



**IISc – Automated PhD Thesis Processing
On **ScholarOne Manuscripts™** Platform**

Examiner User Guide

**Prepared By
DIGITS IISc**

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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.

Current Folder: INBOX

Subject: IISc - Thesis Processing: Invitation to Review

From: "IISc - Thesis workflow" <onbehalfof+acadadmin+cca.admin.iisc.ernet.in@manuscriptcentral.com>

Date: Sun, August 20, 2017 2:47 pm

To: examiner@cca.admin.iisc.ernet.in

Priority: Normal

Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

CONFIDENTIAL

20-Aug-2017

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 Ph. D. degree of the Institute. To help you with the decision, we are attaching a copy of a synopsis of the thesis which provides a bird's eye view 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 hard 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 please respond to this invitation by email at the earliest preferably within two days of the receipt of this email. You may take up to four weeks for sending us your evaluation report.

The Institute would be delighted to provide a token honorarium of Rs. 10000 to you. The amount can be transferred to your bank account through wire transfer if you provide us with the details along with your current Address as under, or else, the honorarium will be sent to your address through a banker's cheque.

Bank Details:

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 Registrar (Academic)
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=8aa9e17bd18b4b65b2a4377f6ee65bd6

Declined:
https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8170d13313f24c76b09322feb9fc169e

Unavailable:
https://mc04.manuscriptcentral.com/iisc_phd?URL_MASK=8be1e54e173c4b3695bb0e7bf8b04369

SUBMISSION DETAILS

TITLE: Test Thesis & Synopsis-1

STUDENT: StudentOne., StudentOne

ABSTRACT: Abstract: Test Thesis & Synopsis-1

This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

Attachments:

| | | | | |
|---|------|------------------------------|---|--------------------------|
| * Research-Conferment-Requirements-1--4.pdf | 38 k | [application/octet-stream] | Attached standard file: * Research-Conferment-Requirements-1--4.pdf | Download |
| Test Synopsis-1.docx | 19 k | [application/octet-stream] | Attached standard file: Test Synopsis-1.docx | Download |

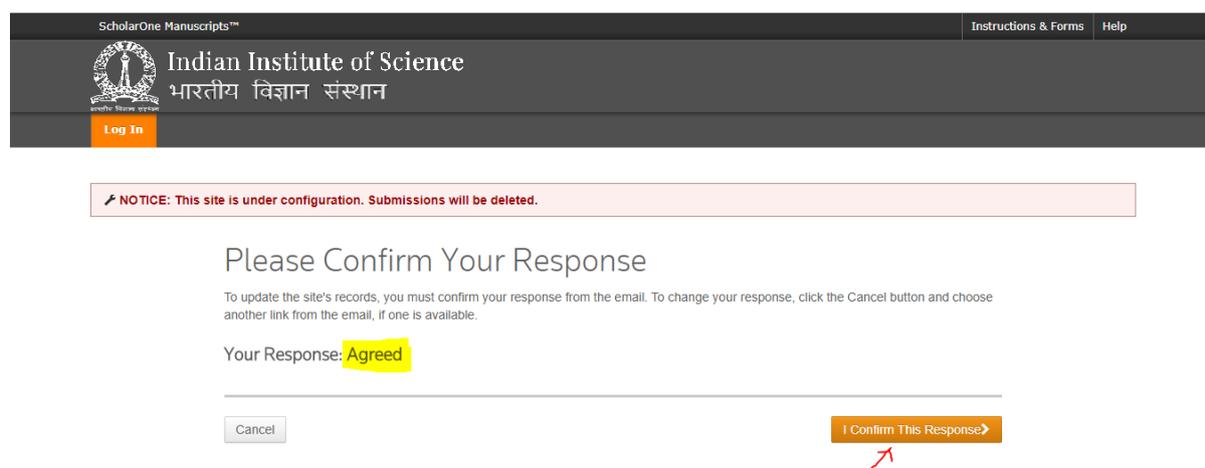
Figure 1: Sample Mail to Examiner

3.4 Examiners Replying to Invitation Mail for Thesis Review

The Examiner reads the synopsis attached and can mention their availability for reviewing 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



The screenshot shows the top navigation bar with 'ScholarOne Manuscripts™', 'Instructions & Forms', and 'Help'. Below this is the IISc logo and name in English and Hindi, with a 'Log In' button. A red notification bar states: 'NOTICE: This site is under configuration. Submissions will be deleted.' The main content area is titled 'Please Confirm Your Response' and includes instructions: 'To update the site's records, you must confirm your response from the email. To change your response, click the Cancel button and choose another link from the email, if one is available.' Below this, the text 'Your Response: Agreed' is displayed, with 'Agreed' highlighted in yellow. At the bottom, there are two buttons: a grey 'Cancel' button and an orange 'I Confirm This Response' button with a right-pointing arrow. A red arrow points to the 'I Confirm This Response' button.

