Research Student

1. Log in

You use the same log in as to the other university systems. ***If you are an external user, i.e. if you not are employed at Mid Sweden University you should use the "Log in as administrator" button.***

2. Start page

When you have logged in to the Research Database (RDB) you will see the start page as shown above. ***The first time you log in a user account will be created for you. You will probably not see the start page as shown above the first time. If not, log out and contact olle.nilsson@miun.se who will update your user with the necessary user rights. You will receive an e-mail when you can log in again and start to use the RDB.***

1. In the upper field you can see your name, e-mail address, and which user role that is active. You should use the role "Student". If another role than "Student" is shown in "Logged in as:" , click on "Change" and choose the role "-all roles".

2. If you click on "Show my profile in the public web" you can see what is shown at Mid Sweden University's public web site. You can also make changes in your profile by clicking on "Edit my profile".

3. In the field to the right you will find a link to DiVA where all publications should be published. *Note that it could take some days from the publishing to the publication will be visible in the RDB.*

4. If you click on "List all" under "Publications" you will see all your publications. You can sort the list by clicking on "Published year", and they will be shown in chronological order, or by clicking on "Type" and they will be sorted by category. You can also find a link to DiVA even here.

5. In the field "Activities" you can register new activities by clicking on "Add new" or list all already registered by clicking on "List all". (*see also under 3. Aktivities*)

6. In the field "Study plans" you can create a study plan or work with an existing one. *Note! If you have created a study plan ones, you should not create a new one.* (*See also under 4. Study plan*)

7. In the fields "Project", "Patents" and "Research groups" you register projects and research groups you participate, or patents.

8. Under the tab "Reports" you will find a CV-generator where you can generate a CV based on the data you have registered in the RDB.

9. In the field "Conferences" you register participation in conferences. *Note! When you register a conference fill the name of the conference both in the field for name in English and Swedish*

3. Activities

When you click on "Add new" the window below will be shown. Choose the activity you want to register and fill in the requested data. The activities you register you could include or exclude in the CV you can generate (*See Reports)*

If you have participate in a conference in different roles, e.g. if you have been "key note speaker" and presented a paper you need to do two separate registrations, i.e. one per role.

4. Study plan

When you start your PhD studies, check with your faculty if you should create the study plan yourself, or if an administrator will do it for you. ***Note: A study plan should only be created once during your studies.*** As you can see when you open the study plan a couple of data are imported from different systems as LADOK (the study documentation system), Palasso (the staff and salary system), Agresso (the economy system) and DiVA (the publication system). The rest of the details should be filled in by you or by an administrator at your faculty. In the menu in the bottom you will find a button called "Preview". When you click there a new window will be opened where you can print out your study plan as a pdf-file.
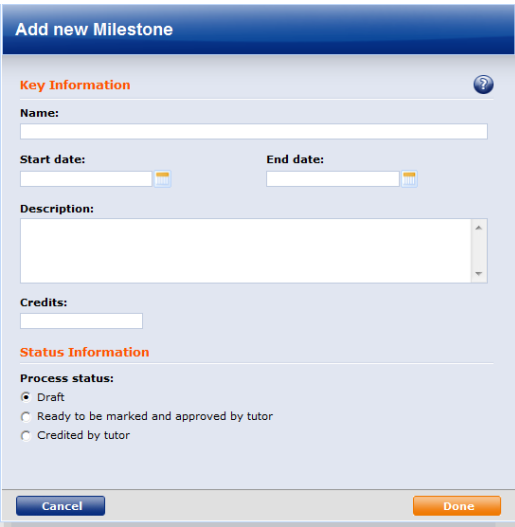
Together with your tutor you plan your studies and add the planned milestones and courses to you study plan.

- **Milestones** – To register a milestone you click on "Add new" and a new window will appear. Fill in the requested data and click on "Done ".

Your milestone will then be visible in your study plan as shown in the example below.

When you have reached the goal for the milestone click on "Edit" and change the status to "Ready to be marked and credited by tutor". Click on "Done". A message will be sent to your tutor, and after approval your tutor change the status to "Credited by tutor" and the credits will be added to your results.

- **Courses** - the system separates courses with a course code at MIUN and courses without course code or courses at another university. *To register a planned course at MIUN with course code* click on "Select" and a new window will appear. Look up the course you want to add, click on the plus sign and then on "Save" or "Save and Close" if not should register any more courses for the moment. **Courses without course code at MIUN or courses at another university** will be imported from LADOK when the result is registered there.

When you have added the all data you want to add for the moment, click on "Save and Close" and a new window will appear.

As you can see the study plan could have different status.

- "Draft" – You can add, delete, and make changes of the data as long as the status is "Draft".
- "Approved by student" – Once a year you will be requested to check and complete your study plan for the actual year. When you have done that you click on "Save and Close" and set the status to "Approved by student" and then click on "Close". When you have set the status to "Approved by student" you will not be able to make any changes. If you of some reason needs to make changes you have to contact the administrator at your faculty who can set the status back to "Draft".
- "Approved by tutor" – When you have approved your study plan your tutor will get a message. Your tutor will check it and if everything is OK he or she set the status to "Approved by tutor". It will then go to your department for approval and finally to your faculty for the

final approval. Before the study plan has got the final approval it is called "minor", and after the final approval it is called "major". When this final approval is made a new minor for your next study year is generated.

5. Administration

Under the tab "Administration" you will find "User Management" and "Statistics". The interesting part here is the User Management where you can change language and make some other settings. If you change your preferred language you have to log out and log in again before the change will take effect.