Researchers & Supervisors

1. Log in

You use your normal MIUN log in. ***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. The Start Page

When you have logged in to the Research Database (RDB) you will see the start page like above.
If your start page looks different, please log out and send an e-mail to olle.nilsson@miun.se who will give you the proper user rights. You will then get a reply when you can log in and use the RDB.

a). In the upper field you can see your name, e-mail address, and which user role that is active. It is most convenient to use the role "**All roles**". If another role is shown click on "**Change**" and choose the role "**All roles**".

b). I the field to the right you will find a link to DiVA where all publications should be published. The publication is not made in the RDB but is imported from DiVA. ***NB! It could take some days before a publication is visible in the RDB.***

c). By clicking on ”**Publications**” – ”**List all**” all your publications are shown. You can sort the list by clicking on e.g. ”**Year**” and you get them in chronological order, or “**Type”** and they will be sorted by type of publication. Also here you can find a link to DiVA if you want to publish any new.

d). By clicking on ”**Activities**” and ”**Add new”** you can register new activities you have participated in, or list all already registered activities by clicking on ”**List all**”. (***see more under 3. Activities***)

e). The function ”**Applications”** is meant to register new research applications. This function is connected with the Contract Data Base which not is used actively for the moment.

f). By clicking on ”**People”** and **”List all”** you add, edit or delete information about yourself, your research area, projects, research groups etc. Some of the information will be visible on the public web site, namely name, contact details, projects, publications, and research groups. If you register a research group you can add other persons related to the group and the group will be shown in their profiles as well. (***see g) Research groups)***

g). In the field ”**Research groups”** you can register, edit or delete the research groups you participate in. The data are also shown in your public profile.

h). In the fields ”**Project**” and ”**Patents**” you register, edit or delete data about your projects or your patents.

i). By clicking on ”**List all**” in the field ”**Contracts”** the contracts for financing research are shown. ***The Contract Database is not used actively for the moment.***

j). In the field ”**Studyplans**” you get access to your PhD students study plans. (***See 4. Studyplans***)

k). Under the tab ”**Dashboard”** you will find some diagrams that maybe not are so useful. ☺

l). Under the tab ”**Actions”** you will find the same functions as at the start page.

m). Under the tab ”**Reports”** you can create reports based on the data in the research data base and generate and print a CV based on your registrations .

n). Under the tab ”**Administration**” you will find ”**My settings**” where you can change the language setting.

3. Activities

When you click on ”**Add new**” a new window will open where you choose which type of activity you want to register. ***NB! If the information you register should be visible in both the Swedish and English version of your CV you need to fill in the details in both fields if requested.***

If you have participated in a conference in more than one role, e.g. if you been key note speaker and also presented a paper you need to do two registration, one for each activity. I many cases, e.g. when you register participation in a conference, you can add more persons if you e.g. have been two who had participated with the same paper. The registration will then be visible also on the other persons profile.

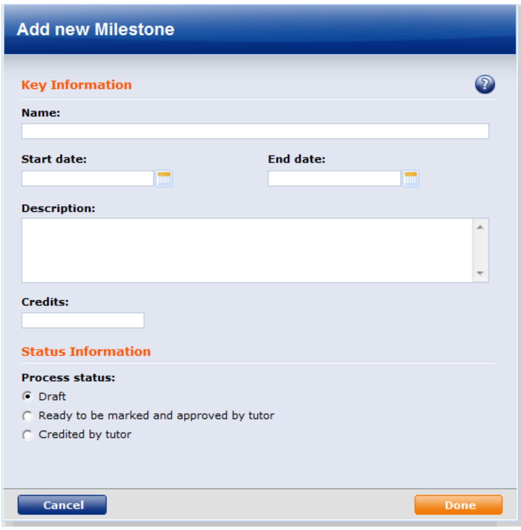
4. Studyplan

If you are supervisor your PhD students study plans will be visible. As you can see some of the data are imported from systems like LADOK, Palasso, Agresso, and DiVA. The other data are registered by the student, the supervisor or at the faculty.

Together with your student you plan the student's studies. The student should then register planned milestones and courses in his or her studyplan.

Milestones– normally registered by the student but could also be done by the supervisor.

To add a milestone click on "**Add new**" and the following window will be opened. Fill in the requested details and set the status to "**Draft**" and click on"**Done**".

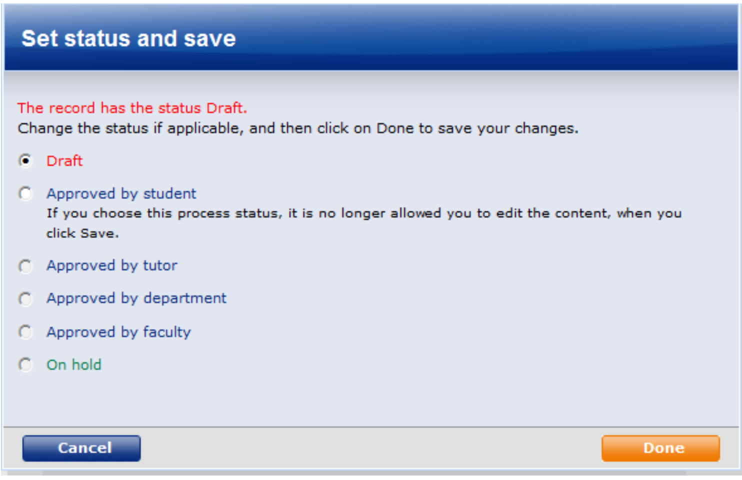


The milestone will then be visible in the study plan as in the example below.

When the student have reach the goal for the milestone and changed the status to " **Ready to be marked and credited by tutor**" you will receive a message. Click on "**Edit post"** and change the status to "**Credited by tutor**" and click on "**Done**". The credits will then be added to the student's results.

- **Courses -** the system separates courses with a course code at MIUN, courses without course code at MIUN or courses at another university, and courses at MIUN without known name or course code.

To register a planned course at MIUN with course code click on "**Select**" and a new window will appear. Look for the course you want to add, click on the plus sign and then on "**Save**" or "**Save and Close**" if you not should register any more courses for the moment. When you have added the all data you want to add for the moment, click on "**Save and Close**". The following with will appear. Set the appropriate status and click on "**Done**".



Course without course code at MIUN or a course at another university is not registered. They will be imported from LADOK when the result is registered there.

It is also possible to register a course with a preliminary name or without course code under ”**planned individual courses”.** If you don’t find the course with the search function click on **”Add new”** and fill in the requested data. ***NB!*** When the student are ready with the course it must be registered and approved under ” **planned course at MIUN with course code**”. If course code still is missing the resulted should be reported to LADOK and the credits will be imported to the study plan. When the course is done and registered at the correct place it could be deleted from” **planned individual courses”.**

I the menu row in the bottom you can see a button called ”**Preview”.** If you click on the button you can print out a pdf version of the study plan.

- **Status of the study plan –** as long as the status is “**draft”** the student could edit the study plan. When the student has set the status to **“Approved by student”** he or she is not able to edit it anymore. If the student of some reason needs to edit the plan, contact the responsible administrator at the faculty or the administrator of the database, which can set the status back to “**draft”.**
- When you as supervisor are satisfied with the studyplan click on ”**Save and Close**” and set the status to “**Approved by tutor**”.
- Before the studyplan is approved by the faculty it is called **”minor**”, and wwhen the studyplan finally is approved by the faculty it will change to “**major”** and a new **”minor**” for the next year will be generated.