ATENEA PhD functions for doctoral students

Version 1.6, 30 October 2019
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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.

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

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.

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.

<table>
<thead>
<tr>
<th></th>
<th>Submission period</th>
<th>Authorisation of the supervisor</th>
<th>Version system</th>
<th>Grace period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research plan</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Thesis deposit</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

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:
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.
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).

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

One 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".

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 all the information on the doctoral programme, including the name of the programme, the name of the doctoral student, the title of the thesis and information on those who are involved (supervisors, tutors, etc.).

![DAD View Screenshot](image-url)

<table>
<thead>
<tr>
<th>Details of the doctoral student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and surnames:</td>
</tr>
<tr>
<td>Doctoral programme:</td>
</tr>
<tr>
<td>Title of the thesis:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the thesis supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and surnames:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the thesis co-supervisor (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and surnames:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the tutor (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and surnames:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctoral programme coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name and surnames:</td>
</tr>
</tbody>
</table>
Activities in the DRAC platform are shown below this information.

| Name of the university or research centre: |
| City and country: |
| 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: |
| Title of the presentation: |
| Name of the conference: |
| 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.

1. **Title of the DAD generated and button to download it.**
2. **Other activities** uploaded by the doctoral student when the DAD was generated.
3. **Files of the research plan** uploaded by the doctoral student when the DAD was generated. These files are from the research plan function.
4. **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.