



ATENEA PhD functions for doctoral students

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1. Scope of the document

This document contains information on the functions that are available to doctoral students in the ATENEA PhD platform.

2. Area for doctoral students

The area for doctoral students in the ATENEA PhD platform includes the functions shown below.

Research plan



Research Plan

Upload the final version of the research plan so that the examiners can download it before the presentation and assess it. The files uploaded here can be modified as many times as necessary until the supervisor has validated the submission or until the deadline.


Files submitted: 0

Submission deadline: Sunday, 30 December 2018

Required actions: It is required to give authorization to the student


The **research plan** function enables you to submit the research plan so that your supervisor can validate it.

PhD activity report / DAD



The **doctoral student activity report (DAD)** function allows the activities submitted by the doctoral student in the UPC's DRAC system to be consulted. A snapshot of the report can be generated.

Thesis Submission



Thesis deposit

Upload the final version of the thesis deposit so that the examiners can download it before the presentation and assess it. The files uploaded here can be modified as many times as necessary until the supervisor has validated the submission or until the deadline.

Files submitted: 0

The **thesis deposit** function is similar to the **research plan** function. It allows you to submit the final version of your thesis.

3. Research plan / Thesis deposit

3.1. Features of the functions

The two functions are practically identical, except for the features shown below.

	Submission period	Authorisation of the supervisor	Version system	Grace period
Research plan	✓	✓		✓
Thesis deposit			✓	

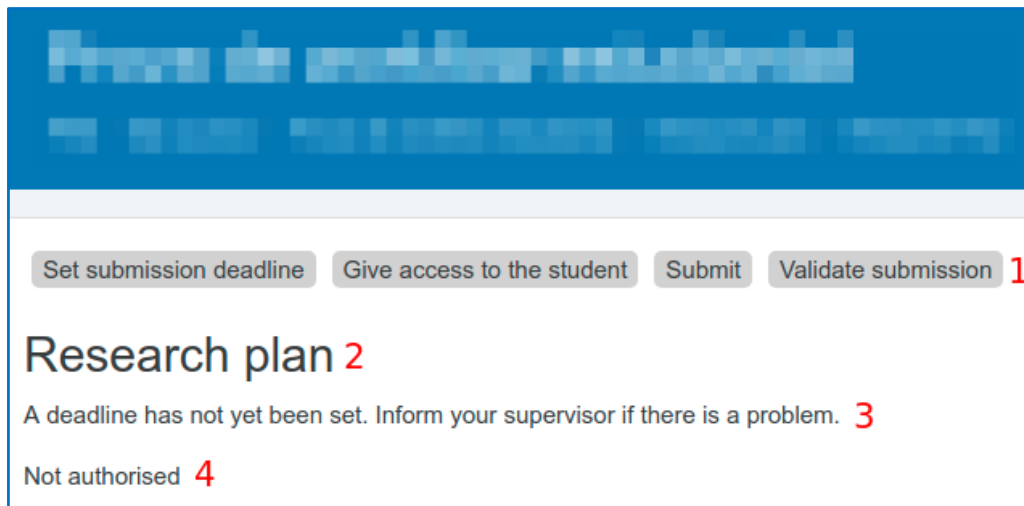
- The **research plan** has a submission period during which the doctoral student must hand in the files.
- The **research plan** requires the supervisor to authorise the submission of files.
- The **thesis deposit** has a version system.
- The **research plan** has the option of giving a grace period if a mark of Fail is awarded.

Submissions in each function are described in the next section. The sections given the name of a function are only applicable to the function mentioned.

3.2. Research plan: authorising the submission

The thesis supervisor must authorise the submission of the research plan, which must be submitted in the submission period set by the person managing the doctoral programme.

