confidential Comments							
Confidential CommentsCon	fidential CommentsConfidential CommentsConfidential Comments						
Comments to Student							
Comments to StudentComm	nents to StudentComments to StudentComments to StudentComments to StudentComm	ents to Student					
Attach a File	tach a File Files attached						
	Browse 🕘 Attach	Test Thesis Loff. PDF - [remove]     This file is for the Student and Dean     This file is for the Dean only     Examiner's Guidedades PDF IHTN - [remove]     This file is for the Student and Dean     Othis file is for the Dean only     Indefer summer DMRG - [remove]					

Figure 7: Review Recommendations

**Note**: - Prior to dean's decision only dean and academic admin can view the review comments.

Following are the steps to access the review comments from the dashboard:



## 4.2 Step1: Awaiting Examiner Selection

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🕷 Home  😨	Admin Center							
Admin Dashboard			+ Search					
NOTICE: This site is under configuratio	OTICE: This site is under configuration. Submissions will be deleted. Dashboard You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts							
	search form will display at the bottom of the scr Read More Admin Lists	een). For tips on conducting searches, click the following link: Quick Search - Show Advanced Search						
	You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.	You may conduct a wildcard search by adding an asterisk (**) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title						
	Admin Tasks     Awaiting Admin Checklist     Awaiting Dean Assignment     Dean Tasks     waviting GU Assignment     Awaiting Examiner Selection     Awaiting Examiner Invitation     Awaiting Examiner Assignment     Awaiting DE Decision	Saved Search: Select V Sele						
	3. Guide tasks 0 Awaiting Guide Proposal of Examiners 4 Examiner Tasks	Search						

Figure 8: Dashboard Screen

# 4.3 Step 2: Awaiting Examiner Selection

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NOTICE: This site is under configuration. Submissions will be deleted.	IOTICE: This site is under configuration. Submissions will be deleted.						
View	To take actio	n on a manuscript	or view the full n	nanuscript record, select the desired	action from the "Take		
Manuscripts Action" dropdown menu. Read More							
	Awaiting E	xaminer Assignm	ent		Manuscripts 1-2 of 2		
	Manuscript	Manuscript Title	Data				
	Manuscript Type	Submitting Author	Submitted	Status	Take Action		
	IISc-2017- 0049	Pilot -test thesis0 [ <u>View</u> Submission]		GU: <u>Guide, Faculty (proxy)</u> DE: <u>Science, Dean-2</u> (proxy) ADM: <u>Pilot, AcadAdmin</u>			
	Synopsis and Thesis	StudentOne., StudentOne (proxy)	13-Aug-2017	<ul> <li>Assign Examiners (Due 30-Aug- 2017)</li> <li>6 active selections; 6 invited; 0 agreed; 0 declined; 0 reviewed</li> </ul>	Select Y		
	IISc-2017- 0048	Test Thesis & Synopsis-1 [ <u>View</u> <u>Submission</u> ]		GU: <u>Guide, Faculty (proxy</u> ) DE: <u>Engineering, Dean (proxy</u> ) ADM: <u>K, Panneer Selvam</u> (proxy)			
	Synopsis and Thesis	StudentOne., StudentOne	09-Aug-2017	<ul> <li>Assign Examiners (Due 30-Aug- 2017)</li> <li>7 active selections; 4 invited; 2 agreed; 0 declined; 2 reviewed</li> </ul>	Select		
	🔄 Export to	CSV		1	Manuscripts 1-2 of 2		
×							
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SCHOLARONE <sup>™</sup>					(C	THOMSON REUTERS	
© Thomson Reuters   © ScholarOne, Inc., 2017. All	Rights Rese	erved.					
	F	iaure 9: V	liew Mar	uscripts Screen			

 Select the Assign Examiners option from the drop-down list as shown in Figure 9.



#### 4.4 Step 3:View Review

Au	Examiner List Progress								
Files	Order	Name	Status	History	Remove	# reviews required to make decision	3		
Manuscript	1 🗸	Guide, Faculty Indian Institute of Science proxy	Invited Response Select V V Save	Invited: 20-Aug-2017 view full history	×	# active selections # invited # agreed	7 √ 4 √ 2		
				Invited: 20-Aug-2017		# declined	0		
			I recommend acceptance of the thesis	Agreed : 20-Aug-2017		# reviewed	2		
	2 🗸	() examiner	in its present form.	Review Returned: 21-Aug-2017			Save	:	
		proxy	rescind	Time in Review: 0 Days.					
			# in Decision Letter: 1 view full history		Create Examiner Accou	nt			
	3 🗸	S examiner1, examiner1 proxy	I recommend acceptance of the thesis in its present form. View Review rescind	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 2 <u>view full history</u>	$\boxtimes$	Salutation: Dr. ✓ req First (Given) Name: req Last (Family) Name: req E-Mail Address: Provide more account info			
	4 🗸	S fexaminer, fexaminer proxy	Invited Response Select V Save	Invited: 21-Aug-2017 view full history	$\mathbf{X}$				
Alternates									
	Alternate 1 🗸	Image: Set My Search proxy       Image: Set My Search proxy							
	Alternate 2 🗸	S <u>examiner3, (</u> proxy	$\mathbf{X}$	Version History					
	Alternate 3 🗸	<ul> <li>IISc-2017-0048</li> <li>Submitted on 09-Au</li> </ul>	ıg-2017	,					
					🗸 Save	L	🔺 top		

Figure 10: Examiner List Screen

1. Click the View Review link as shown in Figure 10.

### 4.5 Step 4: Review recommendation

The following screen displays the review recommendations as shown in Figure 11.

