

Processing personal data for doctoral students in the UG doctoral schools

- A doctoral student shall submit a request for authorisation to process personal data to the doctoral school's office via e-mail. The request will specify the type and purpose of the authorisation needed. On behalf of the doctoral students of a given doctoral school, a group request may also be submitted by the Director of the Doctoral School.
- Typically, doctoral students need access to the Teacher's Platform in order to organise and account for teaching, and to the Learning Platform for e-learning.
- The above-mentioned rights only apply to doctoral students who teach independently as part of an internship programme of a given school. Therefore, it applies to the second-year doctoral students (in the first year of education, doctoral students participate in the teaching by assisting, but not teaching courses independently).
- In particularly justified cases, first-year doctoral students may be authorised to conduct classes if they have been granted permission to teach independently.
- Upon receipt of a request for an application, a doctoral school's officer generates the appropriate applications for a doctoral student in the ODO electronic application system.
- Once authorised, a doctoral student will be informed that this procedure has been completed and will be given his/her employee number by a doctoral school's officer.
- Login to the Teacher's Platform is done using the employee number and current Student's Platform password.
- Permissions are granted for an academic year, so until 30th September of a particular year.
- In the event that other permissions are required, a doctoral student shall make a request to a doctoral school's officer, who will confirm the need for the request and, if appropriate, carry out the above-mentioned permission procedure.
- If necessary, during the academic year, a doctoral student may check the status of his/her permissions, including the type and expiry date of permissions.
- In justified cases, the administrative officer of the Faculty, where a doctoral student carries out research and teaches, may submit a request for an application or contact the doctoral school's office to confirm the doctoral student's rights.