



UPC PhD FAQs about DRAC, Atenea PhD and DAD:

1) My DAD is empty, what can I do?

AUTORS

Frist you have to introduce your activities in DRAC and make sure that all them have the **"Visible DAD" flag activated, just in the right side of your name**:

Ordre	Cognoms	Nombre	Institución	Rol	Visible CV	Visible CVA	Visible FUTUR/PRC	Visible DAD	Tipo item CV	r	Grup ecerca		
*	Lavrov	Mikhail	UILLINOIS	Autor								ø	×
~ T	Loh	Po-Shen	CMU	Autor								ø	×
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Cognoms	5						P				Afag		
1 Po	odeu incorporar inves	tigadors no e	kistents a Drac f	fent click	aquí						Aleg	_	
Actua	alitzar Esbor	rrar A	l·legacions	Canc	el·lar								

Also you can activate the **"Visible DAD" flag** in the last column of the DRAC home called "DAD"; where you can search by kind of activity, as we show in the following image:

Activitats acade	èmiques						
FILTRES	0	\frown		0			
Activitats de recerca i transferência	· · ·	Article en una revista		Activitat nova			
Mostra només les meves activ	ritats						
1 a 9 de 9 activitats		20 per página * Página 1 🖉 de 1 🖉				Visible	殳
Tipus	Titol	Més informació 🗍	Duta 📜	cv [CVA]	FUTUR/PRC	DAD
Article en una revista	Experimental Evidence of Swell Signatures in Airborne L5/E5a GNS8- Reflectometry	Remote sensing	29/05/2020			Ø	ø
Article en una revista	Implementation of a Testbed for GNSS-R Payload Performance Evaluation	IEEE journal of selected topics in applied earth observations and remote sensing	28/05/2020				Ø
Article en una revista	Untangling the Incoherent and Coherent Scattering Components in GNSS-R and Novel Applications	Remote sensing	0%/04/2020				Ø
Article en una revista	The Flexible Microwave Payload 2: A SDR Based GNSS- Reflectometer and L-Band Radiometer for CubeSats	IEEE journal of selected topics in applied earth observations and remote sensing	23/03/2020				Ø
Article en una revista	3Cat-1 project: a multi-payload CubeSat for scientific experiments and technology demonstrators	European journal of remote sensing	01/01/2017	Ø			





2) How can I add a new activity in DRAC?

To add a new activity in the new DRAC 3.0, you have to use the filters in the part above to choose the kind of activities you want to add, and then click to the "New activity" button, as you can see in the example of the following image:

DRAC		
Activitats acadèmiques		
FILTRES		. 2
Activitats de docència i innovació docent	Article en una revista	+ Activitat nova
	doce	
	Cerca Participació en un projecte d'innovació docent	
	Docència impartida fora de la UPC 🤇	
Mostra només les meves activitats	Coordinació docent fora de la UPC	
La cerca no ha donat cap resultat	Tutoria docent fora de la UPC	
	Tram de docència, recerca o gestió	

For example, if you wish to add a new course in DRAC, in the second filter you will have to write "course" in order to DRAC shows you the different activities options you can choose by clicking on one of them:

	0 4
Stay in an R&D centre	+ New activity
course 1	
Attendance at a course or seminar	
Organisation of a course or seminar	
Teaching of a course or seminar	7
Unit - Organisation of a course or seminar	

After that, you will have to fill in the form which will be open looking at the fields translations of the manual.

Lastly, you can find all the **specific help material for your DRAC PhD profile** in the DRAC web portal: <u>https://drac.upc.edu/info/ca/preguntes-mes-habituals/PhD_students.</u>





3) What can I do if I can not generate my DAD?

Following the information that the TIC Area has published in the following link: <u>https://serveistic.upc.edu/ca/atenea-phd</u>, PhD students can preview the DAD in <u>Atenea PhD</u> (because of that you have the "Preview" button), but is the Director of the doctoral thesis who must generate your DAD in <u>Atenea PhD</u> and who must validate it.

Moreover, if you have **doubts about Atenea PhD performance or about DAD content**, you should send an email to the following electronic address: <u>doctorat.tiquet@upc.edu</u>.

4) The first page of my DAD is empty, how can I solve this problem?

Following the indications of the Area TIC technicians, the **problem with the missing information on the first page of your DAD has been transferred to Atenea PhD programmers**.

Nevertheless, as it will take a long time until they have programmed an automatic charge from PRISMA to the DAD first page, in order that the information about the thesis director and the coordinator of the doctoral program fields appear automatically filled; for the moment, the only way to fill these fields in the first page of the DAD is editing the pdf report and add manually the missing information.

If you have more **doubts about Atenea PhD performance or about DAD content**, you should send an email to the following electronic address: <u>doctorat.tiquet@upc.edu</u>.

5) DRAC doesn't let me create new projects, what can I do?

As reported on the <u>DRAC webpage</u>, the **Doctoral student profile at DRAC** does not allow you to incorporate projects or patents.





Therefore, it is recommended that the **director/supervisor of the thesis incorporate these kind of activities at DRAC**, in order that you can choose them to appear in your DAD, as is the director/supervisor who decides if they are or not related with the doctoral studies at the UPC.

There is also the option for the thesis supervisor to send an email to <u>suport.drac@upc.edu</u> requesting your incorporation as a participant in one or more projects in DRAC.

This avoids duplications, as an <u>automatic loading</u> of projects managed by the CTT of the UPC to DRAC is carried out every week, so most of the projects implemented at the UPC are already created in DRAC. In these cases, it is only necessary that the main investigator of the project add you as a participant in DRAC.

6) I have articles and conference papers at DRAC assigned to a profile that is similar to mine but they are not appearing on my list of activities in DRAC. How can I retrieve them so that they all come out under my correct profile to add them to my DAD?

You have to **send an email to <u>suport.drac@upc.edu</u>**, as in these cases it is necessary to unify your profile in DRAC, as you probably have a duplicate profile with activities assigned which must be removed.

7) How can I change the language in DRAC?

You can change the language of the DRAC home page by clicking on the world ball button located in the upper right corner of the screen:







But this language change will only be reflected on the DRAC homepage, as not all activities forms have been translated yet in DRAC.

To consult the **translations of the form fields of the different DRAC activities, we recommend** that you consult the manual "<u>DRAC Guide. The</u> <u>basic info you need to introduce your CV in DRAC</u>".

Barcelona, 02 September 2020

Administració DRAC Unitat d'Informació RDI Gabinet de Planificació, Avaluació i Qualitat (GPAQ)

DRAC homepage: <u>http://drac.upc.edu</u> Follow us at twitter: <u>https://twitter.com/DracUpc</u>