Summary correspondence between DAD and DRAC curricular activities

DRAC Administration – R&D Information Unit (GPAQ)
Doubts: support.drac@upc.edu
October 2019
Introduction

What is DRAC?
The Academic Research Descriptor. The database where UPC researchers introduce the references about their publications, stays, presentations, awards, etc.

What is ATENEA PhD?
Is the virtual platform for helping PhD students with the management of the deliveries of the research plan, of activities evidences carried out and the doctoral thesis.

What is the DAD?
The Doctoral Student Activity Report. This document contains all the activities related with the doctoral student's training and research.

How can you generate your DAD in Atenea PhD adding outputs to your profile in DRAC?

1. PhD students introduce a DRAC reference of their individual activities such as stays, teaching, assistances in courses or seminars etc. For group activities, such as articles or presentations of conferences papers, PhD students must ask to their thesis supervisor, tutor or other researchers to be added in that collaborative activities.
2. From Atenea PhD, PhD students view curricular activities from DRAC and generates the Doctoral Student Activity Report (DAD) immediately after you or your supervisor introduce an activity in DRAC.

Unless the PhD student is enrolled in a UPC doctoral programme, he/she will not be able to access to DRAC.

The PhD student only can edit in DRAC all the individual activities which he/she can find at the last column of the table above informed as “Yes”.

If you need to be added in a group activity, as an article, or a congress presentation, you will have to ask to your thesis director to be added in with his or her DRAC profile.

To add a new individual output, complete the required fields and click the “Crear” button at the final of the form of each activity when you have finished.
Research information in DRAC is organised in content types

<table>
<thead>
<tr>
<th>DAD</th>
<th>DRAC Translations</th>
<th>URL DRAC</th>
<th>Can you edit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stays at other universities or research centres or resulting from an agreement (co-supervision, mobility, Erasmus Mundus, etc.)</td>
<td>Research, Teaching or Innovation Stay</td>
<td>Estada a centre Rdi</td>
<td>Yes</td>
</tr>
<tr>
<td>Presentations at conferences</td>
<td>Presentation of conference papers</td>
<td>Treball presentat en congrés</td>
<td>No</td>
</tr>
<tr>
<td>Teaching</td>
<td>Teaching taught outside the UPC</td>
<td>Docència impartida fora de la UPC</td>
<td>Yes</td>
</tr>
<tr>
<td>Courses, seminars and conferences</td>
<td>Assistance in course or seminar</td>
<td>Assistència a curs o seminari</td>
<td>Yes</td>
</tr>
<tr>
<td>Participation in research projects</td>
<td>Participation in R&amp;D calls</td>
<td>Participació en projecte RDi competitiu</td>
<td>No</td>
</tr>
<tr>
<td>Organisation of R&amp;D activities (conferences, seminars, awards, etc.)</td>
<td>Organization of conference</td>
<td>Organització d'edició de congrés</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Organization of courses and seminars</td>
<td>Organització de curs o seminari</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Prizes editions organizations</td>
<td>Organització d'edició de premi</td>
<td>Yes</td>
</tr>
<tr>
<td>Articles published in indexed journals</td>
<td>Publications in indexed journals</td>
<td>Autoria d'article en revista</td>
<td>No</td>
</tr>
<tr>
<td>Ownership of intellectual property (Patents)</td>
<td></td>
<td>Titularitat de propietat industrial intel·lectual</td>
<td>No</td>
</tr>
<tr>
<td>Conference Proceedings Article</td>
<td></td>
<td>Text en actes de congrés</td>
<td>No</td>
</tr>
<tr>
<td>Journal Article (not indexed journals)</td>
<td></td>
<td>Autoria d'article en revista (en revistes no indexades)</td>
<td>No</td>
</tr>
<tr>
<td>Conference proceedings - Editor</td>
<td></td>
<td>Edició de llibre d'actes de congrés</td>
<td>No</td>
</tr>
<tr>
<td>Monograph / Book</td>
<td></td>
<td>Llibre</td>
<td>No</td>
</tr>
<tr>
<td>Book Chapter</td>
<td></td>
<td>Capítol de llibre</td>
<td>No</td>
</tr>
<tr>
<td>Exhibition catalogues - Editor</td>
<td></td>
<td>Edició de catàleg d'exposició</td>
<td>No</td>
</tr>
<tr>
<td>Exhibition catalogues - Chapters</td>
<td></td>
<td>Autoria de capítol de catàleg d'exposició</td>
<td>No</td>
</tr>
<tr>
<td>Report</td>
<td></td>
<td>Altres documents científico-tècnics</td>
<td>No</td>
</tr>
<tr>
<td>Textbook / Manual</td>
<td></td>
<td>Manual-apunts</td>
<td>No</td>
</tr>
<tr>
<td>Other types of</td>
<td></td>
<td>Altra producció documental</td>
<td>No</td>
</tr>
<tr>
<td>Other activities</td>
<td>publications</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Grants, scholarships and agreements related to the doctoral programme</td>
<td>Obtaining financial aid Obtenció d’ajut No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtained grants and scholarships Obtenció de beca Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional doctoral programmes</td>
<td>Participation in R&amp;D calls Participació en projecte RDi competitiu No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participation in teaching innovation projects Participació en projectes d’innovació docent No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Software Software</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teaching materials or lecture notes Manual-apunts No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other written output Talks or speeches Altra producció documental impartició de conferències No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collaborations in exhibitions Col·laboració en exposició No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership of conference organizing committee Pertinença a comitè d’edicions de congressos No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contributions in the media Col·laboració en mitjà de comunicació No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prizes, mentions and distinctions Premis i reconeixements No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publications about the work Publicació sobre l’obra No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Architecture competitions Concurs d’arquitectura No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other activities Altres mèrits No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other activities Altres activitats No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Imparting courses Impartició de cursos i seminaris Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership of advisory or assessment committees Pertinença a comissió consultora o avaluadora Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership of award panel or jury Pertinença a tribunal o jurat d’edició de premi Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership contest court or jury Pertinença a tribunal o jurat de concurs Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership of scientific societies Pertinença a Societat científica Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contributions to journals Col·laboració en revista Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teaching, research or management premium Trams de docència, recerca i gestió Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accreditations Acreditacions Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R&amp;D management Gestió R+D+i Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tutoring teaching outside UPC Tutors docents fora de la UPC Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordination teaching outside UPC Coordinació docent fora de la UPC Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Index

