

Guidelines on the correspondence between DAD and DRAC curricular activities



ATEN^eA PhD

DRAC Administration – R&D Information Unit (GPAQ)

Enquiries: suport.drac@upc.edu

November 2019

Introduction

This Guideline is for doctoral students to help them to manage proof of the activities carried out during their training and research activity.

What is DRAC?

DRAC is an academic research descriptor, a database to which UPC researchers add references to their publications, stays, presentations, awards, etc. From now on doctoral students will add their references too in order to report their activities. Doctoral students who are not enrolled in a UPC doctoral programme neither have access to DRAC nor ATENEA PhD.



What is ATENEA PhD?

ATENEA PhD is a virtual platform that helps doctoral students manage the submission of research plans, activities and doctoral theses.



What is the DAD?

The DAD is the doctoral student activity report. This document contains all the activities related to doctoral students' training and research: publications, stays, scholarships, etc.

How it works:

1. DRAC. **Add outputs to your DRAC profile: publications, stays, scholarships**, etc. If you add a publication or other activity co-authored with your supervisor/tutor, this publication will be added to your supervisor/tutor profile too. And in reverse. So, before you add a new activity, you **MUST** check your activities in DRAC and not add an existing one.
2. The doctoral student activity report (DAD) is for activities related to doctoral students' training and research. So, in each reference, you have a **check box** to include or not include a reference to DAD.

Visible DAD



3. ATENEA PhD. In **ATENEA PhD, doctoral students can view the curricular activities** introduced in DRAC and checked as “Visible DAD”. The reference is immediately available after the doctoral student or supervisor/tutor have introduced the activity in DRAC. The sum of these activities will be the DAD.
4. Doctoral students **supervisor or tutor will generate and review the annual DAD**.

Most of the activities in DRAC are “Editable”. It means that doctoral students can add new references and introduce changes in the references where they are co-authors. Table A (pages 6-7).

The limit is in publications after these references are checked for their completeness.

To be added to a non editable activity such as a competitive or non-competitive project, patents, or a teaching innovation project, doctoral students must ask their thesis supervisor to do so in their DRAC profile.

To add new outputs, fill in the required fields and click the “Crear” button at the end of the form for each activity.



Index

Introduction	2
Table A. Research information in DRAC is organised by content type:	6
1. Stays at other universities or research centres or resulting from an agreement (co-supervision, mobility, Erasmus Mundus, etc.)	8
2. Presentations at conferences	9
3. Teaching	10
4. Courses, seminars and conferences.....	11
5. Participation in research projects	12
5.1 Competitive projects.....	12
5.2 Non-competitive projects	12
6. Organisation of R&D activities (conferences, seminars, awards, etc.)	13
6.1 Member of the organising committee, steering committee, etc. of a conference, symposium, etc.	13
6.2 Member of a seminar/course organising committee	14
6.3 Member of prize/award organising committee	15
7. Articles published in indexed journals (JCR-Journal Citation Reports)	16
8. Other publications	17
8.1 Papers published in conference proceedings.....	17
8.2 Journal article (non-indexed journals)	19
8.3 Conference proceedings - editor	20
8.4 Monograph	21
8.5 Book chapter in an edited book.....	22
8.6 Exhibition catalogue - editor.....	23
8.7 Exhibition catalogue - chapter	24
8.8 Report	25
8.9 Textbook	26
9. Grants, scholarships and agreements related to the doctoral programme	27
10. Professional doctoral programmes.....	29
11. Other activities.....	30
11.1 Participation in teaching innovation projects.....	30
11.2 Software	30
11.3 Teaching materials or lecture notes	31

11.4 Other written output	32
11.5 Talks or speeches	33
11.6 Collaborations in exhibitions	34
11.7 Membership of a scientific committee of a conference.....	35
11.8 Contributions in the media	36
11.9 Awards, prizes, mentions and distinctions	37
11.10 Publications about the work.....	38
11.11 Architecture competitions	39
11.12 Other merits.....	40
11.13 Other activities.....	41
11.14 Teaching of a course or seminar	42
11.15 Membership of an advisory or assessment committee.....	43
11.16 Membership of an award panel or jury	44
11.17 Membership of a jury in an architecture competition	45
11.18 Membership of a scientific or learned society.....	46
11.19 Contributions to journals	47
11.20 Teaching, research or management premium	48
11.21 Certification.....	49
11.22 R&D management.....	50
11.23 Tutoring outside the UPC.....	51
11.24 Teaching coordination outside the UPC	52

Table A. Research information in DRAC is organised by content type:

DAD	DRAC translation	DRAC URL	Editable
Stays at other universities or research centres or resulting from an agreement (co-supervision, mobility, Erasmus Mundus, etc.)	Research, teaching or innovation stay	Estada a centre Rdi	Yes
Presentations at conferences	Presentation of conference papers	Treball presentat en congrés	Yes
Teaching	Teaching outside the UPC	Docència impartida fora de la UPC	Yes
Courses, seminars and conferences	Attendance at a course or seminar	Assistència a curs o seminari	Yes
Participation in research projects	Participation in a competitive R&D project	Participació en projecte RDi competitiu	No
	Participation in a non-competitive R&D project	Participació en projecte RDi no competitiu	No
Organisation of R&D activities (conferences, seminars, awards, etc.)	Organisation of an edition of a conference	Organització d'edició de congrés	Yes
	Organisation of a course or seminar	Organització de curs o seminari	Yes
	Organisation of an edition of an award	Organització d'edició de premi	Yes
Articles published in indexed journals	Authorship of an article in a journal	Autoria d'article en revista	Yes
	Ownership of industrial and intellectual property rights	Titularitat de propietat industrial intel·lectual	No
Other publications	Publication in conference proceedings	Text en actes de congrés	Yes
	Authorship of an article in a journal (non-indexed)	Autoria d'article en revista (en revistes no indexades)	Yes
	Editing of a conference proceedings book	Edició de llibre d'actes de congrés	Yes
	Book	Llibre	Yes
	Book chapter	Capítol de llibre	Yes
	Editing of an exhibition catalogue	Edició de catàleg d'exposició	Yes
	Authorship of an exhibition catalogue chapter	Autoria de capítol de catàleg d'exposició	Yes

	Other scientific and technical documents	Altres documents científico-tècnics	Yes
	Manual, lecture notes	Manual-apunts	Yes
	Other written output	Altra producció documental	Yes
Grants, scholarships and agreements related to the doctoral programme	Financial aid obtained	Obtenció d'ajut	Yes
	Grant obtained	Obtenció de beca	Yes
Professional doctoral programmes	Participation in a competitive R&D project	Participació en projecte RDi competitiu	No
Other activities	Participation in a teaching innovation project	Participació en projectes d'innovació docent	No
	Software	Software	Yes
	Manual, lecture notes	Manual-apunts	Yes
	Other written output	Altra producció documental	Yes
	Giving of a lecture	Impartició de conferències	Yes
	Collaboration in an exhibition	Col·laboració en exposició	Yes
	Membership of a scientific committee of a conference	Pertinença a comitè d'edicions de congressos	Yes
	Contribution in the media	Col·laboració en mitjà de comunicació	Yes
	Award or distinction	Premis i reconeixements	Yes
	Publication on one's own work	Publicació sobre l'obra	Yes
	Architecture competition	Concurs d'arquitectura	Yes
	Other merits	Altres mèrits	Yes
	Other activities	Altres activitats	Yes
	Teaching of a course or seminar	Impartició de cursos i seminaris	Yes
	Membership of an advisory or assessment committee	Pertinença a comissió consultora o avaluadora	Yes
	Membership of a competition panel or jury	Pertinença a tribunal o jurat d'edició de premi	Yes
	Membership of an award panel or jury	Pertinença a tribunal o jurat de concurs	Yes
	Membership of a scientific society	Pertinença a Societat científica	Yes
	Contribution to a journal	Col·laboració en revista	Yes
	Teaching, research or management premium	Trams de docència, recerca i gestió	Yes
	Certification	Acreditacions	Yes
	R&D management	Gestió R+D+I	Yes
	Tutoring outside the UPC	Tutories docents fora de la UPC	Yes
Teaching coordination outside the UPC	Coordinació docent fora de la UPC	Yes	

1. Stays at other universities or research centres or resulting from an agreement (co-supervision, mobility, Erasmus Mundus, etc.)

