IISc – Automated PhD Thesis Processing On ScholarOneManuscripts™ Platform

Dean User Guide

Prepared By

DIGITS IISc

Table of Contents

1. Objectives 3

2. Assumptions/Pre-conditions and General Guidelines 3

3. Dean Receives e-mail notification to make decision 4

3.1 The Dean logs into ScholarOne and views his dashboard 4

3.2 Takes Action based on reviewers comments 5

3.3 Analysing reviews 5

3.4 Committing Decision 6

4 Accessing review comments prior to Dean's Decision 7

4.1 Accessing review comments prior to Dean's Decision 7

4.2 Step 1: Awaiting Examiner Selection 8

4.3 Step 2: Awaiting Examiner Selection 8

4.4 Step 3: View Review 9

4.5 Step 4: Review recommendation 9

List of Figures

Figure 1: Sample Mail to Dean 4
Figure 2: Dean's Dashboard 4
Figure 3: View Manuscripts Screen 5
Figure 4: Manuscript Details Screen 5
Figure 5: Sample Mail sent to Students 6
Figure 6: Pop-up Window 6
Figure 7: Review Recommendations 7
Figure 8: Dashboard Screen 8
Figure 9: View Manuscripts Screen 8
Figure 10: Examiner List Screen 9
Figure 11: 9
Figure 12: 13

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 fromthe 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.

