

IISc – Automated PhD Thesis Processing OnScholarOne Manuscripts [™]Platform

Examiner User Guide

Prepared By DIGITS IISc

Table of Contents

1.	Obj	ectives	3
2.	Ass	umptions/Pre-conditions and General Guidelines	3
3.	Еха	miner	3
	3.1	Pre-conditions and Assumptions	3
	3.2	Examiner receives mail invitation for Thesis Review	3
	3.3	Sample Invitation Mail	4
	3.4	Examiners Replying to Invitation Mail for Thesis Review	5
4.	The	sis Review - Examiner	6
	4.1	Examiner accessing all attached files (original)	7
	4.2	Examiner marking recommendations	7
	4.3	Examiner Attaching review comment files & submitting review comments	8

List of Figures

Figure 1: Sample Mail to Examiner	4
	5
Figure 3: Examiner Dashboard	6
- Figure 4: Review Screen	6
Figure 5:	7
Figure 6:	7
Figure 7:	8
Figure 8: Pop-Up Window	8



1. Objectives

The objective of this document is to explain the roles of Examiner and various activities, he/she needs to perform during the entire cycle of PhD Thesis Submission till its final approval. The Examiner reviews document submitted by student and gives his\her recommendations to accept as or suggests changes & modifications prior to acceptance.

2. Assumptions/Pre-conditions and General Guidelines

- Student has submitted Synopsis & Thesis together
- Academic Administrator has completed "Admin Checklist"
- Guide & Dean has been assigned by Academic Administrator
- Examiner has been Invited and Accepted Invitation to review

3. Examiner

3.1 Pre-conditions and Assumptions

- Student has submitted the thesis for review
- Examiner has been configured as one of the reviewer

3.2 Examiner receives mail invitation for Thesis Review

The examiner receives an *Invitation mail* from academic admin. The mail will contain links (*Agreed, Decline* and *Unavailable*) for examiners to mention their availability for review. Clicking on any link will automatically update the response in the ScholarOne tool.



3.3 Sample Invitation Mail

A sample mail invitation is shown in Figure 1.

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	Dear Dr. examiner.	
	Subject: Thesis Submission ID "IISc-2017-0048" entitled "Test Thesis & Synopsis-1"	
	submitted by Mr. StudentOne. Science for the award of the Ph D Degree of the	
	Institute.	
	I am sending this invitation email on behalf of the Senate of the Indian Institute	
	of Science, Bengaluru, Karnataka, India. It is our pleasure to extend an invitation based on your expertise in the area to evaluate the thesis of "StudentOne." for	
	possible award of the Pr. U. degree of the institute. To help you with the decision, we are attaching a copy of a synopsis of the thesis which provides a birds a using of the contributions of the work.	
	We eagerly hope that you would accept our invitation. On hearing from you about your	
	acceptance, the thesis (soft copy or hand copy or both based on your preference) will be sent to you. A copy of the guidelines on "Research Conferment Requirements"	
	containing the norms and procedures for evaluation is attached for your kind perusal. Your acceptance would immensely help our evaluation process if you could	
Folders	perusal. Your acceptance would immensely help our evaluation process if you could please respond to this invitation by email at the earliest preferably within two	
Last Refresh: Sun, 2:50 pm	days of the receipt of this email. You may take up to four weeks for sending us your evaluation report.	
(Check mail)	The Institute would be delighted to provide a token honoranium of Rs. 10000 to you.	
INBOX (3) Drafts	provide us with the details along with your current Address as under, or else, the	
Sent Trash (Burge)	Bank Details:	
masn (ruge)	Bank Name/Full Address:	
	Beneficiary Name and Address: Account Number:	
	Swift Code/Number: Bank Code: IBAN No/ IFSC Code:	
	We look forward to your response and to your acceptance of our invitation.	
	Thanking you and with warm regards,	
	Yours sincerely,	
	Joint Registran (Arademic)	
	acadadmin@cca.admin.iisc.ernet.in	
	To respond automatically, click below:	
	*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be	
	directed to a webpage to confirm. ***	
	Agreed: https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=bea9e17bd18b4b65b2a4377f6ee65bd6	
	Declined: https://wrod.manuscriptcaptcal.com/jjcc.phd/101_MASY-8170d13313f24c76600322fab0fc160a	
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	STUDENT: StudentOne., StudentOne	
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	Test Synopsis-1 docx 19 k [application/octet-stream] Attached standard file: Test Synopsis-1.docx	Download
	Figure 1: Sample Mail to Examiner	



3.4 Examiners Replying to Invitation Mail for Thesis Review

The Examiner reads the synopsis attached and can mention their availability for reviewusing the link received in the invitation mail.

Possible link options are:

- 1) Agreed: Accepts and available for review
- 2) Declined: Not interested and unavailable for review
- 3) Unavailable: Unavailable during that specific period

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Log In							
Please Confirm Your Response							
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Your Response: <mark>Agreed</mark>							
Cancel I Confirm This Res	ponse>						
X							
Figure 2:							

If examiner agrees to review afterstudying the synopsis, examiner receives an acknowledgement mail (Thankyou) containing thesis link with full access to view all the files and attachments.



4. Thesis Review - Examiner

The examiner can loginto ScholarOne tool using the credentials and access examiner's dashboard as shown in Figure 3.

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Figure 3: Examiner Dashboard

1 Select the **Continue Review**option from the **Action** drop down list. The review screen appears as shown in Figure 4.

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				Figu	ure 4: Revie	w Screen			



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		I do not recommend acceptance of this the	sis for the reasons set out in detail in my

Figure 5:

4.2 Examiner marking recommendations

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				Figure	6:			



4.3 Examiner Attaching review comment files & submitting review comments

After thorough review of all the files, examiner adds the recommendations, and comments to the dean (optionally can attach a file by dragging and dropping into the space provided) and submits the review by clicking the **Submit Review** button.

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Figure 7:

The examiner confirms to submit the review by clicking on **Yes, Submit Review** button as shown in Figure 8.

A Submit Review?	×
Are You Ready to Submit this Review	?
≮ No, Go Back	Yes, Submit Review >

Figure 8: Pop-Up Window

Examiner job ends here (If examiner accepts without asking for any modifications to the submission).

Note: - Post review submission by three examiners, Dean is notified with a mail to make the decision.