Short-term research stays. National/international mobility increases collaborations, creates networks, improves career prospects, facilitates the generation of high-impact publications, gives access to international funding and nourishes ideas through exposure to different methods and scientific skills.¹



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Estada a centre RDI - Creació

La cerca no ha retornat cap resultat. L'activitat es crearà nova

Els camps marcats en negreta són obligatoris

Centre RDI

Nom **Name**

Acrònim **Acronym**

País **Country**

Localitat **City**

Tipus d'entitat CVN **Type of body**

Àmbit

Estada

Finalitat de l'estada **Purpose of the stay**

Tasques contrastables **Task description**

Data inici **Start date**

Data fi **End date**

Durada Format vàlid: aa.mm.dd (anys-mesos.dies)

Participant

Hi ha d'haver un participant

Cognoms **Afegir**

Create **Cancel**

You will be added to this part of the form automatically

¹ Forero, Diego A. et al. "Ten simple rules for international short-term research stays". *PLoS Computational Biology*, 13, no. 12 (Dec. 2017): 1.

2. Presentations at conferences

There are different types of presentation formats at academic conferences, such as oral presentations, including individual presentations and panel discussions; poster presentations; colloquia; workshops and interactive presentations; roundtable discussions.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Congrés

Congrés **Congress name**
Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology
 Congrés Notable?

! Podeu incorporar congressos no existents a Drac fent click [aquí](#)
Cerqueu el congrés per acrònim o títol abans de crear-ne un de nou

Edició Congrés

Edició de congrés **Congress edition**
Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology

Treball presentat en congrés

Títol **Job title**

És treball presentat?
 Estat publicació **No publicat** **VERY IMPORTANT: Not published (No publicat)**

Presentació

Data de la presentació **Presentation date**
Formats vàlids: dd/mm/aa

Tipus de participació **Cap** **Presentation / Poster / Invited speaker**

Tipus d'intervenció **Revisió prèvia a l'acceptació** **Peer reviewed**

Scopus EID

Paraules clau **Keywords**

Abstract **Abstract**

Autors/Ponents

! Com a mínim ha d'haver-hi un autor/ponent

Cognoms **You will be added in this part of the form as an author or speaker**

! Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Crear **Cancel·lar**

3. Teaching

This section refers to teaching subjects on bachelor's and master's degrees outside the UPC.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Docència impartida fora de la UPC - Creació

You will be added in this part of the form automatically

PDI

Codi assignatura

Assignatura **Subject**

Crèdits assignatura

Hores laboratori

Hores activitats dirigides

Hores teoria

Hores pràctica

Any acadèmic **2019** **Academic year** Formats vàlids: aaaa

Quatrimestre **Cap** **Semester**

Curs/nivell **Course/level**

Entitat **Body**

! Us recordem que aquest manteniment serveix per introduir la docència impartida fora de la UPC

Tipus d'entitat **Universitat** **Type of body**

Nom del centre **School**

Titulació **Degree**

Cicle **Cap** **Cycle**

Tipus d'assignatura **Cap** **Type of subject: core, optional, compulsory**

Tipus de programa **Cap** **Type of programme: bachelor's degree, postgraduate degree, diploma**

! Les dades docents de la UPC provenen de

Save the item **Cancel item**

Crear **Cancel·lar**

4. Courses, seminars and conferences

Courses: doctoral programmes may include bridging courses from master's degree syllabuses and specific research training. The study load may be structured and expressed in ECTS credits.

Seminars: research talks, often given by a visiting researcher and primarily attended by academics, research staff and postgraduate students. Seminars often occur in a regular series, but each seminar is typically given by a different speaker, on a topic of that speaker's choosing. The term colloquium is often used interchangeably with seminar in this sense.²

Conferences: an academic conference or symposium is a conference for researchers to present and discuss their work. Conferences usually encompass various presentations. They tend to be short and concise, with a time span of about 10 to 30 minutes; presentations are usually followed by a discussion.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Assistència a curs o seminari - Modificació

Els camps marcats en negreta són obligatoris

Curs o seminari

Name
Nom: Introduction to analysis of neural data and brain connectivity

Country
País: Espanya

City
Localitat: Barcelona

Body
Entitat: Facultat de Matemàtiques i Estadística (FME)

School/institute
Centre/Institut:

Year
Any: 2018 (Formats vàlids: aaaa)

Type of edition
Tipus d'edició: Curs

Assistència a curs o seminari

Start date
Data inici: 02/07/2018

End date
Data fi: 06/07/2018

Attendance in hours
Durada: 00.00.05 (Format vàlid: aa.mm.dd (anys.mesos.dies))
Hores assistides: 15

Assistent

You will be added to this part of the form automatically

Ordre	Cognoms	Nom	Institució	Rol	R	Tipus item CV	Grup recerca
-	JPC	Assistent				Recerca	

² Wikipedia contributors. "Seminar". *Wikipedia, The Free Encyclopedia*. <https://en.wikipedia.org/w/index.php?title=Seminar&oldid=920971164> (accessed 14 October 2019).

5. Participation in research projects

A research project is a scientific investigation to achieve defined objectives that is usually carried out using scientific methods. There are two kinds of research projects.

5.1 Competitive projects

EU-funded projects, National Plan for Scientific and Technical Research and Innovation (Spain), AGAUR (Catalonia), etc.

Thesis supervisors must add doctoral students to this kind of group activity in their DRAC profiles.

5.2 Non-competitive projects

Research contracts with large businesses, SMEs and public and third-sector organisations.

Thesis supervisors must add doctoral students to this kind of group activity in their DRAC profiles.

6. Organisation of R&D activities (conferences, seminars, awards, etc.)

6.1 Member of the organising committee, steering committee, etc. of a conference, symposium, etc.

The organising committee of a conference is its main body and maximum authority; it establishes the conference's main lines. In addition to being the highest decision-making body as regards the programme, it is essentially responsible for approving the general budgets, setting the main lines of the conference, approving its scientific content and the final general programme, and approving the corporate image and actions designed to bring the meeting to a satisfactory conclusion.³



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Organització d'edició de congrés - Modificació

i Els camps marcats en negreta són obligatoris

Congrés

Congrés **GD - International Symposium on Graph Drawing and Network Visualiz**
Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology

Congrés Notable?

i Podeu incorporar congressos no existents a Drac fent click [aquí](#)

Cerqueu el congrés per acrònim o títol abans de crear-ne un de nou

Edició Congrés

Edició de congrés **- 26th International Symposium on Graph Drawing & Network Visualiz**
Ex.: RICTA 2013 - 1st Iberian Meeting on Aerosol Science and Technology

i Podeu incorporar edicions de congressos no existents a Drac fent click [aquí](#)

Organitzador

Ordre	Cognoms	Nom	Institució	Rol	Visible CV	Visible CVA	Visible FUTUR	Tipus item CV	Grup recerca
drac drac2		usuari		Vocal Comité Organitzador	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recerca	

³ Correas, Gerardo. *Organización de congresos. Guía práctica*. Madrid: Escuela Internacional de Protocolo, 2018.

6.2 Member of a seminar/course organising committee

The organising committee of a seminar or course is its main body and maximum authority; it establishes the seminar or course's main lines.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Organització de curs o seminari - Modificació

Els camps marcats en negreta són obligatoris

Curs o Seminari

Nom **Name of the course**

Acrònim

País **Country and city**

Localitat **Country and city**

Entitat **Entity**

Centre **School, faculty**

Any Formats vàlids: aaaa **Year**

Tipus d'edició **Type of issue: course, conference, debate, working session, seminar, workshop, etc.**

Organitzador

Ordre **Cognoms** **N** **Visible CV** **Visible CVA** **Visible FUTUR** **Tipus item CV** **Grup recerca**

drac	usuari	Vocal Comité Organitzador	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recerca	
drac2							

You will be added in this part of the form automatically

6.3 Member of prize/award organising committee

The organising committee of a prize or award is its main body and maximum authority and is responsible for the day-to-day management of the awards scheme.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Organització d'edició de premi - Modificació