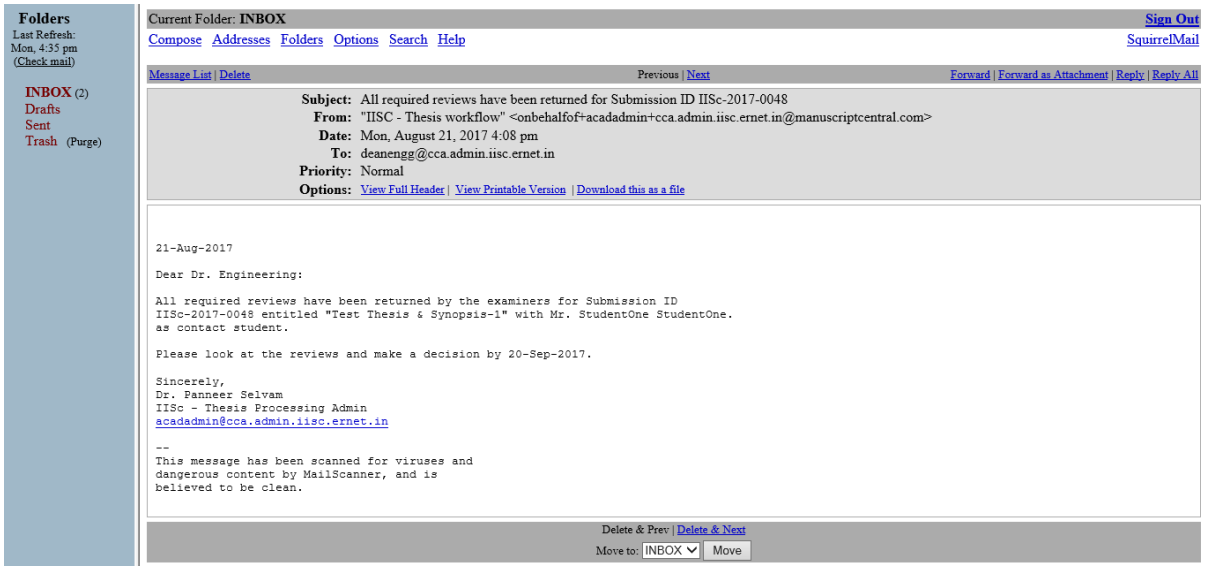


Figure 1: Sample Mail to Dean

3.1The Dean logs into ScholarOne and views the dashboard

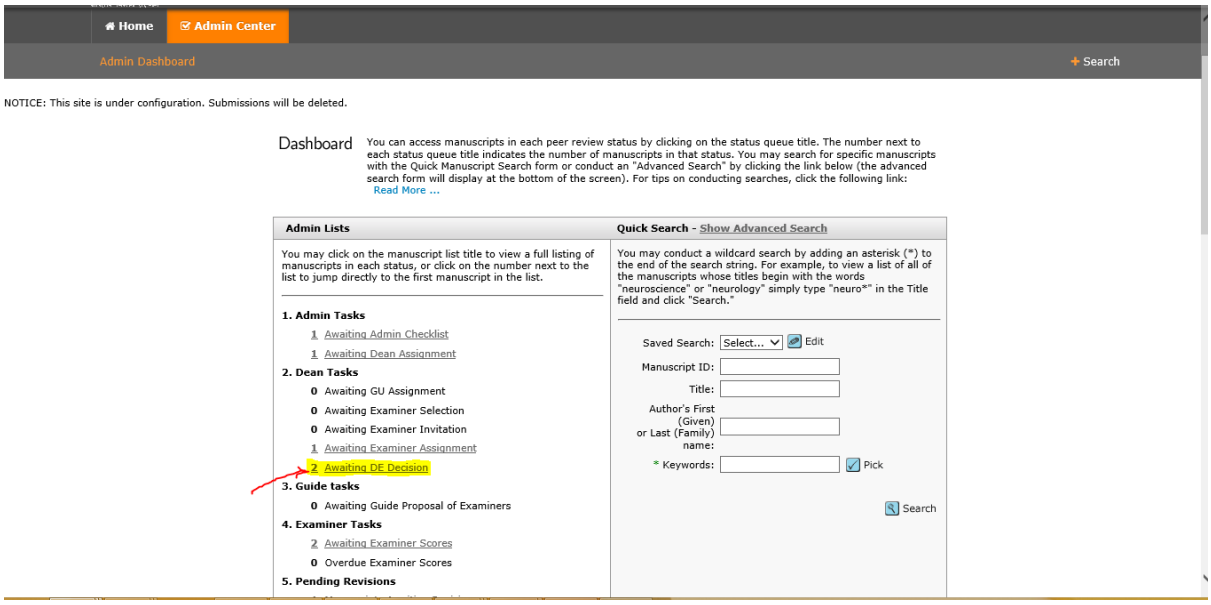
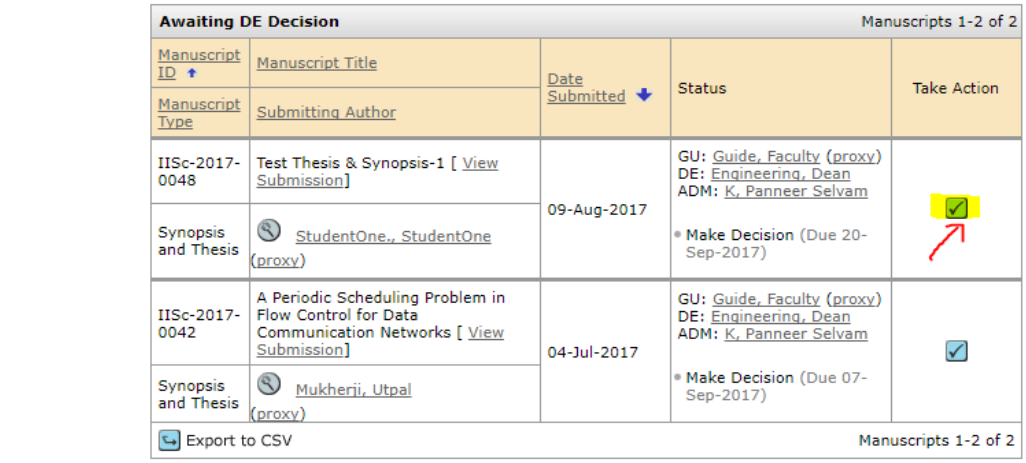


Figure 2: Dean's Dashboard

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 / Manuscript Type	Manuscript Title / Submitting Author	Date Submitted	Status	Take Action
IISc-2017-0048 / Synopsis and Thesis	Test Thesis & Synopsis-1 [View Submission] / StudentOne., StudentOne (proxy)	09-Aug-2017	GU: Guide, Faculty (proxy) DE: Engineering, Dean ADM: K, Panneer Selvam • Make Decision (Due 20-Sep-2017)	☑
IISc-2017-0042 / Synopsis and Thesis	A Periodic Scheduling Problem in Flow Control for Data Communication Networks [View Submission] / Mukherji, Utpal (proxy)	04-Jul-2017	GU: Guide, Faculty (proxy) DE: Engineering, Dean ADM: K, Panneer Selvam • Make Decision (Due 07-Sep-2017)	☑

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

Manuscript Details

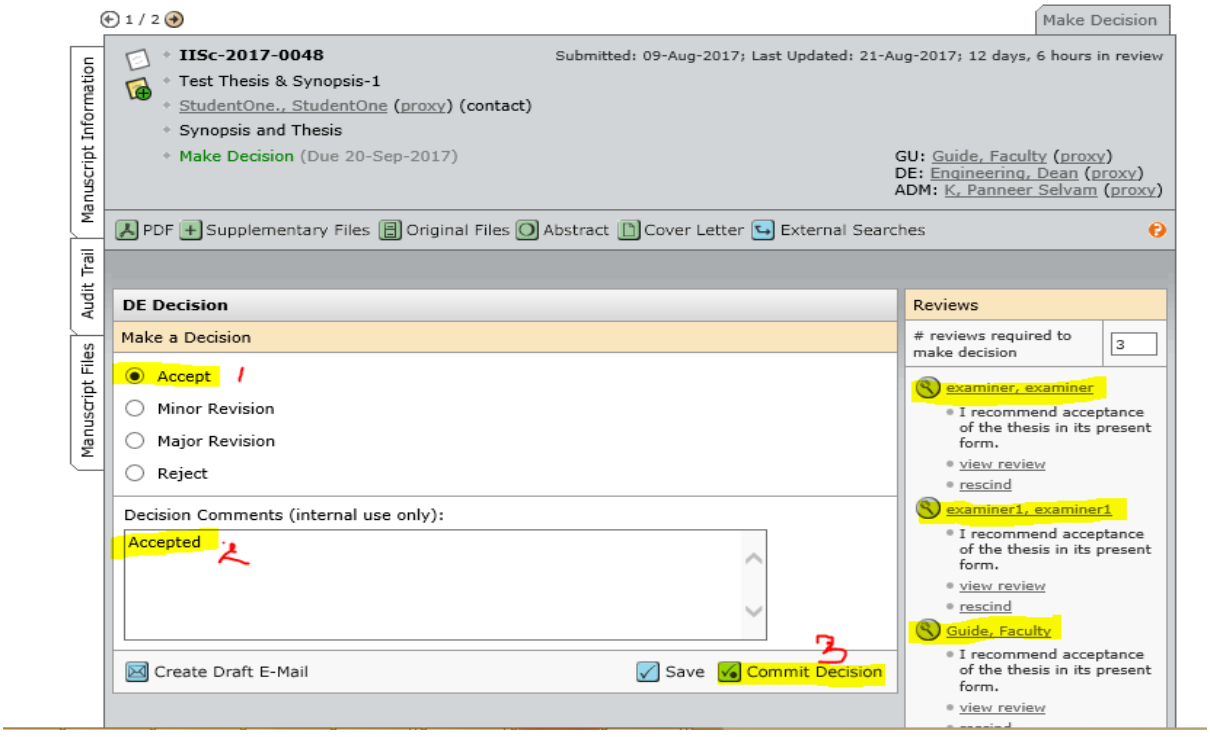


Figure 4: Manuscript Details Screen

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.

