CONVERIS™
Research Management System
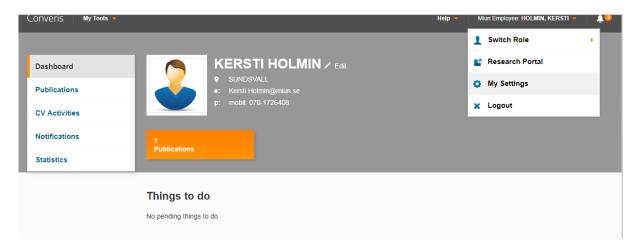
Manual for
PhD/
Research students

1. Login

You use the same login to the Research Database as to the Mid Sweden University. The username is six letters xxxxxx, taken from your first and last name.
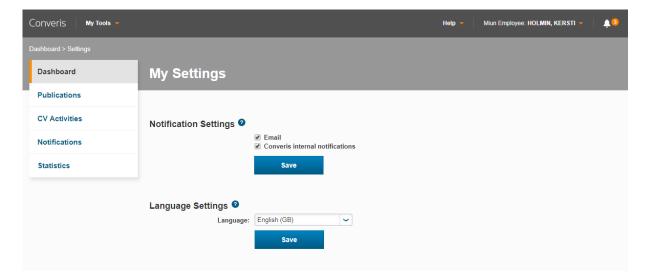
NOTE! When you are new and have never logged in to the Research database system, you must first log in and log out. Then you send an email to ladok@miun.se and tell them you are a new user and need eligibility as a PhD/research student in the Research database system. Once your eligibility is added in the system you will receive an email back.

2. The start page

When you log in to the Research Database (FDB), you will come to the start page, where your name will appear in the middle of the page and there will be a left-hand menu. At the top right it will say MIUN Employee and your name. If you click there you switch the role to student.

In the same place, you will also find my settings where you can choose languages. If you change language, you must log out and log in again for the change to take effect.

2.1 Publications

By clicking on Publications in the left menu you can see all your publications. You can sort the list by using the filter function at the top of the page.

It is in the DiVA system that you register all information about your publications. The publication is thus not in the FDB but in DiVA. From DiVA, the data is then imported to FDB which is done once a day.

2.2 CV-activities

This is where your CV activities are shown.

2.3 Projects

This is where your projects are shown.
You can register your projects under Add New Projects, at the right top corner of the page.
You can also add new projects within your study plan.

2.4 Conferences

This is where your conferences are shown.
You can register the conferences you have participated in under Add New Conference, at the right top corner of the page. NOTE! Fill in both the English and Swedish fields for the name of the conference. If the name is only in Swedish, you still write it in the field for English and vice versa. If you participated in a conference in more than one role, such as If you have been "key note speaker" and presented an article then you can add both. In several cases, such as when you register a conference, you can add more people if you been several people at the same conference. The registration will then also be visible in the other person's profile.

2.5 Study plans

 You will find your study plan under study plans in the left-hand menu.

When you start your doctoral studies, an administrator at the faculty will create your first study plan. Many of the data are retrieved from different systems such as the LADOK (Study Documentation System), Primula (Personnel / Payroll System) and DiVA (publishing system). Other tasks are filled in by the doctoral student, tutor or the administrator at the faculty.

In consultation with your tutor, you plan your studies, and then you add planned milestones and courses to your study plan.

You click the edit button to get the study plan in an editable view. If you click on your name instead, you will get a view that can be made into a printable pdf file.

NOTE! To update the sum in the credits table under point 7 in your study plan, start by clicking the save button at the bottom when you open your study plan. The credits are then

updated if it is the case that you have, for example, received a course completed or credited, which has been transferred from Ladok.

Milestones – Is usually registered by you, but can also be done by the tutor. To add a milestone, click the + button. Fill in the information, click done and set status to planned, and then click done again.

Courses - The system differs from planned, approved and credited courses.

To register a planned course you can either add an unspecified course, ie a course that you do not know the name or course code for or when the course is given, or a specified course that you have all the information on.

Under unspecified courses, click the + button and a new window will open. Fill in the information, click done and set status to planned, and then click done again.

Under specified course, click the + button. Find the course you want to add in the list of courses, click the plus sign, and then save or save and close if you do not want to register more courses at the moment.

The study plan has various status:

Draft – You can edit and add to the study plan as long as the status is draft.

Approved by student- When you consider the study plan to be complete, you set the status to approved by student. After that, you can no longer make changes to the study plan. The tutor is notified that it is time to check and approve the study plan. Should you need to make any adjustments, please contact your tutor, administrator at the faculty or the system administrator to set the status to draft. If the status is anything else but draft, you can only go in and look at it but you can't make any changes.

Approved by tutor- Once the tutor has approved the study plan, it is sent on to the administrator at the department.

Approved by department- Once the administrator at the department has approved the study plan, it is sent on to the administrator at the faculty.

Approved by faculty- Once the study plan is approved by the faculty, it will be locked for editing and a new study plan will be created for next year.

You can save changes to the study plan by just clicking the save button, and then you stay in the study plan to make more changes. When you click on save & close, the above statuses will appear in a new window. Which statuses are displayed depends on what role you have in the system.

If you want to keep the study plan in the status it is, just click on the done button. For example if you want to approve it, click on the status so that the line is highlighted and then on the done button. Then it is approved, and you can no longer edit it.