Els camps marcats en negreta són obligatoris

Premi

Premi **ICAL** Award

Edició Premi

Any edició **2018** Formats vàlids: aaaa Year of the award

Nom **ICAL International competition of photography in Artificial Light 2018**

Localitat **Barcelona** City

País Country

Organitzador

You will be added to this part of the form automatically

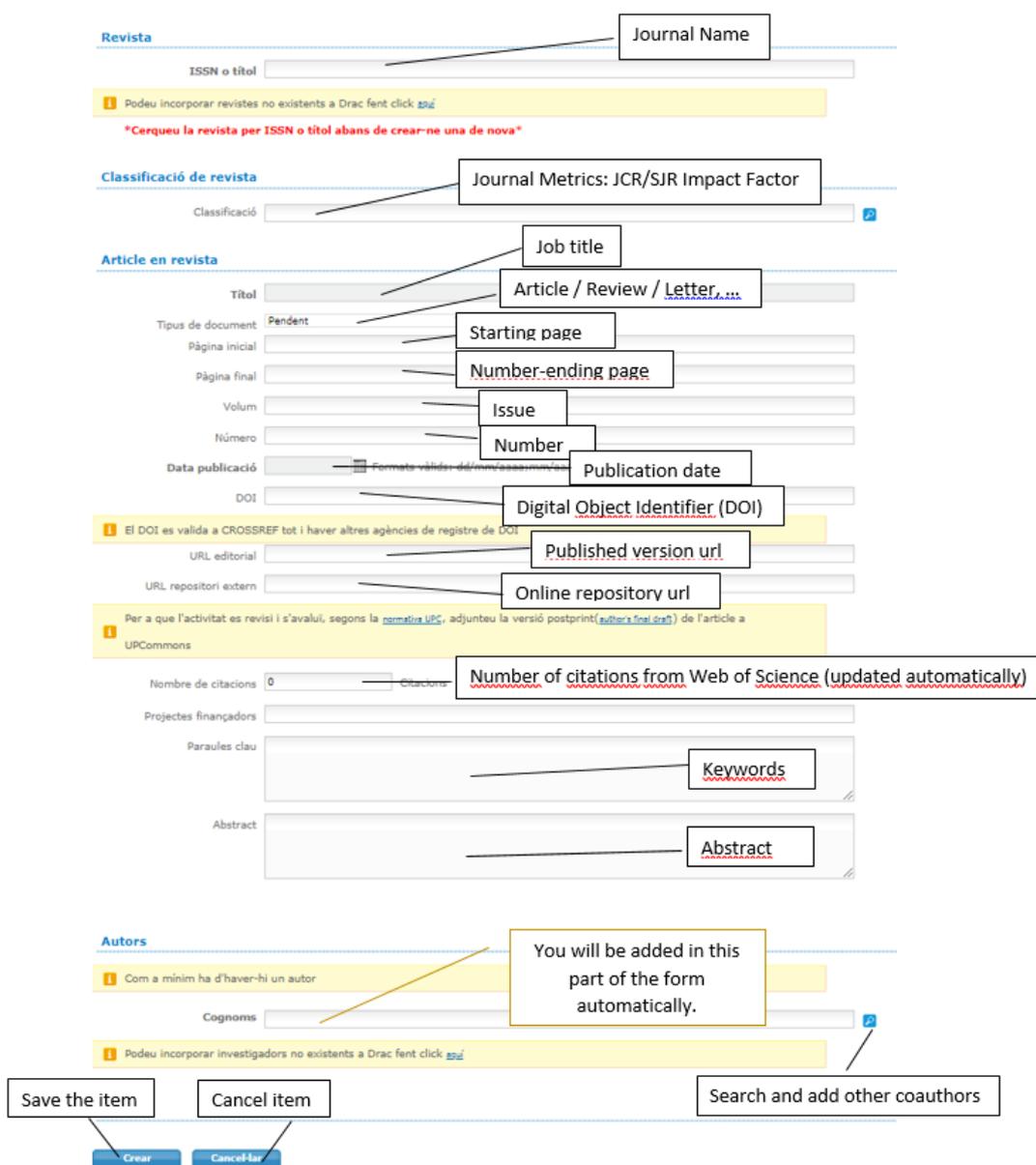
Ordre	Cognoms	Nom	Institució	Rol	Tipus ítem CV	Grup recerca
drac				Vocal Comitè		
drac2		usuari		Organitzador	Recerca	

7. Articles published in indexed journals (JCR-Journal Citation Reports)

An academic or scholarly paper that is published in an academic journal and contains original research results, reviews existing results or describes a new invention. Journals with the most impact are indexed in products such as the [JCR-Journal Citation Reports](#) and [SJR-Scimago Journal & Country Rank](#). They allow you to evaluate and compare journals using citation data.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.



The form contains the following sections and fields:

- Revista**
 - ISSN o títol (linked to **Journal Name**)
- Classificació de revista**
 - Classificació (linked to **Journal Metrics: JCR/SJR Impact Factor**)
- Article en revista**
 - Títol (linked to **Article / Review / Letter, ...**)
 - Tipus de document: **Pendent** (linked to **Job title**)
 - Pàgina inicial (linked to **Starting page**)
 - Pàgina final (linked to **Number-ending page**)
 - Volum (linked to **Issue**)
 - Número (linked to **Number**)
 - Data publicació (linked to **Publication date**)
 - DOI (linked to **Digital Object Identifier (DOI)**)
 - URL editorial (linked to **Published version url**)
 - URL repositori extern (linked to **Online repository url**)
- Number of citations from Web of Science (updated automatically)** (linked to **Nombre de citacions**)
- Keywords** (linked to **Paraules clau**)
- Abstract** (linked to **Abstract**)
- Autors**
 - Cognoms (linked to **You will be added in this part of the form automatically.**)
 - Search and add other coauthors (linked to **Search and add other coauthors**)
- Buttons: **Save the item** (linked to **Crear**), **Cancel item** (linked to **Cancel·lar**)

8. Other publications

8.1 Papers published in conference proceedings

Conference proceedings are a collection of academic papers published in the context of an academic conference or workshop. Conference proceedings typically contain the contributions made by researchers at the conference. They are the written record of the work that is presented to fellow researchers. They are usually distributed in printed or electronic volumes, either before the conference opens or after it has closed. ⁴



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Treball presentat en congrés - Creació

1 Els camps marcats en negreta són obligatoris

Congrés

Congrés **Congress name**
 Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology
 Congrés Notable?

1 Podeu incorporar congressos no existents a Drac fent click [aquí](#)
 Cerqueu el congrés per acrònim o títol abans de crear-ne un de nou

Edició Congrés

Edició de congrés **Congress edition**
 Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology

Treball presentat en congrés

Títol **Job title**

És treball presentat?
 Estat publicació **Publicat** **Publish or not publish**

Presentació

Data de la presentació **Presentation date**
 Formats vàlids: dd/mm/aaaa;mm/aaaa;aa

Tipus de participació **Cap** **Presentation / Poster / Invited speaker**

Tipus d'intervenció **Revisió prèvia a l'acceptació** **Peer reviewed**

Scopus EID

Llibre en actes

Llibre d'actes **Conference Proceedings book**
 Ex.: RICTA 2013: 1st Iberian Meeting on Aerosol Science and Technology: Évora, Portugal: July 1-3, 2013: proceedings book

ISBN/ISSN

Data de publicació

⁴ "Conference Proceedings". *Academia Publishing*. <https://www.academiapublishing.org/conference-proceedings.htm> (accessed 14 October 2019).

Text en actes

Pàgina inicial Starting page

Pàgina final Number-ending page

Nombre de pàgines

Article Number Article / Abstract

Tipus de document **Pendent** Digital Object Identifier (DOI)

DOI

i El DOI es valida a CROSSREF tot i haver altres agències de registre de DOI

URL editorial Published version url

URL repositori extern Online repository url

Projectes finançadors

Paraules clau Keywords

Abstract Abstract

Autors/Ponents

i Com a mínim ha d'haver-hi un autor/ponent

Cognoms You will be added in this part of the form automatically.