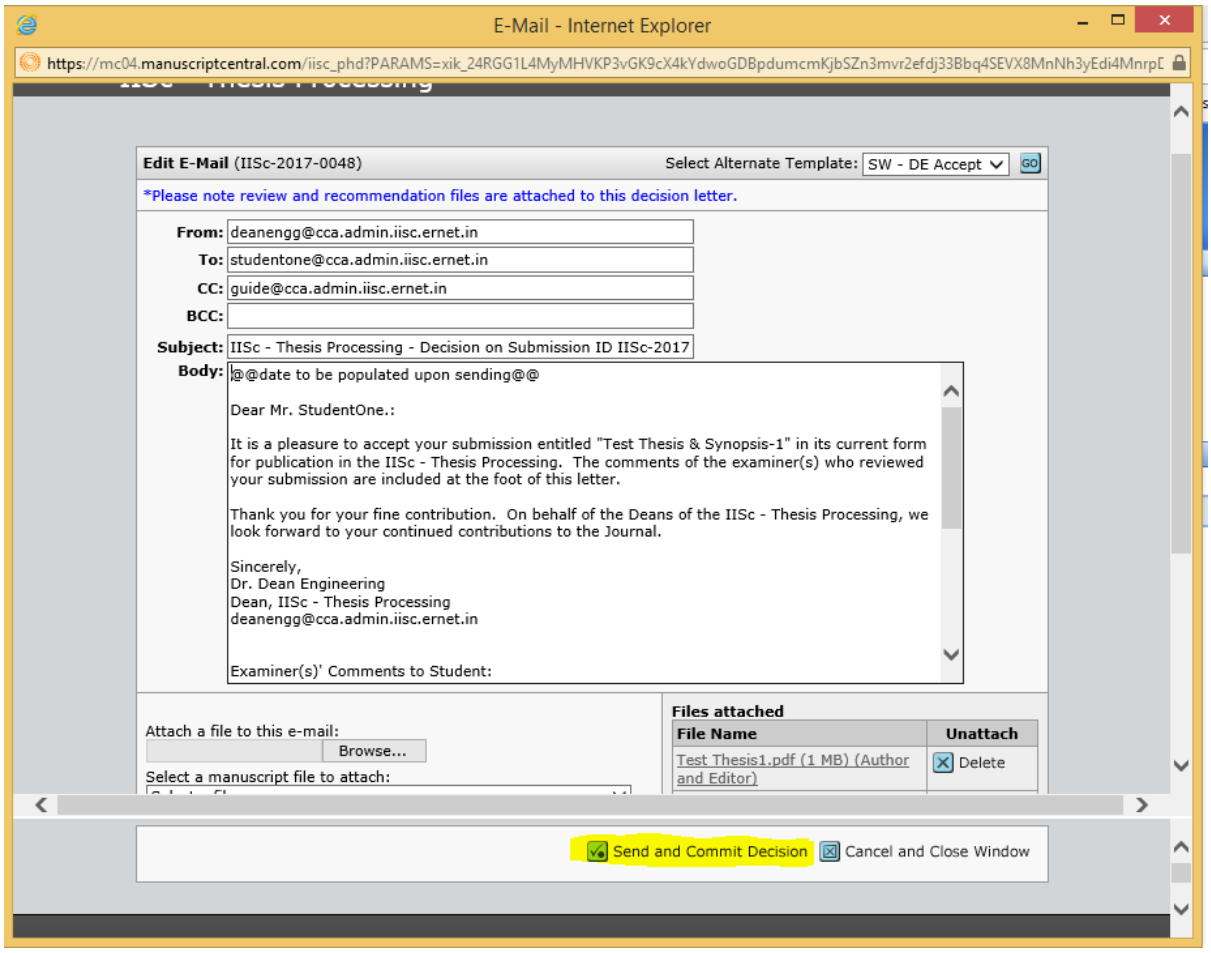


Figure 5: Sample Mail sent to Students

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

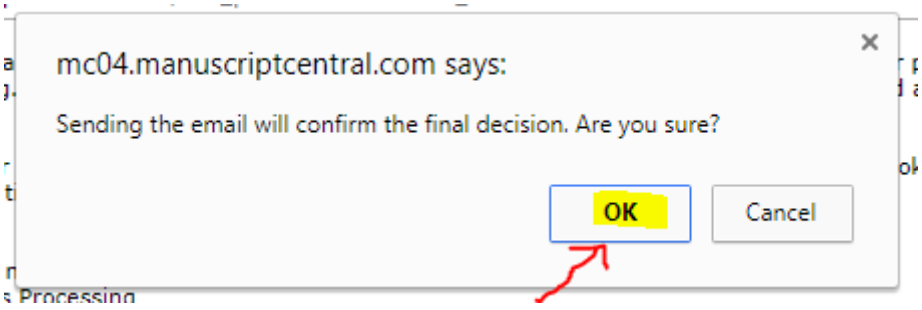


Figure 6: Pop-up Window

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.