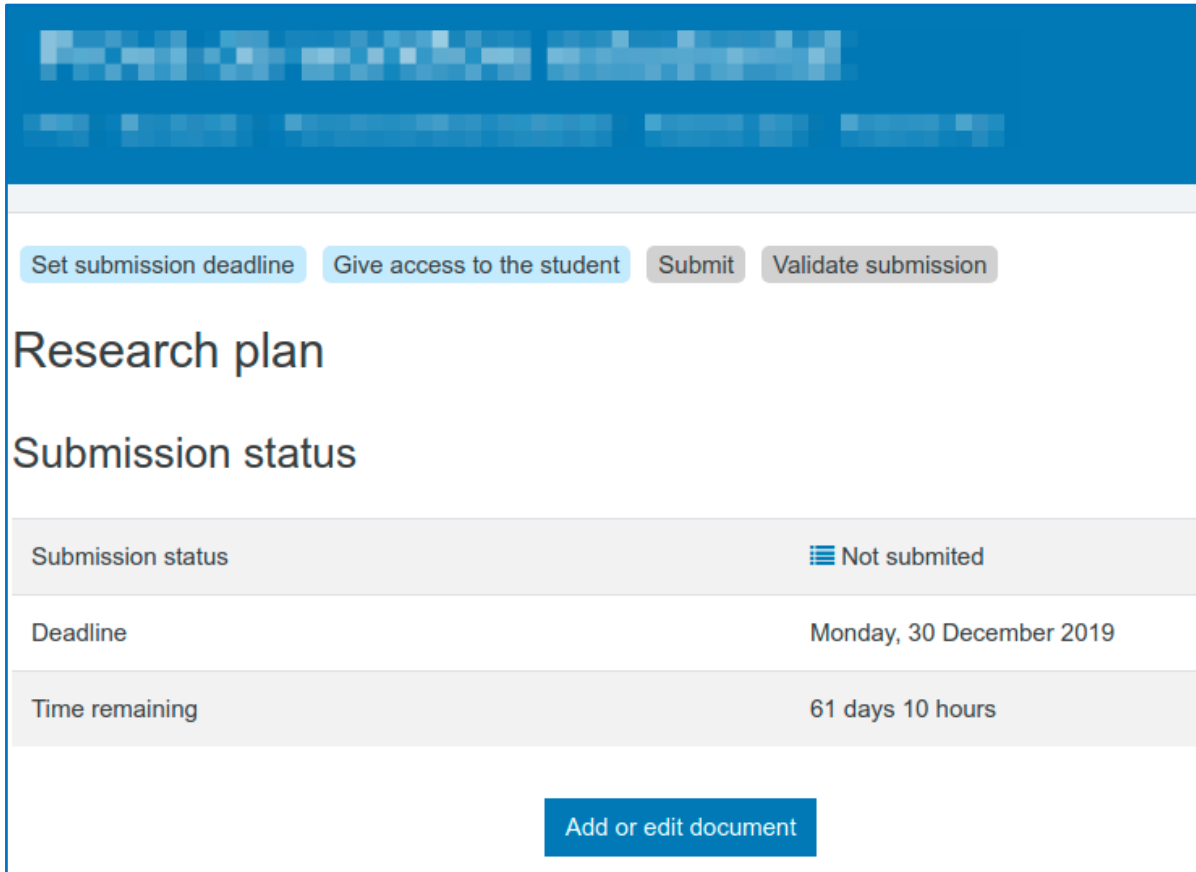
When the doctoral student accesses the function for the first time, the submission has not been authorised by the supervisor and the submission period is not current, the view is the following.



1. **Workflow:** each section represents a step in the process. Completed steps are marked in blue.
2. **Title**
3. **Deadline warning:** this message only appears when the submission period has not been set. It does not apply to the thesis deposit.
4. **Authorisation warning:** the doctoral student has not yet been authorised by the supervisor.

3.3. Submission

Once the submission has been authorised, the research plan view is the following.



The screenshot displays a web interface for managing a submission. At the top, there is a blue header bar. Below it, a navigation bar contains four buttons: "Set submission deadline", "Give access to the student", "Submit", and "Validate submission". The main content area is titled "Research plan" and "Submission status". A table shows the current submission status as "Not submitted", the deadline as "Monday, 30 December 2019", and the time remaining as "61 days 10 hours". At the bottom of the table, there is a blue button labeled "Add or edit document".

Submission status	Not submitted
Deadline	Monday, 30 December 2019
Time remaining	61 days 10 hours

Three items are shown.

- **Submission status.** There are three possible statuses: Not submitted, Not validated and Validated.
- **Deadline.** If there is one, the deadline is the last day on which it is possible to submit the documents.
- **Time remaining.** This shows the time remaining until the deadline, if there is one.

The case of the thesis deposit is the same, but without dates.