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

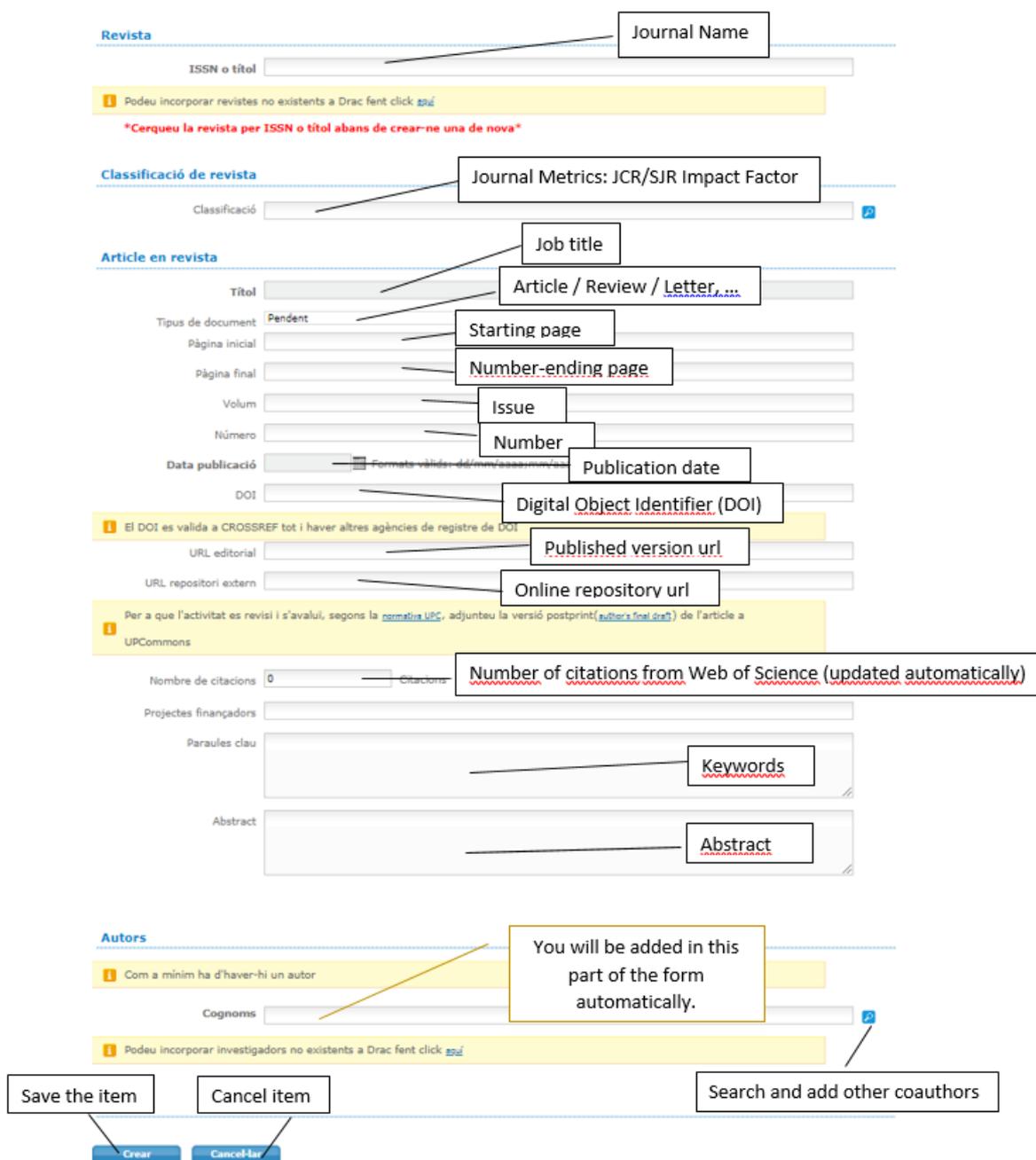
Cancel item

8.2 Journal article (non-indexed journals)

An academic or scholarly paper that is published in an academic journal and contains original research results, reviews existing results or describes a new invention. The journal is not indexed in products such as the JCR- Journal Citation Reports and SJR-Scimago Journal & Country Rank.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.



The form is divided into several sections with the following fields and callouts:

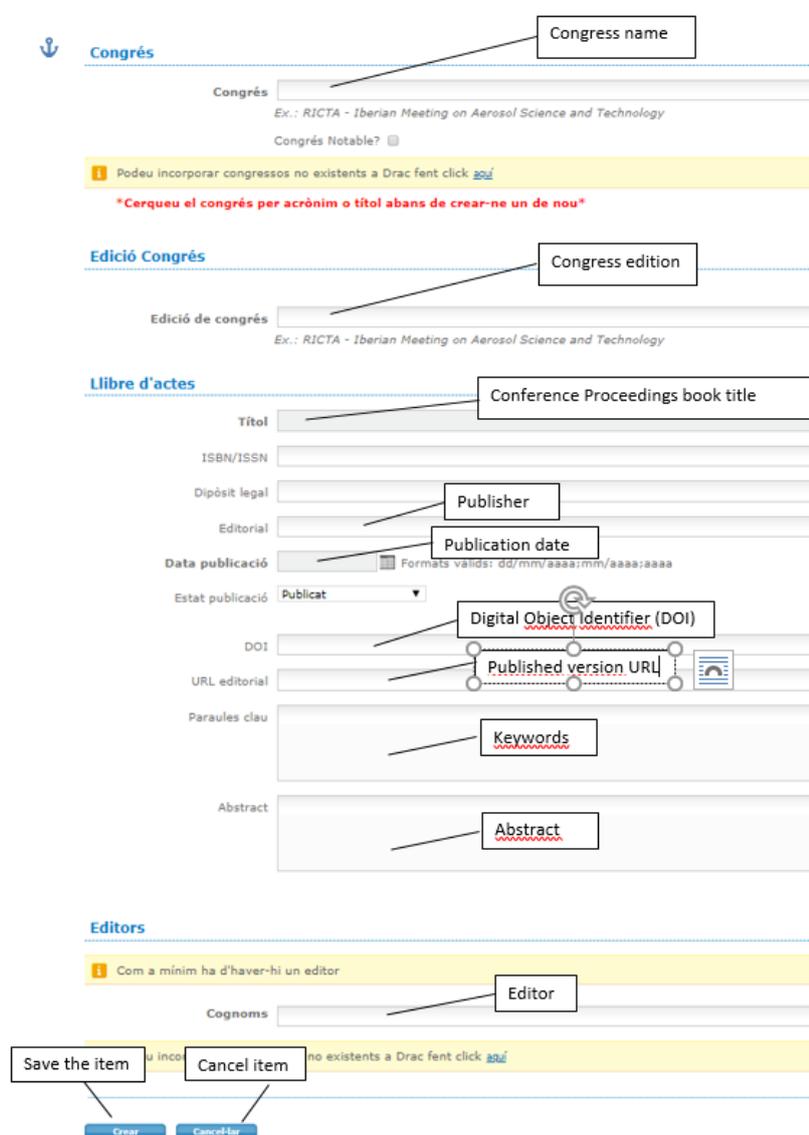
- Revista**
 - Journal Name
 - ISSN o títol
- Classificació de revista**
 - Journal Metrics: JCR/SJR Impact Factor
- Article en revista**
 - Tipus de document: **Job title** (Article / Review / Letter)
 - Títol
 - Pàgina inicial: **Starting page**
 - Pàgina final: **Number-ending page**
 - Volum: **Issue**
 - Número: **Number**
 - Data publicació: **Publication date**
 - DOI: **Digital Object Identifier (DOI)**
 - URL editorial: **Published version url**
 - URL repositori extern: **Online repository url**
- Citations**
 - Nombre de citacions: **Number of citations from Web of Science (updated automatically)**
- Keywords and Abstract**
 - Paraules clau: **Keywords**
 - Abstract: **Abstract**
- Autors**
 - Cognoms: **You will be added in this part of the form automatically.**
 - Search and add other coauthors
- Buttons**
 - Save the item / Crear
 - Cancel item / Cancel·lar

8.3 Conference proceedings - editor

Conference proceedings are the published record of a conference, symposium or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants⁵. The proceedings editor is charged with preparing the annual conference proceedings. Activities include securing and editing session papers; selecting and coordinating recorders and editing their contributions; working with the publisher to establish and adhere to the production schedule; proofreading publisher's proofs.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.



The form is divided into several sections:

- Congrés**: Includes a text field for "Congress name" (with example: RICTA - Iberian Meeting on Aerosol Science and Technology) and a checkbox for "Congrés Notable?".
- Edició Congrés**: Includes a text field for "Congress edition" (with example: RICTA - Iberian Meeting on Aerosol Science and Technology).
- Llibre d'actes**: Includes fields for "Conference Proceedings book title", "ISBN/ISSN", "Dipòsit legal", "Editorial", "Publisher", "Publication date" (with format hints: dd/mm/aaaa;mm/aaaa;aaaa), "Digital Object Identifier (DOI)", "Published version URL", "Keywords", and "Abstract".
- Editors**: Includes a text field for "Editor" (Cognoms) and a note: "Com a mínim ha d'haver-hi un editor".

At the bottom, there are two buttons: "Crear" (Save the item) and "Cancel·lar" (Cancel item).

⁵ "Conference Proceedings". Penn State University Libraries. <https://guides.libraries.psu.edu/conferenceproceedings> (accessed 14 October 2019).

8.4 Monograph

A monograph is a specialist piece of writing on a single subject or an aspect of a subject, often by a single author and usually on a scholarly subject. The main purpose of a monograph is to present primary research and original scholarship. This research is presented at length, distinguishing a monograph from an article.⁶



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Autoria de llibre - Creació

1 Els camps marcats en negreta són obligatoris

Llibre

Títol **Monograph title**

Tipus de publicació **Pendent** **Monograph / Book series / Proceedines book**

ISBN

Dipòsit legal

Data publicació **Publication date**
Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

Tipus punts PAR **Tipus 2**

Comentari

DOI **Digital Object Identifier (DOI)**

URL editorial **Published version URL**

URL repositori extern **Online repository URL**

1 Per a que l'activitat es revisi, ompli els camps URL Web del document, o dipositeu la publicació a UPCommons/E-Prints

Editorial **Publisher**

Paraules clau **Keywords**

Abstract **Abstract**

Autors

Cognoms **Author/s**

1 Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Editors

Cognoms **Editor/s**

1 Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Col·laboradors

Cognoms **Translator / Foreword author / Preface author ...**

1 Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item **Cancel item**

Crear **Cancel·lar**

⁶ Wikipedia contributors. "Monograph". *Wikipedia, The Free Encyclopedia*. <https://en.wikipedia.org/wiki/Monograph> (accessed 14 October 2019).