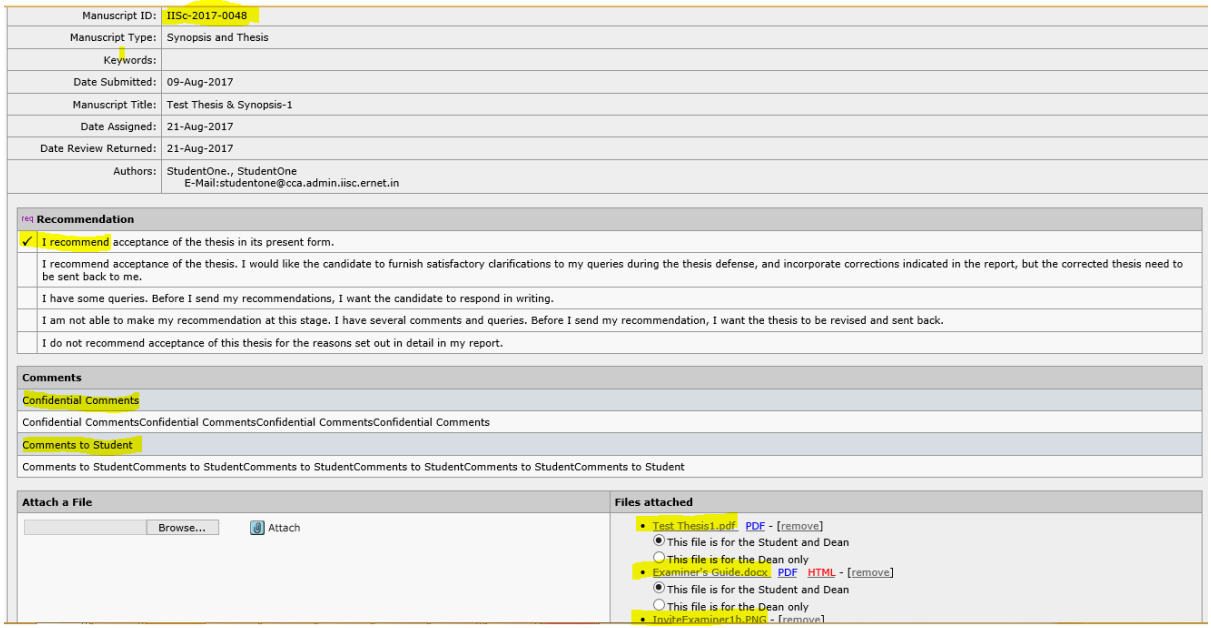


Figure 7: Review Recommendations

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

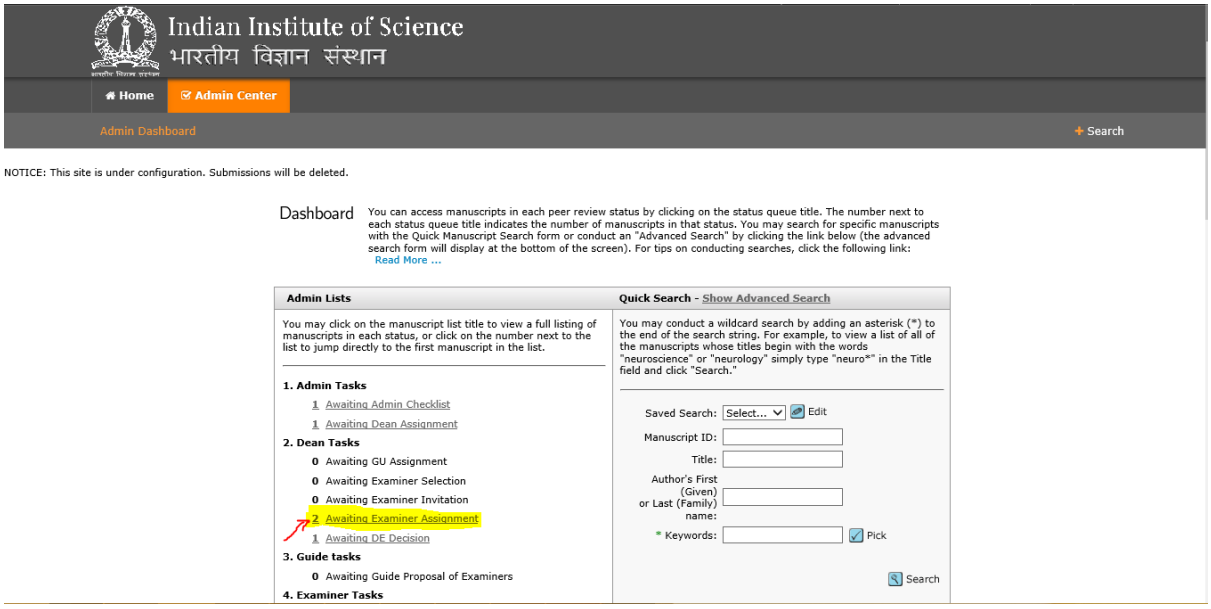


Figure 8: Dashboard Screen

4.3 Step 2: Awaiting Examiner Selection

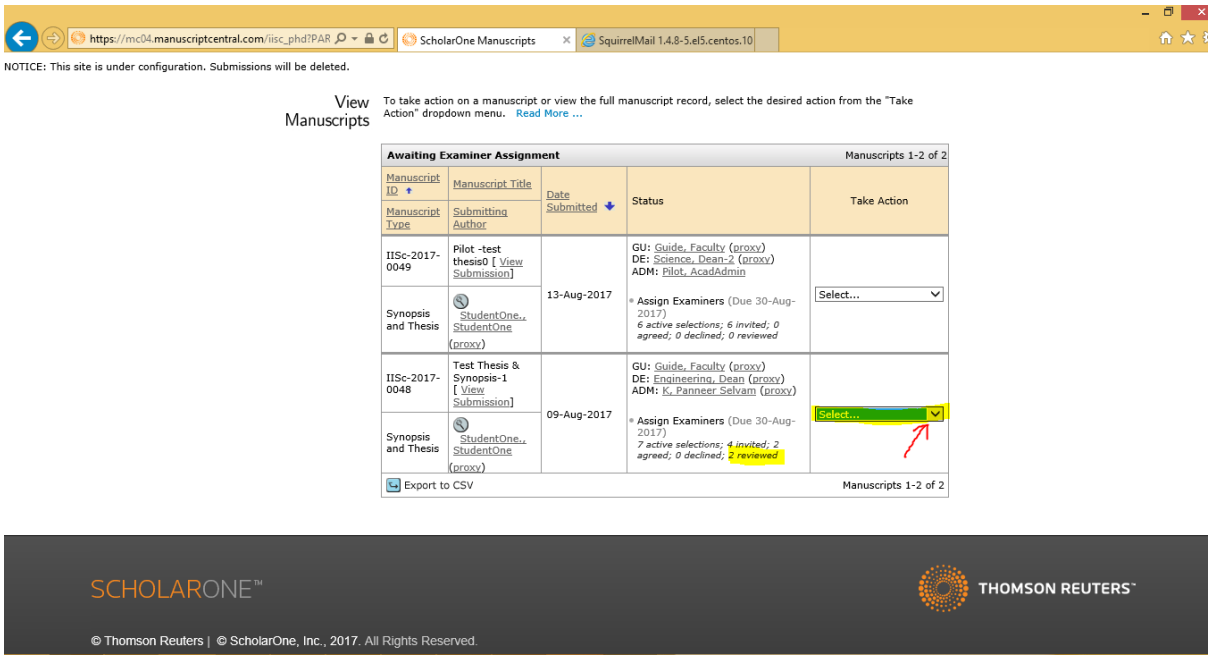