Figure 2:

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

4. Thesis Review - Examiner

The examiner can log into ScholarOne tool using the credentials and access examiner’s dashboard as shown in Figure 3.

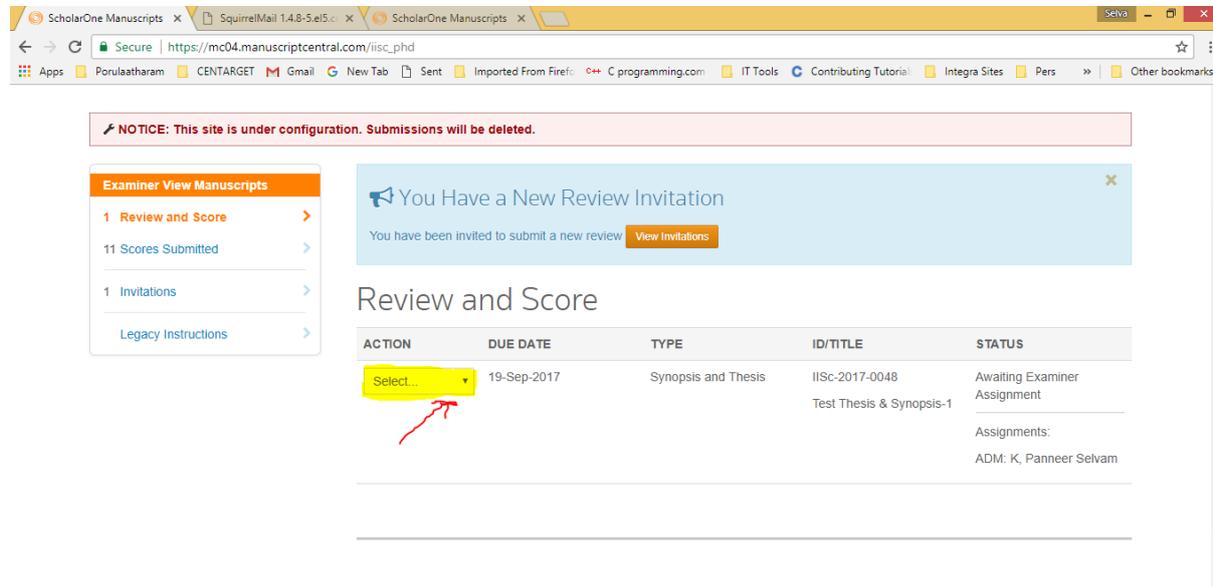


Figure 3: Examiner Dashboard

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