1. Stays at other universities or research centres or resulting from an agreement (co-supervision, mobility, Erasmus Mundus, etc.) ............................................................................................................ 5
2. Presentations at conferences ............................................................................................................. 8
3. Teaching .............................................................................................................................................. 9
   3.1 Teaching bachelor’s and master’s courses in the UPC ............................................................ 9
   3.2 Teaching bachelor’s and master’s courses outside the UPC .................................................... 9
   3.3 Teaching courses and seminars .................................................................................................. 10
4. Attending courses, seminars and conferences ................................................................................. 11
5. Participation in research projects ..................................................................................................... 12
   5.1 Competitive projects: EU-funded projects, National Plan for Scientific and Technical Research and Innovation (Spain), AGAUR (Catalonia), etc. ................................................................. 12
   5.2 Non-competitive projects: research contracts with large business, SMEs, public and third sector organizations ............................................................................................................. 12
6. Organisation of R&D activities (conferences, seminars, awards, etc.) ............................................. 13
   6.1 Member of the organizing committee, steering committee, etc. in a congress, conference, symposium, etc. .................................................................................................................................... 13
   6.2 Member of the program committee, technical advisory panel, review committee, etc. in a congress, conference, symposium, etc. ................................................................. 13
   6.3 Member of seminar/course organizing committee ........................................................................ 13
   6.4 Member of prize/award organizing 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 (not indexed journals) .......................................................................................... 17
   8.3 Conference Proceedings - Editor .............................................................................................. 17
   8.4 Monograph ................................................................................................................................. 18
   8.5 Book chapter in an edited book .................................................................................................. 18
   8.6 Exhibition Catalogues - Editor ................................................................................................... 18
   8.7 Exhibition Catalogues - Chapter .............................................................................................. 18
   8.8 Report ........................................................................................................................................ 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.9</td>
<td>Textbook</td>
<td>19</td>
</tr>
<tr>
<td>8.10</td>
<td>Other types of publications</td>
<td>19</td>
</tr>
<tr>
<td>9.</td>
<td>Grants, scholarships and agreements related to the doctoral programme</td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>Industrial doctoral programmes</td>
<td>21</td>
</tr>
<tr>
<td>11.</td>
<td>Other activities</td>
<td>22</td>
</tr>
<tr>
<td>11.1</td>
<td>Participation in teaching innovation projects</td>
<td>22</td>
</tr>
<tr>
<td>11.2</td>
<td>Software</td>
<td>22</td>
</tr>
<tr>
<td>11.3</td>
<td>Teaching materials or lecture notes</td>
<td>22</td>
</tr>
<tr>
<td>11.4</td>
<td>Other written output</td>
<td>22</td>
</tr>
<tr>
<td>11.5</td>
<td>Talks or speeches</td>
<td>23</td>
</tr>
<tr>
<td>11.6</td>
<td>Collaborations in exhibitions</td>
<td>23</td>
</tr>
<tr>
<td>11.7</td>
<td>Membership of conference organizing committee</td>
<td>23</td>
</tr>
<tr>
<td>11.8</td>
<td>Membership of a scientific committee of a conference</td>
<td>24</td>
</tr>
<tr>
<td>11.9</td>
<td>Contributions in the media</td>
<td>24</td>
</tr>
<tr>
<td>11.10</td>
<td>Prizes, mentions and distinctions</td>
<td>24</td>
</tr>
<tr>
<td>11.11</td>
<td>Publications about the work</td>
<td>24</td>
</tr>
<tr>
<td>11.12</td>
<td>Architecture competitions</td>
<td>25</td>
</tr>
<tr>
<td>11.13</td>
<td>Other merits</td>
<td>25</td>
</tr>
<tr>
<td>11.14</td>
<td>Other activities</td>
<td>25</td>
</tr>
<tr>
<td>11.15</td>
<td>Imparting courses</td>
<td>25</td>
</tr>
<tr>
<td>11.16</td>
<td>Membership of advisory or assessment committees</td>
<td>26</td>
</tr>
<tr>
<td>11.17</td>
<td>Membership of award panel or jury</td>
<td>27</td>
</tr>
<tr>
<td>11.18</td>
<td>Membership contest court in architecture competitions</td>
<td>28</td>
</tr>
<tr>
<td>11.19</td>
<td>Membership of scientific or learned society</td>
<td>29</td>
</tr>
<tr>
<td>11.20</td>
<td>Contributions to journals</td>
<td>30</td>
</tr>
<tr>
<td>11.21</td>
<td>Teaching, research or management premium</td>
<td>31</td>
</tr>
<tr>
<td>11.22</td>
<td>Accreditations</td>
<td>32</td>
</tr>
<tr>
<td>11.23</td>
<td>R&amp;D management</td>
<td>33</td>
</tr>
<tr>
<td>11.24</td>
<td>Tutoring teaching outside UPC</td>
<td>35</td>
</tr>
<tr>
<td>11.25</td>
<td>Coordination teaching outside UPC</td>
<td>36</td>
</tr>
</tbody>
</table>
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.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