Figure 9: View Manuscripts Screen

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

4.4 Step 3:View Review

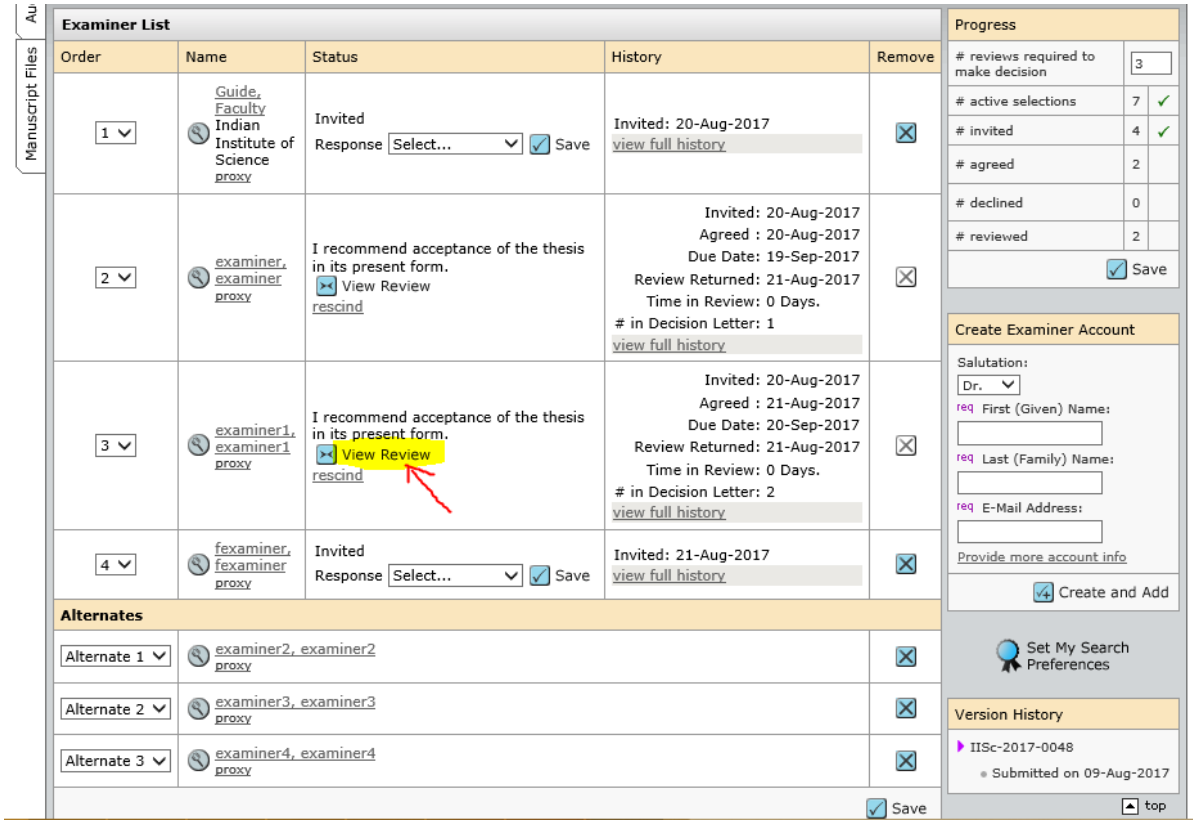


Figure 10: Examiner List Screen

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.