8.5 Book chapter in an edited book

An edited book is a collection of chapters by different authors brought together by an editor (or editors). These are original scholarly works presenting different viewpoints on a specific topic.⁷



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Autoria del capítol llibre - Creació

Llibre

Títol **Monograph title**

Tipus de publicació **Pendent** **Monograph / Book series / Proceedings book**

ISBN

Dipòsit legal

Data publicació Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa **Publication date**

Tipus punts PAR **Tipus 2**

Comentari

DOI **Digital Object Identifier (DOI)**

URL editorial **Published version URL**

URL repositori extern **Online repository URL**

Editorial **Publisher**

Abstract **Book Abstract**

Capítol de llibre

Títol de capítol **Chapter title**

Tipus de document **Pendent**

Pàgina inicial **Starting page**

Pàgina final **Number-ending page**

DOI Capítol **Chapter DOI**

Projectes finançadors

Paraules clau **Chapter Keywords**

Abstract capítol **Chapter Abstract**

Autors del capítol

Cognoms **Chapter Author/s**

Clear **Cancel item**

⁷ "Scholarly Communications: Book Publishing". *University College Dublin Library*. <https://libguides.ucd.ie/publishing/books> (accessed 14 October 2019).

8.6 Exhibition catalogue - editor

Book-sized exhibition catalogues typically have a colour photograph of every item on display. There will be a short formal catalogue description of each item, and usually interpretative text often amounting to one or more pages. The resulting book will have at least one introductory essay, often several, as well as footnotes, bibliography and other critical apparatus. The editor oversees all these aspects. ⁸



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Edició de catàleg d'exposició - Creació

! Els camps marcats en negreta són obligatoris

Exposició

Exposició Exhibition Title

Catàleg d'exposició

Títol Exhibition Catalogue Title

ISBN

Dipòsit legal

Data publicació Publication date
Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

DOI Exhibition Catalogue DOI

URL editorial Published version URL

Editorial Publisher

Paraules clau Keywords

Abstract Abstract

Editors

! Com a mínim ha d'haver-hi un editor

Cognoms Editor/s

! Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

Cancel item

⁸ "Exhibition Catalogue". *WordDisk*. https://www.worddisk.com/wiki/Exhibition_catalog/ (accessed 14 October 2019).

8.7 Exhibition catalogue - chapter

In an exhibition catalogue each chapter is written by a different author; it is put together by an editor.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Autoria del capítol de catàleg d'exposició - Creació

i Els camps marcats en negreta són obligatoris

Exposició

Exposició **Exhibition Title**

Catàleg d'exposició

Títol **Exhibition Catalogue Title**

ISBN

Dipòsit legal

Data publicació **Publication date**
Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

DOI **Exhibition Catalogue DOI**

URL editorial **Published version URL**

Editorial **Publisher**

Capítol de catàleg d'exposició

Títol de capítol **Exhibition Catalogue Chapter Title**

Pàgina inicial **Starting page**

Pàgina final **Number ending page**

DOI capítol **Chapter DOI**

Paraules clau **Chapter Keywords**

Abstract **Chapter Abstract**

Autors del capítol

i Com a mínim ha d'haver-hi un autor

Cognoms **Chapter Author/s**

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

8.8 Report

A report is a separately published record of research findings, research still in progress or other technical findings, usually bearing a report number and sometimes a grant number assigned by the funding agency.⁹



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Altre document científico-tècnic - Creació

1 Els camps marcats en negreta són obligatoris

Altre document científico-tècnic

Títol **Report Title**

Codi **Report Number**

Descripció **Brief explanation**

Data **Date submitted**

Nombre de pàgines **Total number of pages**

DOI **Report DOI**

URL Web **Report URL**

1 Per a que l'activitat es revisi, ompli els camps URL Web del document, o dipositeu la publicació a UPCommons/E-Prints

Projectes finançadors

Paraules clau **Report Keywords**

Abstract **Report Abstract**

Autors

1 Com a mínim ha d'haver-hi un autor

Cognoms **Report Author/s**

1 Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item **Cancel item**

Crear **Cancel·lar**

⁹ Taylor, Allan and James R. Parish. *Career Opportunities in Library and Information Science*. New York: Ferguson, 2009.

8.9 Textbook

A textbook is an edition of a book specifically intended for use by students who are enrolled in a course of study or preparing for an examination on a subject or in an academic discipline, as distinct from the trade edition of the same title.¹⁰ It may also refer to the standard work used for a specific course of study, whether it has been published in a special edition or not.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Manual-apunts - Creació

i Els camps marcats en negreta són obligatoris

Manual-apunts

Títol Manual Title

Data Publication date
Formats vàlids: dd/mm/aaaa: mm/aaaa:aaaa

Tipus manual-apunts Apunts Notes, Manual, Laboratory practices

ISBN

Dipòsit legal

DOI Manual DOI

URL editorial Published version URL

Editorial Publisher

Paraules clau Manual Keywords

Abstract Manual Abstract

Autors

i Com a mínim ha d'haver-hi un autor

Cognoms Manual Author/s

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

Cancel item

Crear

Cancel·lar

¹⁰ Reitz, Joan M. *Dictionary for Library and Information Science*. Westport, CT: Libraries Unlimited, 2004.

9. Grants, scholarships and agreements related to the doctoral programme

A grant is peer-reviewed funding covering the direct costs of research through competitions. A scholarship is the award of financial aid for students to further their education. There are two kinds of these activities in DRAC.

Grant, award, loans, financial aid obtained:



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Obtenció d'Ajut - Creació

i Els camps marcats en negreta són obligatoris

Ajut

Grant name

Nom

Àmbit Cap

Scope: International, European, en306

Finalitat Postdoctoral

Pre-doctoral / Postdoctoral / Others

Entitat que ho concedeix

Funding body

Entitat que ho concedeix

Entitat de realització

University / School / Research Center

Entitat de realització

Obtenció

Call name

Num convocatòria

Funding: total amount

Import 0

Data inici concessió

Start Date

Data fi concessió

End Date

Durada concessió

Grant duration

Format vàlid: aa.mm.dd (anys.mesos.dies)

Perceptors

i Com a mínim ha d'haver-hi un perceptor

You will be added in this part of the form automatically.

Cognoms

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

Cancel item

Crear

Cancel·lar

Scholarship:



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Obtenció de Beca - Creació

Beca

Name

Nom

Àmbit Scope: international, European, national or regio

Finalitat Purpose: predoctoral/postdoctoral

Entitat que ho concedeix

Entitat que ho concedeix Awarding body

Entitat de realització

Entitat de realització Body

Obtenció

Call no.

Num convocatòria

Import € Amount

Data inici concessió Start date

Data fi concessió End date

Durada concessió Format vàlid: a (mesos.dies)

Perceptor

You will be added to this part of the form automatically

Ordre	Cognoms	Nom	Institució	Rol	Tipus item CV	Grup recerca
drac	usuari			Perceptor <input checked="" type="checkbox"/>		
drac2				<input type="checkbox"/>		

Tipus item CV:

10. Professional doctoral programmes

The essential element in the industrial doctorate process is a research project that is the object of a doctoral thesis carried out at a company or institution at which doctoral students further their research training in collaboration with a university or research centre. Industrial doctorates act as a bridge for knowledge transfer and encourage closer ties between industry, universities and research centres.

Thesis supervisors must add doctoral students to this kind of group activity in their DRAC profiles.

11. Other activities

11.1 Participation in teaching innovation projects

Projects that develop innovative teaching and learning practices and/or relate to teaching research.

Thesis supervisors must add doctoral students to this kind of group activity in their DRAC profiles.

11.2 Software

Computer software, or simply software, is a collection of data or computer instructions that tell a computer how to work. In computer science and software engineering, computer software is all the information processed by computer systems, programs and data. Computer software includes computer programs, libraries and related non-executable data, such as online documentation and digital media.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Software

Descripció Software Description

Llenguatge de programació Programming language

Gestor de Bases de Dades Database Management Manager

Plataforma que ho soporta Platform that supports the software

Data finalització Date formats vàlids: dd/mm/aaaa:mm/aaaa:aaaa

DOI Digital Object Identifier

URL editorial Published version url

Paraules clau Keywords

Abstract Abstract

Autors

i Com a mínim ha d'haver-hi un autor

Cognoms

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

You will be added in this part of the form automatically.