Manuscript ID:	IISc-2017-0048					
Manuscript Type:	iynopsis and Thesis					
Keywords:						
Date Submitted:	09-Aug-2017					
Manuscript Title:	Test Thesis & Synopsis-1					
Date Assigned:	21-Aug-2017					
Date Review Returned:	21-Aug-2017					
Authors:	StudentOne., StudentOne E-Mail:studentone@cca.admin.iisc.ernet.in					
req Recommendation						
✓ I recommend acceptane	ce of the thesis in its present form.					
I recommend acceptant be sent back to me.	ce of the thesis. I would like the candidate to furnish satisfactory clarifications to my que	ries during the thesis defense, and incorporate corrections indicated in the report, but the corrected thesis need to				
I have some queries. B	efore I send my recommendations, I want the candidate to respond in writing.					
I am not able to make	my recommendation at this stage. I have several comments and queries. Before I send i	ny recommendation, I want the thesis to be revised and sent back.				
I do not recommend ac	ceptance of this thesis for the reasons set out in detail in my report.					
Comments						
Confidential Comments						
Confidential CommentsCon	fidential CommentsConfidential CommentsConfidential Comments					
Comments to Student						
Comments to StudentComm	nents to StudentComments to StudentComments to StudentComments to StudentComm	ents to Student				
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	Browse dl Attach	Test Thesis1.pdf PDF - [remove]     This file is far the Student and Dean				
		O This file is for the Dean only				
		Examiner's Guide.docx PDF HTML - [remove]				
		This file is for the Student and Dean				
		O This file is for the Dean only				
		Inviter samper in page - fremover				

Figure 11:



The following information are accessible: -

- Examiners recommendations
- Confidential comments to Dean
- Comments to Student
- > Files attached (3 files in the screen shot attached)

The attachments can be downloaded, viewed or printed as per the requirement.

The following screen is displayed, (which is broken into multiple pages for the convenience of display purpose)



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ormation		* IIS • Tes	Sc-2017-004 st Thesis & Syn	8 nopsis	-1	Submitted: 09	)-Aug-2(	017; Last Updated: 21-Aug-2	017; 12 days,	7 hours in review		
Info	<u>StudentOne., StudentOne</u> (proxy) (contact)     Synopsis and Thesis											
ript	Accept (21-Aug-2017)											
Manusc	Complete Production Checklist (Due 20-Sep- 2017)     GU: Guide, Facul DE: Engineering ADM: K. Pannee							<u>y (proxy</u> ) <u>Dean</u> Selvam				
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lles	Peer Review Milestones											
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Authors & Institutions:				s: C	StudentOne., StudentOne • Ir proxy B Ir			dian Institute of Science ngalore , Bangalore 5600 dia	√ - ECE 012			
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Author's Cover Letter:				r: co	overing Letter							
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Science <u>Guide, Faculty</u>				Assigned (09-Aug-2017)				$\times$	
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ecision	n made b	v Engineering, De	an on 21-Au	a-2017		# review	vs require	d to make	3
						decision			
Cor	Decision: mments:	Accept				S exa	miner, ex	<u>aminer</u> ad accentace	
Decisio	n Letter:	view decision lett	er			th	e thesis i	n its present	form
							miner1, e recommen e thesis i ew review de, Facult	2 <u>xaminer1</u> nd acceptanc n its present 2 Y	e of form
						• I th • <u>vi</u>	recommente le thesis i <u>ew reviev</u>	nd acceptand n its present <u>/</u>	e of form
								V	Save
								I	▲ to
Examir	ner List						Progres	ss	
Order		Name	Status		History	Remove	# review to make	ws required decision	3
		Guide,	Lrecommon	hd	Invited: 20-Aug-2017 Aareed : 21-Aua-2017		# active	e selections	7
		Faculty Indian	acceptance	of	Due Date: 20-Sep-2017		# invite	d	4
			the thesis in	n its	Review Returned, 21 Aug 2017				



Examiner List					Progress		
Order	Name	Status	History	Remove	# reviews required	3	_
	Guide, Faculty	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017	$\boxtimes$	# active selections # invited	7	
1	Science proxy		Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 3 view full history		# agreed # declined # reviewed	3 0 3	
2 🔻	Sexaminer, examiner proxy	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 20-Aug-2017 Due Date: 19-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 1 view full history	$\boxtimes$		) Sa	v
3 🔻	Sexaminer1, examiner1 proxy	I recommend acceptance of the thesis in its present form. View Review	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017 Time in Review: 0 Days. # in Decision Letter: 2 view full history	$\boxtimes$			
4 ▼	S fexaminer, fexaminer proxy	Invited	Invited: 21-Aug-2017 view full history	×			
Alternates							
Alternate 1 🔻	S examiner2, or proxy	examiner2		$\mathbf{X}$			
Alternate 2 🔻	S examiner3, o	examiner3	×				
MruhIIdOOpY	aCN	examiner4		$\mathbf{X}$			

Figure 12:

This completes the Dean's workflow.