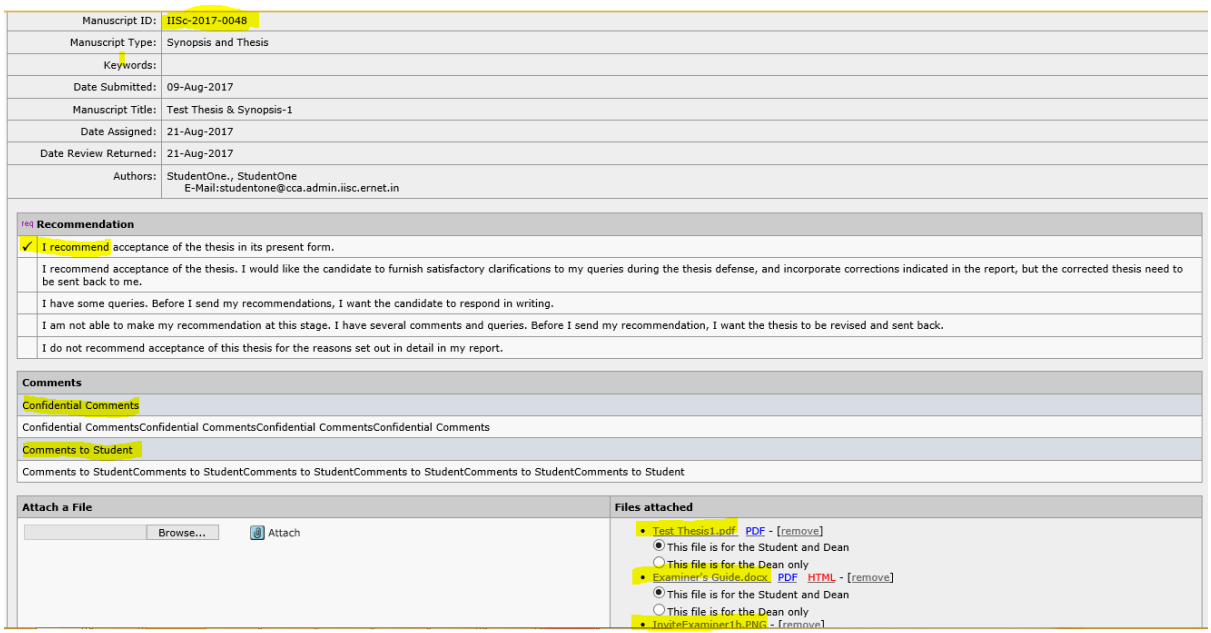


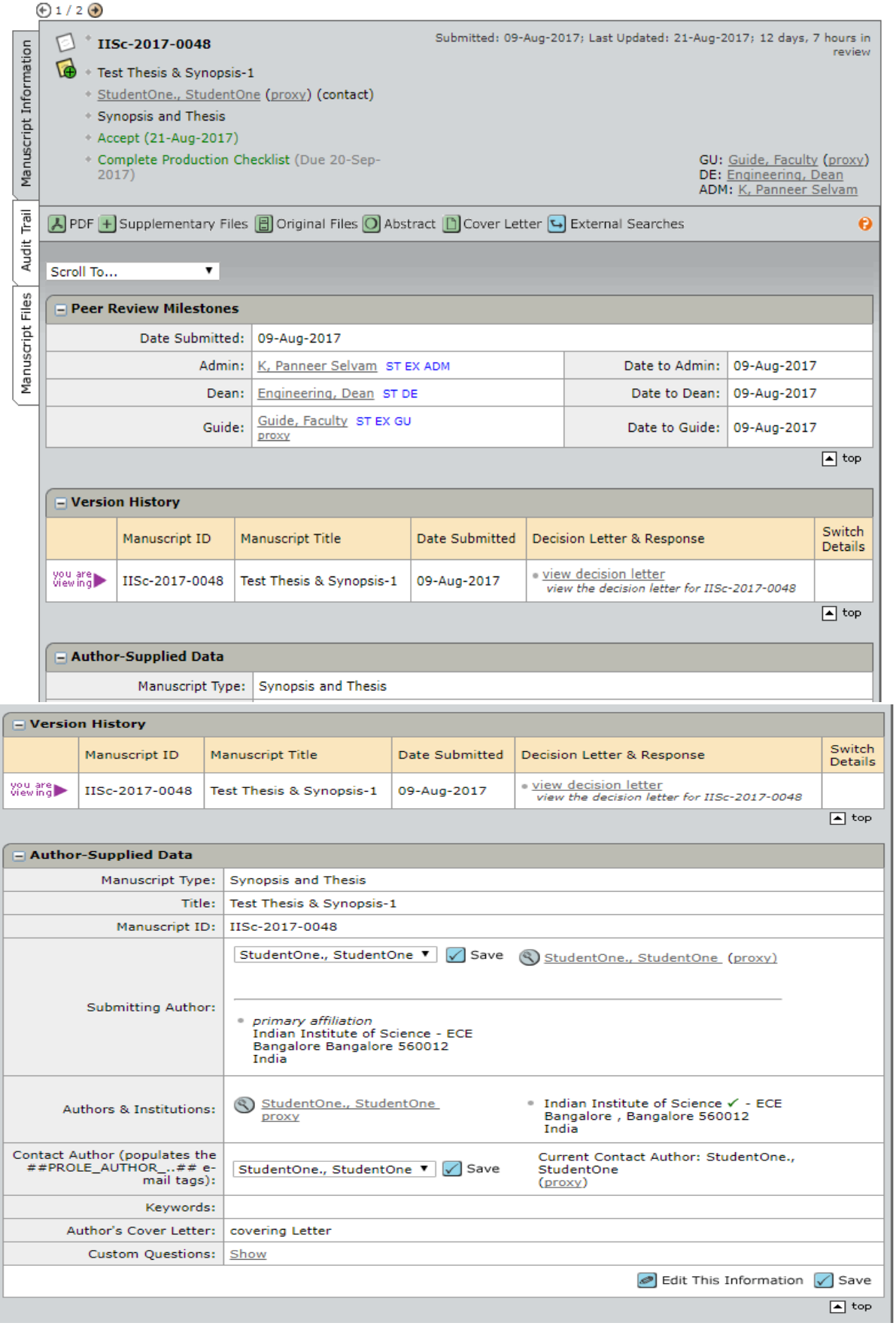
Figure 11:

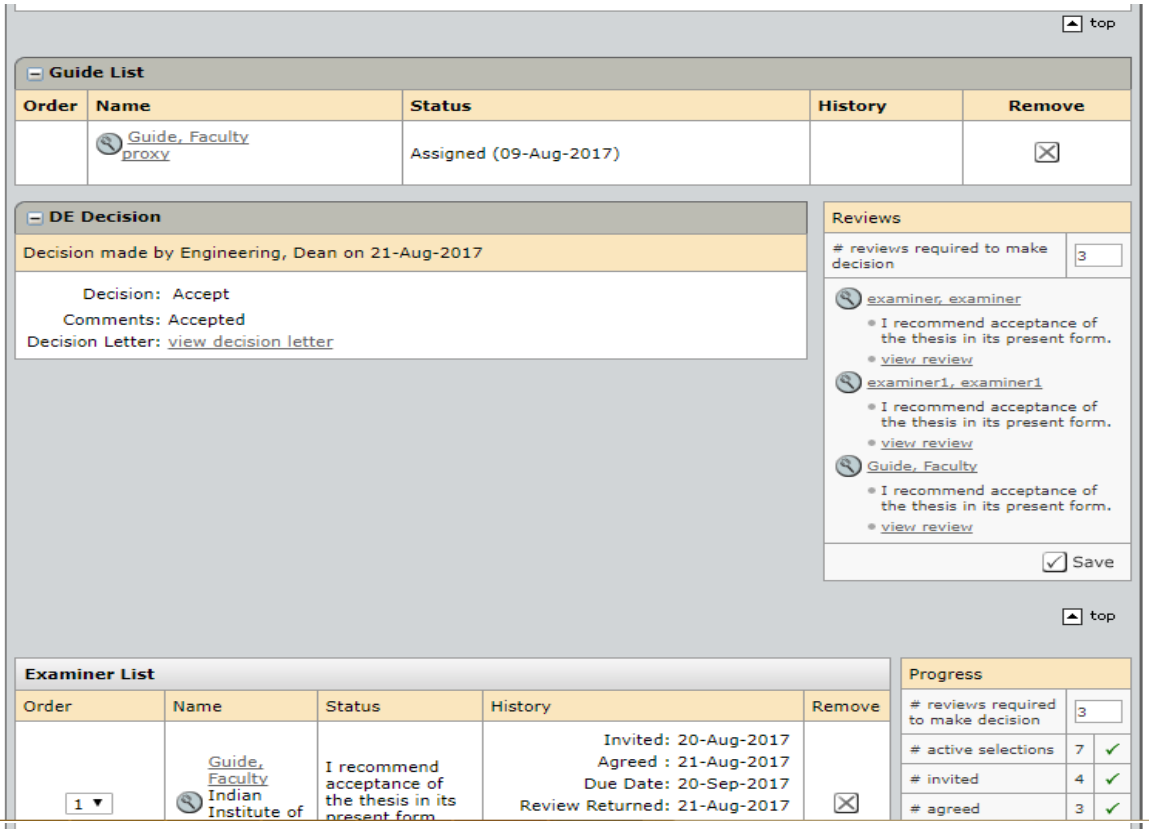
The following information are accessible: -

- 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)


1 / 2
Manuscript Information
Audit Trail
Manuscript Files
IISc-2017-0048
Submitted: 09-Aug-2017; Last Updated: 21-Aug-2017; 12 days, 7 hours in review
Test Thesis & Synopsis-1
StudentOne., StudentOne (proxy) (contact)
Synopsis and Thesis
Accept (21-Aug-2017)
Complete Production Checklist (Due 20-Sep-2017)
GU: Guide, Faculty (proxy)
DE: Engineering, Dean
ADM: K, Panneer Selvam
PDF
Supplementary Files
Original Files
Abstract
Cover Letter
External Searches
Scroll To...
Peer Review Milestones
Date Submitted: 09-Aug-2017
Admin: K, Panneer Selvam ST EX ADM
Date to Admin: 09-Aug-2017
Dean: Engineering, Dean ST DE
Date to Dean: 09-Aug-2017
Guide: Guide, Faculty ST EX GU proxy
Date to Guide: 09-Aug-2017
top
Version History
Manuscript ID
Manuscript Title
Date Submitted
Decision Letter & Response
Switch Details
you are viewing
IISc-2017-0048
Test Thesis & Synopsis-1
09-Aug-2017
view decision letter
view the decision letter for IISc-2017-0048
top
Author-Supplied Data
Manuscript Type: Synopsis and Thesis
Version History
Manuscript ID
Manuscript Title
Date Submitted
Decision Letter & Response
Switch Details
you are viewing
IISc-2017-0048
Test Thesis & Synopsis-1
09-Aug-2017
view decision letter
view the decision letter for IISc-2017-0048
top
Author-Supplied Data
Manuscript Type: Synopsis and Thesis
Title: Test Thesis & Synopsis-1
Manuscript ID: IISc-2017-0048
Submitting Author: StudentOne., StudentOne Save StudentOne., StudentOne (proxy)
primary affiliation
Indian Institute of Science - ECE
Bangalore Bangalore 560012
India
Authors & Institutions: StudentOne., StudentOne proxy
Indian Institute of Science ✓ - ECE
Bangalore , Bangalore 560012
India
Contact Author (populates the ##PROLE_AUTHOR_..## e-mail tags): StudentOne., StudentOne Save
Current Contact Author: StudentOne., StudentOne (proxy)
Keywords:
Author's Cover Letter: covering Letter
Custom Questions: Show
Edit This Information
Save
top


top

Guide List

Order	Name	Status	History	Remove
	Guide, Faculty proxy	Assigned (09-Aug-2017)		☒

DE Decision

Decision made by Engineering, Dean on 21-Aug-2017

Decision: Accept
Comments: Accepted
Decision Letter: view decision letter

Reviews

reviews required to make decision: 3

examiner, examiner
- I recommend acceptance of the thesis in its present form.
- view review

examiner1, examiner1
- I recommend acceptance of the thesis in its present form.
- view review

Guide, Faculty
- I recommend acceptance of the thesis in its present form.
- view review