Search and add other coauthors

11.3 Teaching materials or lecture notes

Teaching materials are the resources a teacher uses to deliver instruction. Each teacher requires a range of tools to draw upon in order to assist and support student learning. These materials play a large role in making knowledge accessible to a learner and can encourage a student to engage with knowledge in different ways.¹¹



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Manual-apunts

The form includes the following fields with callouts:

- Títol**: Teaching Material Title
- Data**: Date
- Tipus manual-apunts**: Apunts (dropdown menu)
- ISBN**: International Standard Book Number
- Dipòsit legal**: Legal Deposit Number
- DOI**: Digital Object Identifier
- URL editorial**: Published version URL
- Editorial**: Publisher
- Paraules clau**: Keywords
- Abstract**: Abstract

A callout for the 'Data' field states: "Kind of teaching material or lecture notes: collection of problems, laboratory practices, ect."

Autors

The form includes the following elements with callouts:

- Cognoms**: A text input field with a callout: "You will be added in this part of the form automatically."
- Search and add other coauthors**: A button with a magnifying glass icon.
- Afegir**: A button with a plus icon.
- Save the item**: A callout pointing to the "Crear" button.
- Cancel item**: A callout pointing to the "Cancel·lar" button.

Yellow information boxes contain the following text:

- "Com a mínim ha d'haver-hi un autor"
- "Podeu incorporar investigadors no existents a Drac fent click [aquí](#)"

¹¹ "Variety in Teaching Materials". *Studylib.net*. <https://studylib.net/doc/6991759/teaching-materials> (accessed 14 October 2019).

11.4 Other written output

Website content (blog, wiki entry, etc.), white paper, standard, master's or bachelor's thesis, draft, discussion paper, preprint, working paper, encyclopaedia article, dictionary entry, expert report, script, reading list, book review, technical document, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Altra producció documental

Títol

Descripció

Data de realització Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

DOI

Paraules clau

Abstract

Autors

Com a mínim ha d'haver-hi un autor

Search and add other coauthors

Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

You will be added in this part of the form automatically.

Save the item **Cancel item**

11.5 Talks or speeches

A talk or speech given for a variety of purposes: training, dissemination of knowledge and culture, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Conferència

Conferència o cicle Conference or conference circle

Acrònim

Data celebració Date held
Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

Localitat City

País Country

Regió Region

Àmbit Scope: international, european, etc.

Estat publicació Published or not published?

En cicle o un marc més ampli? In a cycle or a broader framework?

Entitat organitzadora

Entitat Body (i.e. European Commission, UPC, ect.)

Impartició de conferència o cicle

Títol conferència impartida Lecture given

Traduccions del títol Idioma

Tipus conferència Type of conference: Round table, book presentation, academic activity, others, etc.

Conferenciant

Com a mínim ha d'haver-hi un conferenciant

Cognoms You will be added in this part of the form automatically.

Search and add other coauthors

Podeu incorporar investigadors no existents a Drac fent click aquí

Save the item Cancel item

11.6 Collaborations in exhibitions

An exhibition, in the most general sense, is an organised presentation and display of a selection of items. In practice, exhibitions usually occur within a cultural or educational setting such as a museum, art gallery, park, library, exhibition hall, or World's fairs. Exhibitions can include many things such as art in both major museums and smaller galleries, interpretive exhibitions, natural history museums and history museums, and also varieties such as more commercially focused exhibitions and trade fairs.

Curators are sometimes involved as the people who select the items in an exhibition. Writers and editors are sometimes needed to write text, labels and accompanying printed material such as catalogues and books. Architects, exhibition designers, graphic designers and other designers may be needed to shape the exhibition space and give form to the editorial content. Organising and holding exhibitions also requires effective event planning, management, and logistics.¹²



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Exposició

Nom de l'exposició: Exhibition Title

Descripció: Brief explanation

Is it itinerant?

Is it monographic?

Lugar: Cultural or educational setting such as a museum, art gallery, park, library, exhibition hall

Localidad: City

País: Country

Data inici: Start date

Data fi: End date

Catàleg d'exposició

Per poder ser avaluat per comissari d'exposició, és necessari indicar el catàleg de l'exposició

Titul: Exhibition catalogue

ISBN: International Standard Book Number

Create a new exhibition catalogue

Crear

Col·laboradors

Com a mínim ha d'haver-hi un col·laborador

Cognoms: You will be added in this part of the form automatically.

Search and add other coauthors

Afegir

Podeu incorporar investigadors no existents a Drac fent click aquí

Save the item

Cancel item

Crear Cancel·lar

¹² Wikipedia contributors. "Exhibition". *Wikipedia, The Free Encyclopedia*. <https://en.wikipedia.org/wiki/Exhibition> (accessed 14 October 2019).

11.7 Membership of a scientific committee of a conference

The scientific committee draws up the academic structure of a conference's programme, gives great importance to the recruitment of prestigious speakers who can reinforce and enhance the scientific content of the conference and helps to promote the event. Also is responsible for the selection of topics, the types of publications, the choice of types of session, the selection of speakers and papers accepted for presentation and publication, and the management of the sessions.

Another kind of usual committee in a congress is the review committee, which is a group of experts who review all the works sent in the call for papers and decide whether they are valid for inclusion in the conference programme.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Pertinença a comitè d'edició de congrés - Creació

i Els camps marcats en negreta són obligatoris

Congrés

Congrés Conference name

Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology

Congrés Notable?

i Podeu incorporar congressos no existents a Drac fent click [aquí](#)

Cerqueu el congrés per acrònim o títol abans de crear-ne un de nou

Edició Congrés

Edició de congrés Conference edition

Ex.: RICTA - Iberian Meeting on Aerosol Science and Technology

Comitè Edició de Congrés

Nom de comitè Scientific committee, programme committee, technical advisory panel, review committee, etc.

Típus comitè

Especialització primària

Entitat de la que depèn

Pertinença a comitè

Data inici Start date

Data fi End date

Membre

i Hí ha d'haver un membre

Cognoms You will be added to this part of the form automatically

Crear
Cancel·lar

11.8 Contributions in the media

Press and magazine articles and interviews, TV and radio interviews, podcasts, talk shows, blogs, videos, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Col·laboració en mitjà de comunicació - Creació

i La cerca no ha retornat cap resultat. L'activitat es crearà nova

i Els camps marcats en negreta són obligatoris

Mitjà de comunicació

Nom **Media**

Acrònim

Tipus de mitjà de comunicació **Type of media: radio, tv, internet, press, cinema, etc.**

- Prensa
- Altres
- Cinema
- Internet
- Prensa
- Ràdio
- Televisió

Col·laboració

Títol de l'article o programa **Text interview, broadcast interview**

Descripció de l'article o programa **Brief description**

Periodicitat d'emissió **Frequency: daily, monthly, biweekly and weekly.**

Tipus col·laboració **Types of collaboration: interview, forum and talk, others.**

Data inici **Start date**

Data fi **End date**

Col·laborador

i Hi ha d'haver un col·laborador

Cognoms **You will be added in this part of the form automatically.**

Search and add other coauthors

Save the item

Cancel item

11.9 Awards, prizes, mentions and distinctions

Teaching, research, innovation and public engagement awards for researchers who have been credited with outstanding achievements and are making significant contributions to the advancement of their field and are thereby having a positive influence on society.

Examples: best paper or poster award, architecture/design/urbanism award, distinguished professor, top cited article, outstanding paper, highly commended paper, exemplary reviewer, top reviewer, student competition, master's thesis/project award, PhD thesis prize, certificate appreciation, best oral communication award, best demo award, recognition of outstanding technical paper, outstanding achievement award, young researcher award, technology transfer award, innovation trophy, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Premi

Premi Crear

Edició de Premi

Any edició Formats vàlids: aaaa

Nom Award edition name

Data de resolució Resolution date

Entitat de lectura

Entitat que ho concedeix Crear

Obtenció

Motiu - Treball reconegut Recognized work

Resultat Result: Second prize, others, finalist, honour award, first prize, second prize, selected and third prize.

URL web

Document

Premiats

Com a mínim ha d'haver-hi un premiat

Cognoms Afegir

Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

11.10 Publications about the work

Publications about the work in architecture, urbanism, etc., when someone else writes and publishes an article or a review that talks your projects, research, etc. The person who writes the article may be a researcher, an expert or a journalist. The mention of your work may be more or less extensive, but it must not be merely a citation or a quote.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Publicació sobre l'obra - Creació

i Els camps marcats en negreta són obligatoris

Publicació sobre l'obra

i Una vegada es creï l'activitat, el camp tipus de publicació no es podrà modificar

Tipus de publicació

Títol article

ISSN o títol

Source: journal, chapter, book, media, ..