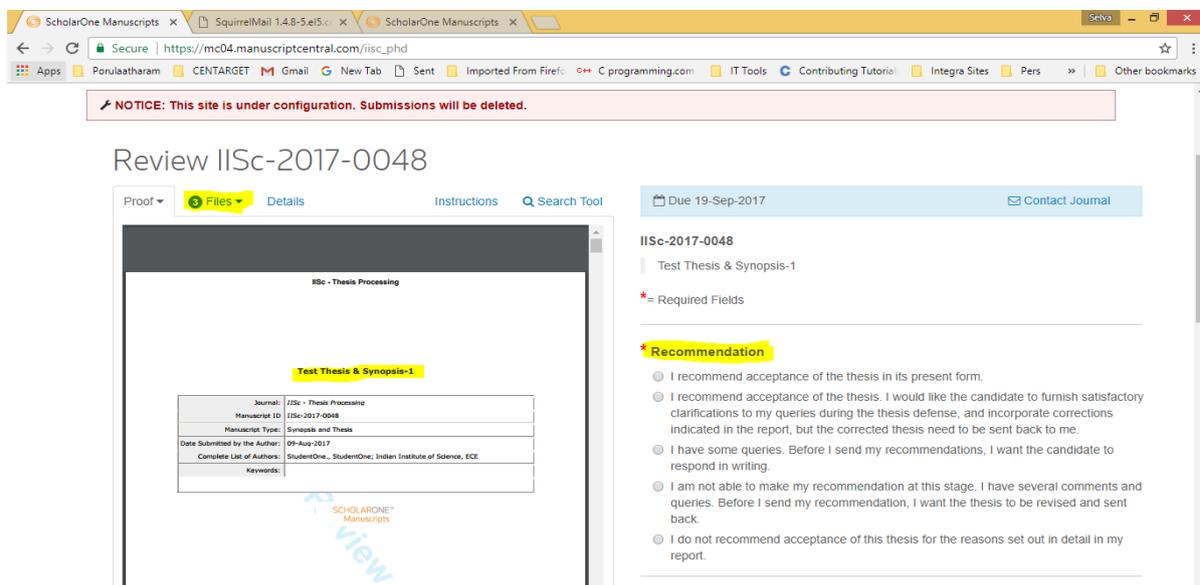


Figure 4: Review Screen

4.1 Examiner accessing all attached files (original)

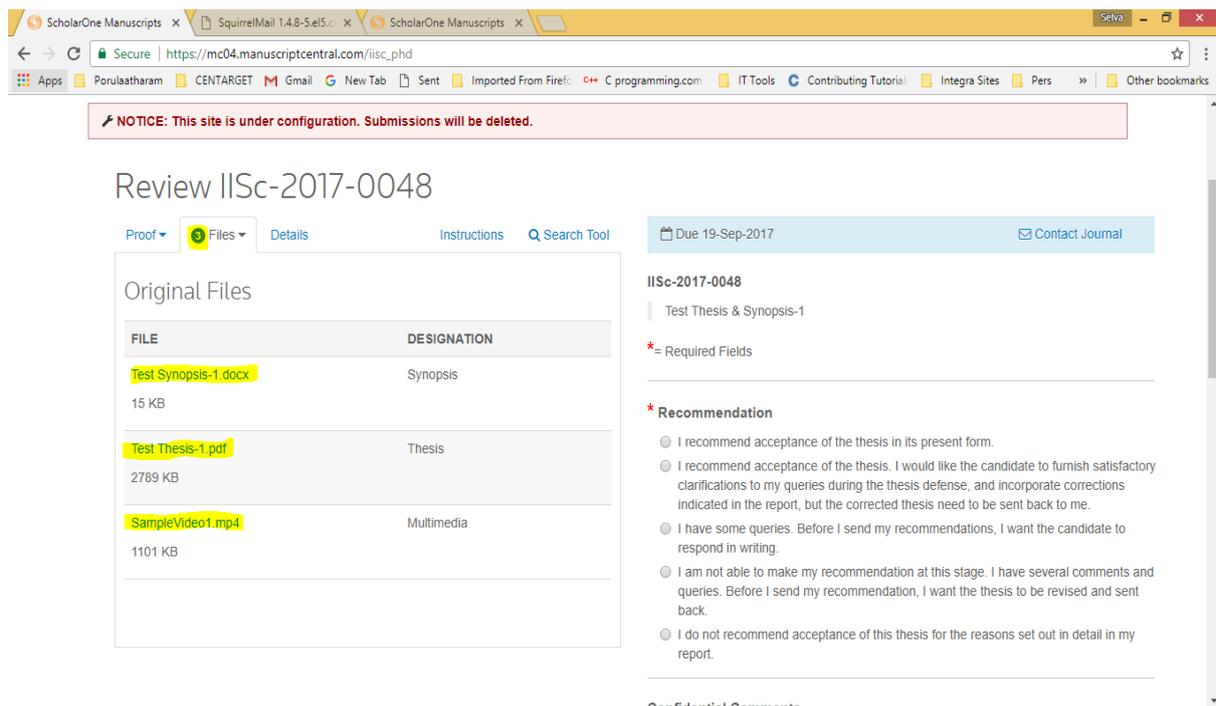


Figure 5:

4.2 Examiner marking recommendations

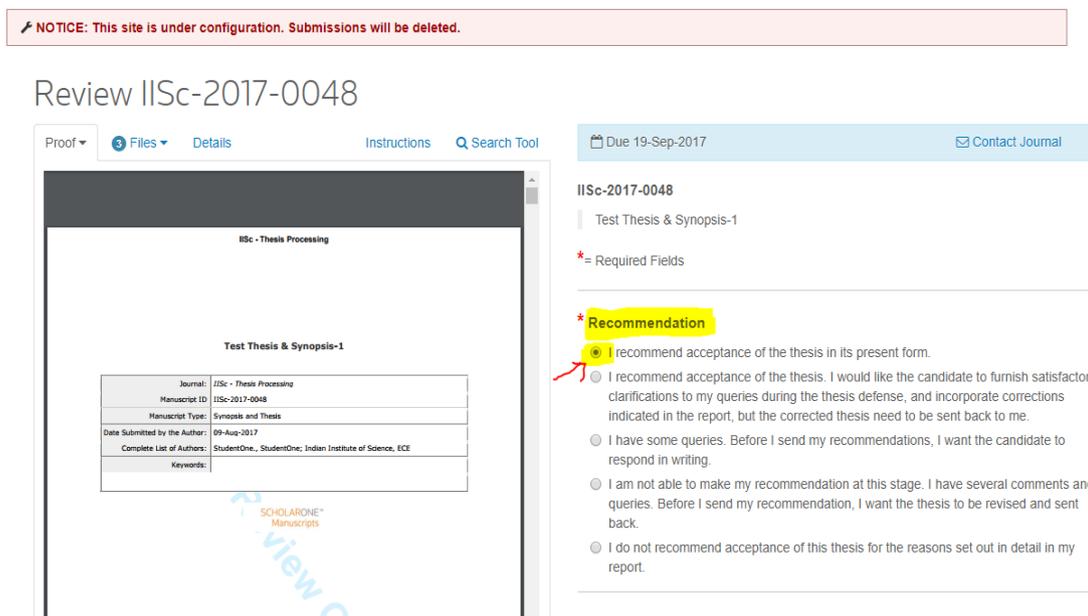


Figure 6:

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.