At the bottom of the page, the “Add or edit document” button allows documents to be uploaded. If you click on the button, you will be redirected to the following page:


Set submission deadline
Give access to the student
Submit
Validate submission

Research plan

Research plan submission

Maximum size for new files: 200MB, maximum attachments: 10

Files
Grid List



You can drag and drop files here to add them.
or use one of the [synchronized repositories](#)

IMPORTANT NOTICE: Before uploading any material, read the [document](#) for publication of materials in ATENEA.

Save changes
Cancel

On this page, a maximum of 10 files and a total file size of 200 MB can be uploaded per user. Once you have attached the documents, if you click on the “Save changes” button the files are saved on the platform. This will redirect you to the previous page, where the comment on the status of the submission will have changed and you will be able to see the documents you have uploaded.

Set submission deadline
Give access to the student
Submit
Validate submission

Research plan

Submission status

Submission status	Submitted
Deadline	Monday, 30 December 2019
Time remaining	61 days 9 hours
Last modified	Wednesday, 30 October 2019
File submission	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: #90EE90; margin-right: 5px;"></div> <div style="width: 100px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="width: 20px; height: 10px; background-color: #FF6347; margin-right: 5px;"></div> <div style="width: 100px; height: 10px; background-color: #ADD8E6; margin-right: 5px;"></div> </div>

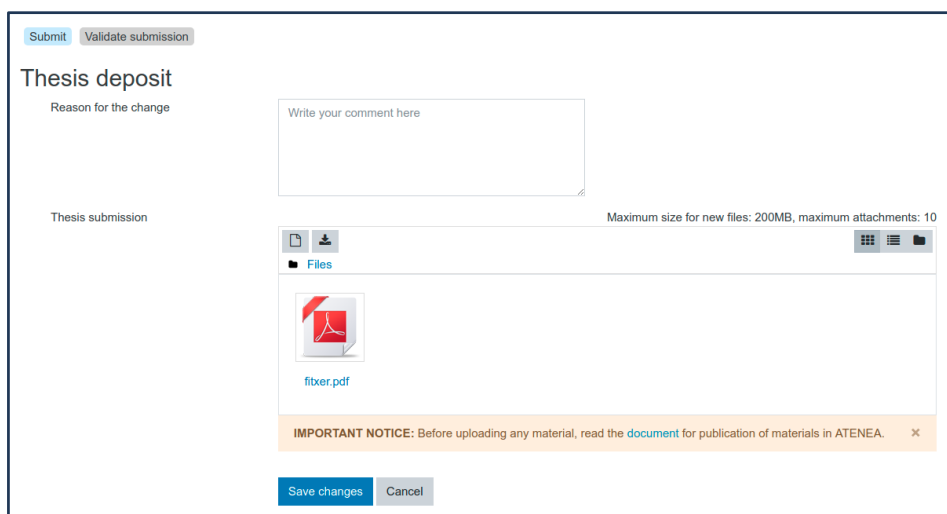
Add or edit document

The supervisor will now be able to open and validate the documents.

As long as the supervisor has not validated the submission, you can make changes by going back to the submission page.

3.4. Thesis deposit: version control

In the case of the thesis deposit, changes to files can be justified by adding a comment on the change. To do so, go to the submission page again (“Add or edit document” button).



Submit Validate submission

Thesis deposit

Reason for the change

Write your comment here

Thesis submission

Maximum size for new files: 200MB, maximum attachments: 10

Files

fixer.pdf

IMPORTANT NOTICE: Before uploading any material, read the [document](#) for publication of materials in ATENEA. x

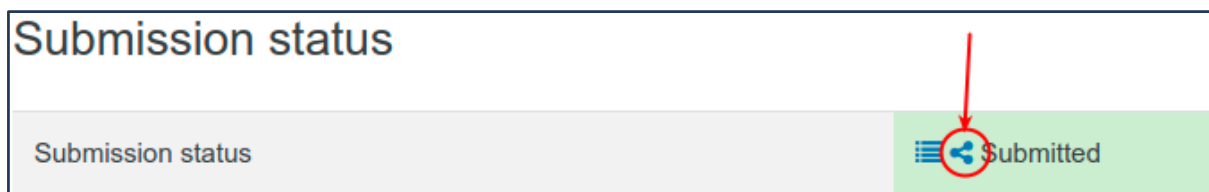
Save changes Cancel

Here you can change, delete or add files to the thesis deposit and add a comment on the reason for a change.