Journal name or book name or media name, ...

i Podeu incorporar revistes no existents a Drac fent click [aquí](#)

Cerqueu la revista per ISSN o títol abans de crear-ne una de nova

Adreça web

Data publicació

Descripció

Tipus de referència

Autoria

Document

Published version URL

Publication date

Brief explanation

Article, Review, Photos,

Article or Review Author

Persones referenciades

i Com a mínim ha d'haver-hi un autor referenciat

Cognoms

You will be added in this part of the form automatically.

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

Crear

Cancel item

Cancel·lar

11.11 Architecture competitions

An architectural design competition is a type of design competition in which an organisation that intends to construct a new building invites architects to submit design proposals. The winning design is usually chosen by an independent panel of design professionals and stakeholders (such as government and local representatives).



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Premi en concurs d'arquitectura - Creació

i Els camps marcats en negreta són obligatoris

Concurs d'Arquitectura

Nom Architectural design competition name

Caràcter Project competition /Ideas competition

Procediment Open / Limited / Selected ... competition

Crida International / National competition

Data resolució Resolution Date mm/aaaa;aaaa

Entitat convocant Competition organiser body

Jurat

Composició del jurat International or National Jury Panel

Naturalesa del jurat Jury Panel Members: Organiser or independent members

Descripció Brief explanation

URL editorial Published version URL

i Per a que l'activitat es revisi, ompliu els camps URL Web del document, o dipositeu la publicació a l'URL

Resolució

Resultat Finalist, Winner, Runner-up, ...

Projecte

Nom del projecte Proposal Name

Premiats

i Com a mínim ha d'haver-hi un premiat

Cognoms

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item **Cancel item**

Crear **Cancel·lar**

11.12 Other merits

Further recognition not included in Prizes, mentions and distinctions.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Altres mèrits - Creació

i Els camps marcats en negreta són obligatoris

Mèrit

Títol del mèrit **Other Merits Name**

Descripció del mèrit **Brief explanation**

Data reconeixement **Resolution date**

Entitat que reconeix

Entitat que reconeix **Entity that grants**

Reconeguts

i Com a mínim ha d'haver-hi un reconegut

Cognoms **You will be added in this part of the form automatically.**

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item **Cancel the item**

Crear **Cancel·lar**

11.13 Other activities

Any other academic activity not listed elsewhere.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Altres activitats - Creació

i Els camps marcats en negreta són obligatoris

Altres Activitats

Títol Any other activity not listed elsewhere

Descripció de la activitat Brief explanation

Data inici Start date Format: dd/mm/aaaa;mm/aaaa;aaaa

Data fi End date Format: dd/mm/aaaa;mm/aaaa;aaaa

Participants

i Com a mínim ha d'haver-hi un participant

Cognoms You will be added in this part of the form automatically.

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

Save the item

Crear

Cancel the item

Cancel·lar

11.14 Teaching of a course or seminar

Bachelor's and master's degrees are not included in this category, which refers to research or PhD seminars, postgraduate courses, workshops, lifelong learning courses, training courses, vocational training, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Impartició de curs o seminari - Creació

i Els camps marcats en negreta són obligatoris

Curs o seminari

Nom **Name**

Acroním **Acronym**

País **Country**

Localitat **City**

Entitat **Body**

Centre/Institut **School/research institute**

Any **Year**

Tipus d'edició **Type of edition**

Altres tipus d'edició **Other type of edition**

Impartició de curs o seminari

Títol **Title**

Estat publicació **Published / not published**

Data presentació **Presentation date** aaaa;aaaa

Tipus presentació **Speaker / guest speaker**

Hores impartides **Teaching in hours**

Autors/Ponents

i Hi ha d'haver un assistent

Cognoms **You will be added to this part of the form as an author or speaker**

i Podeu incorporar investigadors no existents a Drac fent click [aquí](#)

11.15 Membership of an advisory or assessment committee

There are different kinds of committees:

- Committees that evaluate bachelor's, master's and doctoral programmes
- Research project proposals
- Tenure-track promotions, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Pertinença a comissió consultora avaluadora - Creació

i Els camps marcats en negreta són obligatoris

Comissió Consultora Avaluadora

Nom comissió **Name of the committee**

Tipus de comissió **Avaluació curricular** **Type of committee**

Especialització primària

Entitat de la que depèn **Body: institution, organisation, etc.**

Pertinença a Comissió

Data inici **Start date**

Data fi **End date**

Membres

i Hi ha d'haver un membre

Cognoms **You will be added to this part of the form as a member.**

11.16 Membership of an award panel or jury

The members of an award panel or jury are a group of persons selected for a specific purpose, such as judging a competition. The competition must be related to academia, research, innovation or public engagement.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Pertinença a tribunal jurat d'edició de premi - Creació

i Els camps marcats en negreta són obligatoris

Premi

Premi **Award**

Edició de Premi

Edició de Premi **Award edition**

Tribunal o Jurat d'Edició de Premi

Nom Comissió **Name of the committee**

Especialització primària

Entitat de la que depèn

Pertinença a tribunal jurat d'edició de premi

Data inici **Start date**

Data fi **End date**

Membres

i Hi ha d'haver un membre

Cognoms **You will be added to this part of the form as a member.**

11.17 Membership of a jury in an architecture competition

The members of a jury panel in architecture competitions are architects, landscapers, artists, etc. and stakeholders (such as government and local representatives).



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Pertinença a tribunal jurat de concurs - Creació

i Els camps marcats en negreta són obligatoris

Concurs d'arquitectura

Concurs d'Arquitectura Architecture Competition Name

Tribunal o Jurat de Concurs d'Arquitectura

Nom tribunal o jurat Contest Court Name

Especialització primària

Entitat de la que depèn

Pertinença a Tribunal o Jurat de Concurs d'Arquitectura

Data inici

Data fi

Start and end date

Membre

i Hi ha d'haver un membre

Cognoms You will be added in this part of the form as a member

11.18 Membership of a scientific or learned society

A learned society is an organisation that exists to promote an academic discipline, profession or a group of related disciplines such as the arts and science. Membership may be open to all, may require possession of some qualification, or may be an honour conferred by election.

Most learned societies are non-profit organisations, and many are professional associations. Their activities typically include holding regular conferences for the presentation and discussion of new research results and publishing or sponsoring academic journals in their discipline. Some also act as professional bodies, regulating the activities of their members in the public interest or the collective interest of the membership.¹³



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Pertinença a societat científica - Creació

 Els camps marcats en negreta són obligatoris

Societat científica

Nom Scientific Society Name

Acrònim Acronym

País Country and city

Localitat

Àrea d'especialització principal Entity: institution, organisation ...

Entitat

Pertinença a societat científica

Data inici Start and end date

Data fi

Membre

 Hi ha d'haver un membre

Cognoms You will be added in this part of the form as a member

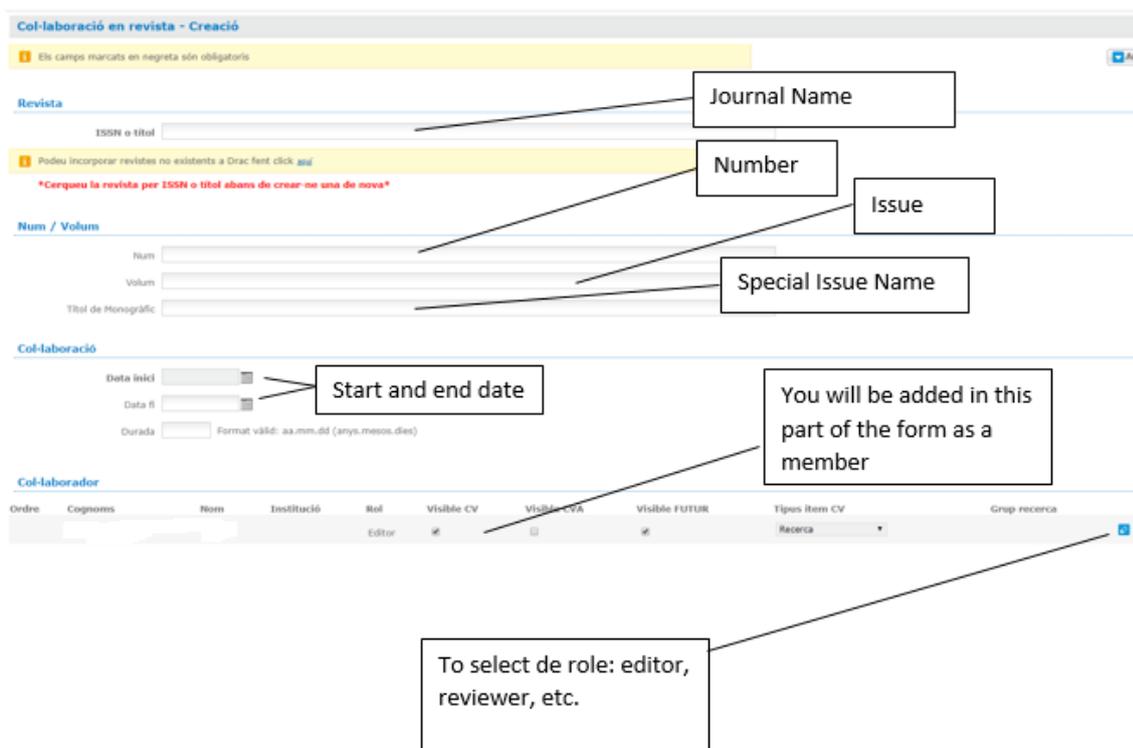
¹³ Wikipedia contributors. "Learned Society". *Wikipedia, The Free Encyclopedia*. https://en.wikipedia.org/wiki/Learned_society (accessed 14 October 2019).