- Entity
- Acronym
- Country
- Town, village or city
- Type of entity
- Purpose
- Task description
- Start and end date

You will be added in this part of the form automatically

Create the activity
Cancel and exit from the form
2. Presentations at conferences

There are different types of presentation formats available at academic conferences. Oral presentations: individual presentations, panel discussions. Poster presentations. Colloquium. Workshop, interactive presentations. Roundtable discussion.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
3. Teaching

3.1 Teaching bachelor’s and master’s courses in the UPC

The UPC Bachelor’s and Master’s courses taught will be facilitated by the UPC.

3.2 Teaching bachelor’s and master’s courses outside the UPC

This section is for courses taught outside the UPC.

These are the fields of the form that you will have to fill in to create the activity in DRAC:
3.3 Teaching courses and seminars

Includes: MOOCs, lifelong learning courses, university extension courses, etc.

3.4 Teaching conferences

A formal academic event where researchers present results, workshops, and other scientific activities.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
4. Attending courses, seminars and conferences

Course: 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.

Seminar: research talk, often given by a visiting researcher and primarily attended by academics, research staff, and postgraduate students. Seminars often occur in 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.

Conference: 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.

These are the fields of the form that you will have to fill in to create the activity in DRAC:
5. Participation in research projects

A research project is a scientific investigation, usually using scientific methods, to achieve defined objectives. There are two kind of research projects:

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

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

5.2 Non-competitive projects: research contracts with large business, SMEs, public and third sector organizations

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
6. Organisation of R&D activities (conferences, seminars, awards, etc.)

6.1 Member of the organizing committee, steering committee, etc. in a congress, conference, symposium, etc.

To be part of the organizing committee of a congress, which is the main organ of the congress and maximum responsible for it and its main function is to set the congress's main lines. In addition, it is the highest decision-making body of the program and is essentially responsible for approving the general budgets, setting the main lines of the congress, approving its scientific content and the final general program, approving the corporate image and how many actions were aimed at preserving the good end of the encounter.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

- **Congress name**
- **Congress edition**
- **You will be added in this part of the form automatically**
6.2 Member of the program committee, technical advisory panel, review committee, etc. in a congress, conference, symposium, etc.

The scientific committee will elaborate the academic structure of the congress program, giving great importance to the recruitment of speakers of recognized prestige, who will reinforce and enhance the scientific content of the congress, while helping to promote the event.

The review committee of a congress is the group of experts that review all the works send in the call for papers and decide if they are valid or not for to be included in the programme of the congress.