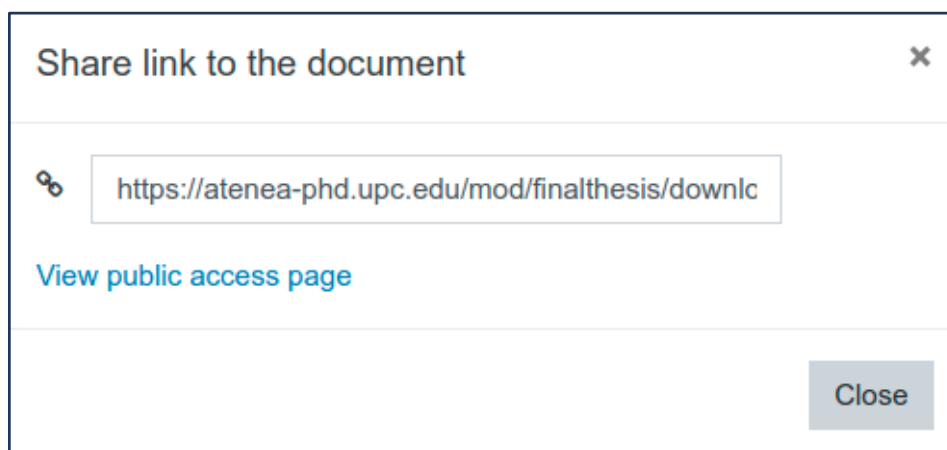
Once you have made all the changes you need to make, click “Save changes” to save them.

3.5. Thesis deposit: sharing the submission

Once you have deposited the files that make up the thesis, a link appears that can be used to share the files with staff external to the UPC.



If you click on this icon, a pop-up window appears with a link that you can copy and send to an external colleague. UPC credentials are not needed to use the link.




3.6. Validated submission

Until the supervisor validates the uploaded documents, files can be added, deleted or modified. Once they have been validated, the button to add or edit the documents disappears and the status of the submission changes to "Validated".

Set submission deadline Give access to the student Submit Validate submission

Research plan

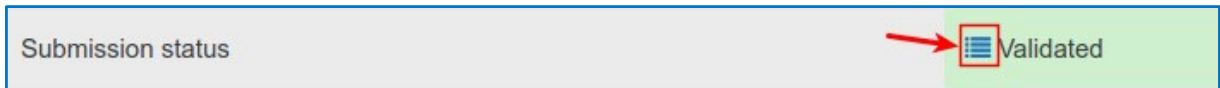
Submission status

Submission status	Validated
Deadline	Monday, 30 December 2019
Time remaining	61 days 9 hours
Last modified	Wednesday, 30 October 2019
File submission	

When supervisors validate the submission, they can also add files for the doctoral student, which are shown at the bottom of the screen, where it says "Additional files for the student".

3.7. Register of actions taken

Once the doctoral student has been authorised, a register of the actions taken can be consulted. To see this register, click on the icon that is always visible next to the submission status.

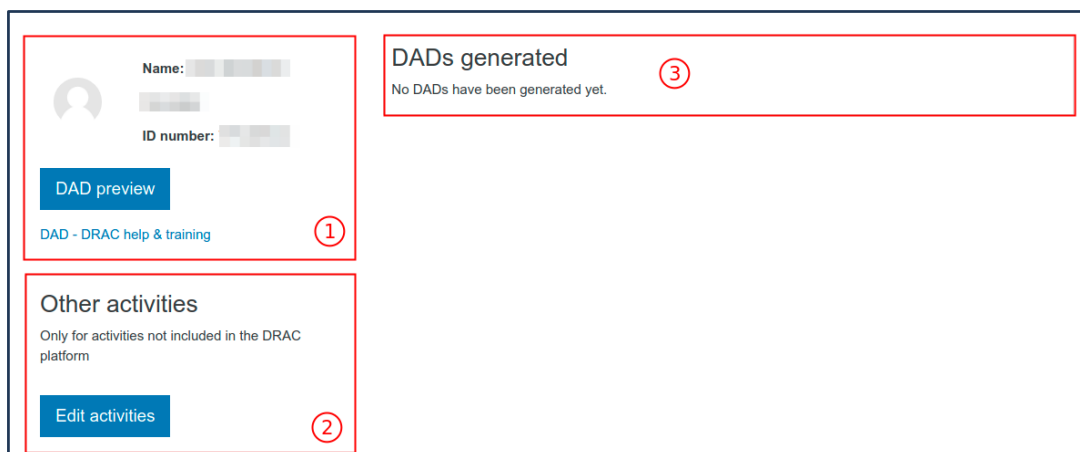


A window opens showing all the actions taken, a short description, the date and the user ID for each one.