11.19 Contributions to journals

There are different roles in contributions to journals: journal editor, editor-in-chief, journal director, reviewer, editorial board member, special issue guest editor and others.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.



Col·laboració en revista - Creació

Revista

ISSN o títol **Journal Name**

Num / Volum

Num **Number**

Volum **Issue**

Títol de Monogràfic **Special Issue Name**

Col·laboració

Data inici **Start and end date**

Data fi

Durada Format vàlid: aa.mm.dd (anys.mesos.dies)

Col·laborador

Ordre	Cognoms	Nom	Institució	Rol	Visible CV	Visible CVA	Visible FUTUR	Tipus Item CV	Grup recerca
				Editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recerca	

You will be added in this part of the form as a member

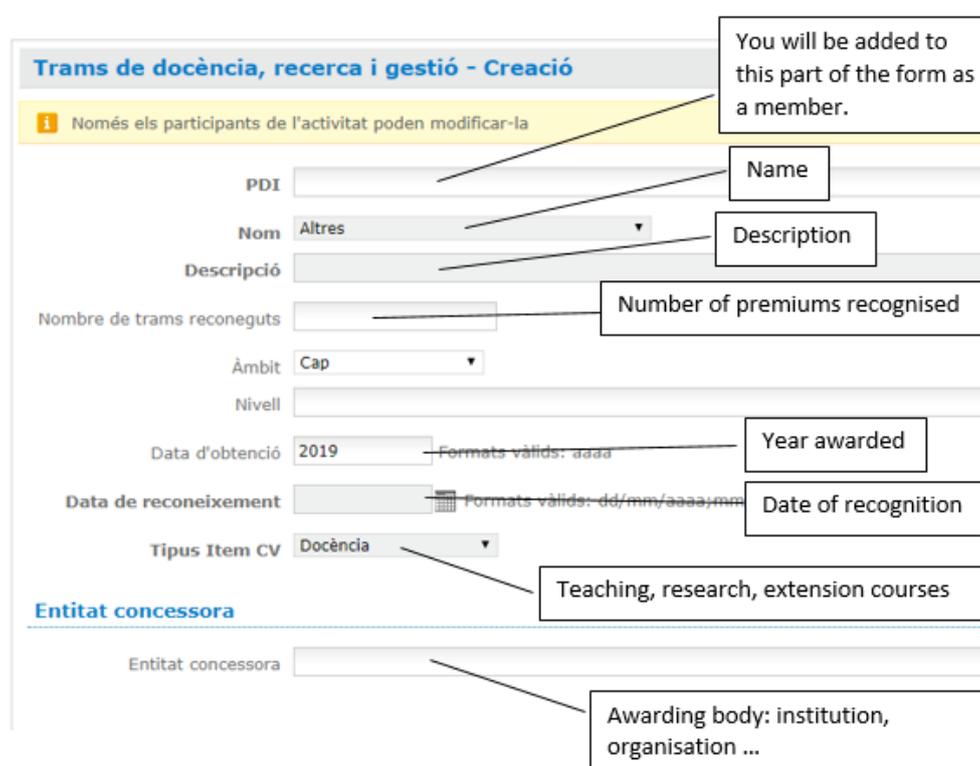
To select de role: editor, reviewer, etc.

11.20 Teaching, research or management premium

Merit-based salary increases for teaching, research and administration of public service and contract teaching and research staff at universities. These increases, or premiums, are an annual individual consolidated amount allotted by each university's board of trustees at the proposal of the respective governing board and are subject to a favourable evaluation by Associations for Quality Assurance in Higher Education like AQU Catalunya, CNEAI, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.



Trams de docència, recerca i gestió - Creació

Només els participants de l'activitat poden modificar-la

PDI **Name**

Nom **Description**

Descripció

Nombre de trams reconeguts **Number of premiums recognised**

Àmbit

Nivell

Data d'obtenció Formats vàlids: aaaa **Year awarded**

Data de reconeixement Formats vàlids: dd/mm/aaaa;mm/aa/aaaa **Date of recognition**

Tipus Item CV **Teaching, research, extension courses**

Entitat concessora

Entitat concessora **Awarding body: institution, organisation ...**

11.21 Certification

In order to be eligible for an associate professorship or a full professorship, candidates must be in possession of a research or advanced research certificate issued by AQU Catalunya, ANECA, etc. in recognition of their proven capabilities in teaching and research.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Acreditacions - Creació

i Només els participants de l'activitat poden modificar-la

PDI

Nom **Name**

Data de reconeixement **Date of recognition**
Formats vàlids: dd/mm/aaaa;mm/aaaa;aaaa

Entitat concessora

Entitat concessora **Awarding body**

Crear **Cancel·lar**

You will be added to this part of the form automatically

11.22 R&D management

R&D refers to innovative activities in developing new services and products or improving existing services or products, that is, patents, licence agreements, R&D contracts, new products and services, spin-offs, start-ups, etc.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Gestió d'ens RDI - Creació

Els camps marcats en negreta són obligatoris

Ens RDI

Nombre **Name**

Acrònim **Acronym**

Tipus Ens **Type of body**

Altres tipus Ens **Other types of bodies**

Localitat

Regió

País

Objectius **Aims**

Àmbito **Scope**

Gestió d'ens RDI

Descripció tasques fetes **Task description**

Data inici **Start date**

Data fi **End date**

Durada Format vàlid: aa.mm.dd (any:mesos:dies)

Gestor

Hí ha d'haver un gestor

Cognoms

Create **Cancel**

You will be added to this part of the form automatically

11.23 Tutoring outside the UPC

A tutor, also called an academic tutor, provides assistance or tutelage to one or more people on certain subject areas or skills. The tutor spends a few hours on a daily, weekly or monthly basis to transfer their expertise on the topic or skill to the student. As a teaching-learning method, tutoring is characterised by how it differs from formal teaching methods on the basis of the (in)formality of the setting as well as the flexibility in pedagogical methods in terms of duration, pace of teaching, evaluation and tutor-tutee rapport.¹⁴



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

Tutoria docent fora de la UPC - Creació

PDI

Tipus de tutoria Conferències en centres de secundària

Curs acadèmic 2019

Entitat

Us recordem que aquest manteniment... Introduir la tutoria docent fora de la UPC

Tipus d'entitat Universitat

Nom del centre

Programa de doctorat

Hores tutoria

Les dades docents de la UPC prov... generar el currículum

¹⁴ Wikipedia contributors. "Tutor". *Wikipedia, The Free Encyclopedia*. <https://en.wikipedia.org/wiki/Tutor> (accessed 14 October 2019).

11.24 Teaching coordination outside the UPC

Functions and responsibilities of professors responsible for a subject¹⁵:

- To draw up the course guide for the subject that they are in charge of.
- To coordinate the professors who teach the subject.
- To set out the planning and scheduling of the subject in the course guide and introduce any changes in the corresponding institutional computer application.
- To ensure that the planned assessment activities are carried out.
- To ensure that students acquire the generic and specific competencies in each subject.
- To monitor academic results, detect shortcomings and propose measures for correction and improvement.
- To introduce students' marks in the computer application and sign the assessment reports under the terms and conditions set by the University.
- To communicate and sign any modifications of students' marks that may be made in the periods and manner set by the University.
- To act as an interlocutor in all contacts related to the subject made with the corresponding bodies.
- To ensure the deadlines for assessment and publication of results are met.
- To guarantee the impartiality of assessment.
- To ensure that tutorials are properly implemented.
- To ensure that at least one of the professors for the subject, preferably the one who teaches it, is present at an examination.
- To contribute to planning and encouraging students' participation in student surveys.



The fields in the form that you will have to fill in to create the activity in DRAC are shown below.

¹⁵ UPC. "Academic Regulations for Bachelor's and Master's Degrees". *Normatives acadèmiques*.

https://www.upc.edu/sga/ca/shared/fitxers-normatives/AcademicRegulations_EN/NAGRAMA/nagrama-18-19_en_definitiva.pdf (accessed 14 October 2019).