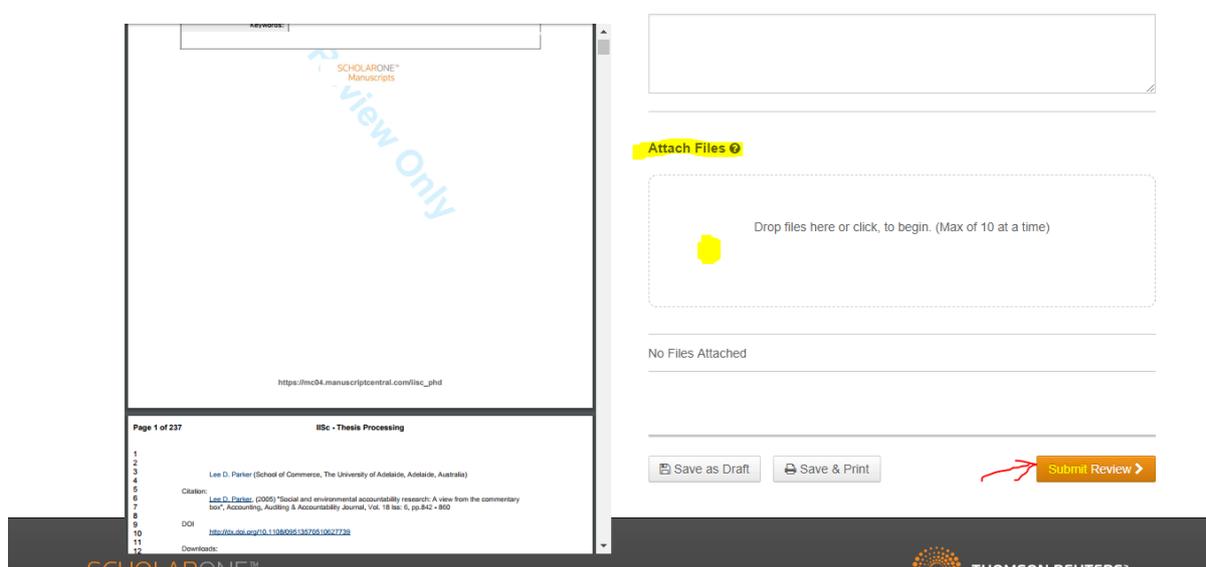


Figure 7:

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

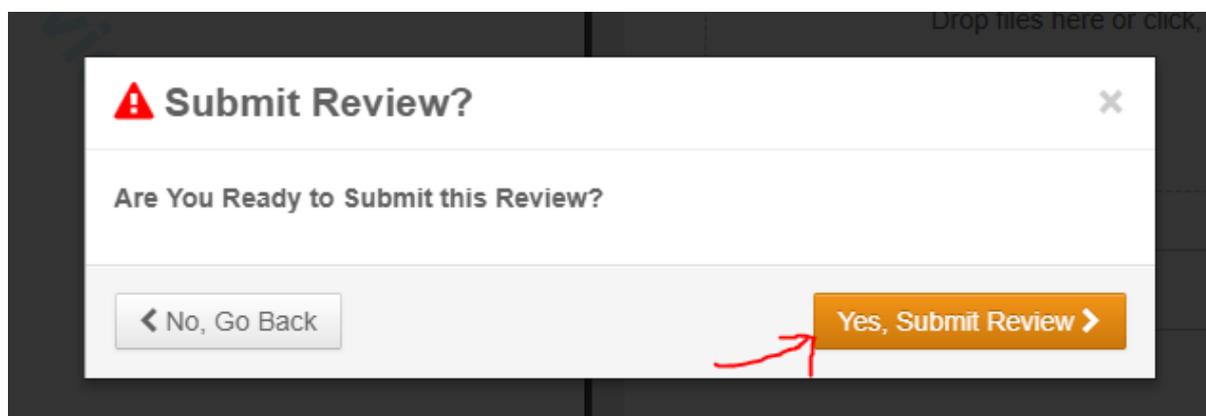


Figure 8: Pop-Up Window

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.