4. Doctoral student activity report

4.1. Home page

The DAD home page in ATENEA PhD is shown below.



It contains the following sections.

- 1. Information on the doctoral student.** This section contains:
 - **Information on the doctoral student**, such as their full name and DNI/NIF or other ID.
 - **The DAD preview button** (see Section 4.2), which displays the DAD view, including all the activities in the DRAC platform that refer to the doctoral student.
- 2. Other activities**, for activities that cannot be uploaded to DRAC of which you want to keep a record. If you click on “Edit activities”, you can add, edit or delete the activities.
- 3. DADs generated** (see Section 4.3). Here you can see a block for each academic year that shows the annual assessment by the academic committee and the items assessed, i.e. the DAD, other activities and, if applicable, the research plan.

4.2. DAD view

The DAD view shows the data relating to the doctoral student: the name of the doctoral program and the name of the doctoral student.

IMPORTANT: Currently the title of the thesis and additional information about its participants (supervisors, tutors, etc.) are blank and are expected to appear in an improved version of the ATENEA PhD platform next academic year.

[Back](#) [PDF Preview](#) [Refresh DAD preview](#)

DOCTORAL STUDENT ACTIVITY REPORT (doctoral candidates under RD 99/2011)

Details of the doctoral student

First name and surnames:

Doctoral programme:

Title of the thesis:

Details of the thesis supervisor

First name and surnames:

Details of the thesis co-supervisor (if applicable)

First name and surnames:

Details of the tutor (if applicable)

First name and surnames:

Doctoral programme coordinator

First name and surnames:

Activities in the DRAC platform are shown below this information.

Activities

Stays at other universities or research centres or resulting from an agreement (co-supervisor, mobility, Erasmus Mundus, etc.)

Name of the university or research centre: [REDACTED]

City and country: [REDACTED]

Aim of the stay: Research, Vaig participar en un experiment

Start date: 01/11/2018

End date: 30/11/2018

Duration: 00.01.00 hours

Presentations at conferences

Authors: [REDACTED]

Title of the presentation: [REDACTED]

Name of the conference: [REDACTED]

Format (poster/oral communication): RDC

City and country:

Date: 01/2018

Three buttons can be seen at the top of the page.

- **Back:** takes the user back to the main DAD page.
- **PDF preview:** generates the DAD in PDF, which allows the user to view the file with greater ease and download it if desired.
- **Refresh DAD preview:** to prevent the platform from having to load large amounts of data, the DRAC data consulted are cached for 24 hours. This button allows users to consult the DRAC data when a later update is not reflected on the page.

4.3. DADs generated

Once at least one DAD has been generated, it will appear on the activity's main page.

The screenshot displays the 'DADs generated' interface. It is divided into two main sections: '2nd-year DAD' and '1st-year DAD'. Each section contains a 'Download the DAD' button, a list of 'Other activities' (with PDF icons and filenames), and a 'Research plan' (with a PDF icon and filename). The '2nd-year DAD' section also shows two assessment entries: one with a 'FAIL' status and a comment 'Here goes the comment' (dated 2019-10-08 12:30:42), and another with a 'PASS' status (dated 2019-10-24 11:03:07). The '1st-year DAD' section shows one assessment entry with a 'PASS' status and a comment 'Here goes the comment' (dated 2019-10-08 12:30:02). Red boxes and numbers 1 through 4 highlight specific elements: 1 points to the 'Download the DAD' button, 2 points to the 'Other activities' list, 3 points to the 'Research plan' file, and 4 points to the 'FAIL' assessment entry.

1. **Title of the DAD generated and button to download it.**
1. **Other activities** uploaded by the doctoral student when the DAD was generated.
2. **Files of the research plan** uploaded by the doctoral student when the DAD was generated. These files are from the research plan function.
3. **Assessments** of the DAD that show, in this order: role, name of the person, date of the assessment, Fail/Pass and comments. Comments are optional if the DAD has been passed and compulsory if it has been failed.