Save

top

Examiner List

Order	Name	Status	History	Remove
1	Guide, Faculty Indian Institute of	I recommend acceptance of the thesis in its present form	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017	☒

Progress

# reviews required to make decision	3	
# active selections	7	✓
# invited	4	✓
# agreed	3	✓

top

Guide List

Order	Name	Status	History	Remove
	Guide, Faculty proxy	Assigned (09-Aug-2017)		☒

DE Decision

Decision made by Engineering, Dean on 21-Aug-2017

Decision: Accept
Comments: Accepted
Decision Letter: view decision letter

Reviews

reviews required to make decision: 3

examiner, examiner
- I recommend acceptance of the thesis in its present form.
- view review

examiner1, examiner1
- I recommend acceptance of the thesis in its present form.
- view review

Guide, Faculty
- I recommend acceptance of the thesis in its present form.
- view review

Save

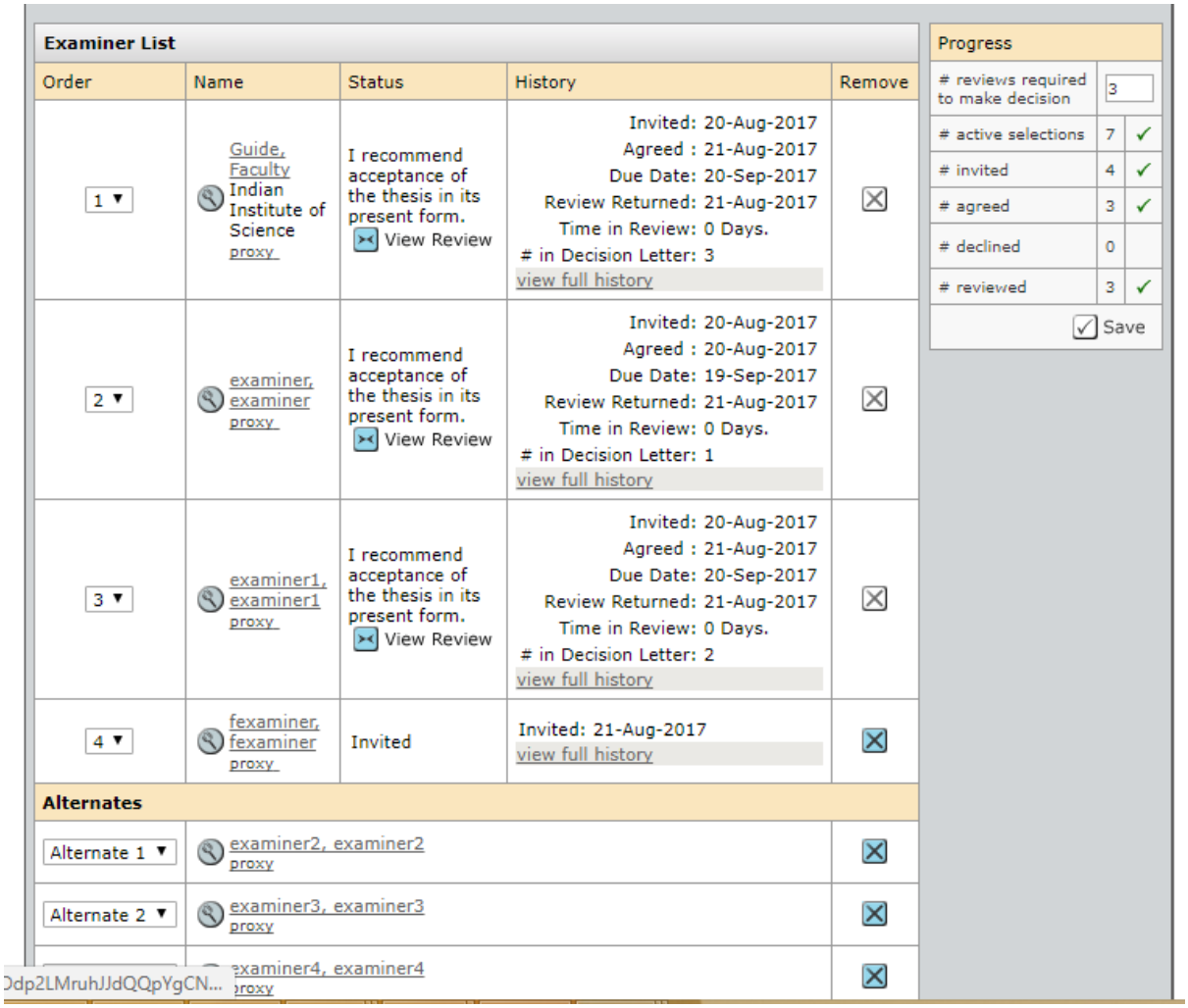
top

Examiner List

Order	Name	Status	History	Remove
1	Guide, Faculty Indian Institute of	I recommend acceptance of the thesis in its present form	Invited: 20-Aug-2017 Agreed : 21-Aug-2017 Due Date: 20-Sep-2017 Review Returned: 21-Aug-2017	☒

Progress

# reviews required to make decision	3	
# active selections	7	✓
# invited	4	✓
# agreed	3	✓



Examiner List

Order	Name	Status	History	Remove
1	Guide, Faculty Indian Institute of Science 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: 3 view full history	
2	examiner, 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	
3	examiner1, 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	
4	fexaminer, fexaminer proxy	Invited	Invited: 21-Aug-2017 view full history	
Alternates				
Alternate 1	examiner2, examiner2 proxy			
Alternate 2	examiner3, examiner3 proxy			
	examiner4, examiner4 proxy			

Progress		
# reviews required to make decision	3	
# active selections	7	✓
# invited	4	✓
# agreed	3	✓
# declined	0	
# reviewed	3	✓

Save

Figure 12:

This completes the Dean's workflow.