The technical advisory panel is the organ of the congress from which to centralize the entire organizational process of the event and, therefore, be a reference for confirmations, and all the necessary steps for the proper fulfillment of the premises established by the organizing committee.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

6.3 Member of seminar/course organizing committee

To take part of the group of people that carry out all the planning and logistics of a course or seminar.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

Name of the course

Country and city

Entity

School, faculty

Type of issue: course, conference, debate, working session, seminar, workshop, etc.

You will be added in this part of the form automatically
6.4 Member of prize/award organizing committee

To take part of the group of people that carry out all the planning and logistics of a prize/award ceremony.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

- Prize name
- Prize edition
- City and country

You will be added in this part of the form automatically
7. Articles published in indexed journals (JCR-Journal Citation Reports)

An academic or scholarly paper which is in academic journals and contains original research results or reviews existing results or show a totally new invention. The journals with most impact are indexed in products like JCR-Journal Citation Reports or SJR-Scimago Journal & Country Rank. They allow you to evaluate and compare journals using citation data.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
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.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.2 Journal article (not indexed journals)

An academic or scholarly paper which is in academic journals and contains original research results or reviews existing results or show a totally new invention. The journal is not indexed in products like JCR-Journal Citation Reports or SJR-Scimago Journal & Country Rank.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.3 Conference Proceedings - Editor

A conference proceeding is the published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants. 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, etc.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
8.4 Monograph

A monograph is a specialist work 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 ascertaining reliable credibility to the required recipient. This research is presented at length, distinguishing a monograph from an article.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

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.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.6 Exhibition Catalogues - 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, footnotes, bibliography and other critical apparatus. The editor oversees all this aspects.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.7 Exhibition Catalogues - Chapter

An exhibition catalogue where each chapter is written by different authors and the whole thing is put together by an editor.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
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.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.9 Textbook

A textbook is an edition of a book specifically intended for the use of 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. Also refers to the standard work used for a specific course of study, whether published in special edition or not.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

8.10 Other types of publications

Dictionary or encyclopedia entry, book review, technical documentation, etc.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
9. Grants, scholarships and agreements related to the doctoral programme

A grant is a peer-reviewed funding providing direct research costs through competitions. A scholarship is an award of financial aid for a student to further their education.

There are two kinds of these activities in DRAC:

- **Obtaining financial aid:**
  You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

- **Obtained grants and scholarships:**

  These are the fields of the form that you will have to fill in to create the activity in DRAC:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant or scholarship name</td>
<td>Name of the grant or scholarship</td>
</tr>
<tr>
<td>Regional area: International, Europe, Spain or autonomic</td>
<td>Type of the grant or scholarship</td>
</tr>
<tr>
<td>Entity that grants it</td>
<td>Entity that grants the grant or scholarship</td>
</tr>
<tr>
<td>Realization entity</td>
<td>Realization entity of the grant or scholarship</td>
</tr>
<tr>
<td>Call number</td>
<td>Call number of the grant or scholarship</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of the grant or scholarship</td>
</tr>
<tr>
<td>Concession start date</td>
<td>Start date of the concession of the grant or scholarship</td>
</tr>
<tr>
<td>End date of concession</td>
<td>End date of the concession of the grant or scholarship</td>
</tr>
</tbody>
</table>

You will be added in this part of the form automatically.
10. Industrial doctoral programmes

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

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
11. Other activities

11.1 Participation in teaching innovation projects

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

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.2 Software

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

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

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.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.4 Other written output


You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
11.5 Talks or speeches

Give a talk or speech for various purposes: training, dissemination of knowledge and culture, etc.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

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 catalogs 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. Organizing and holding exhibitions also requires effective event planning, management, and logistics.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.7 Membership of conference organizing committee

The organizing or steering committee is responsible for the overall organisation and financial planning of the conference. This committee will probably be responsible for appointing the conference’s general chair and may need to approve who is appointed as programme chair. The committee advises these chairs and assists them in making decisions, especially around the conference venue and date, the budget and the overall technical content of the conference.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.
11.8 Membership of a scientific committee of a conference

A Scientific Committee of a conference is responsible for the selection of sub-themes, the type of publications, the choice of types of session, selection of speakers and papers accepted for presentation, publication, and the management of the sessions, among others.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.9 Contributions in the media

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

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.10 Prizes, mentions and distinctions

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

Exemples: best paper or poster award, architecture/design/urbanism awards, Distinguished Professor, Top Cited Article, Outstanding Papers, Highly Commended Paper, Exemplary Reviewer, Top reviewer, Student Contest, Master 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.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

11.11 Publications about the work

Specifically in architecture, urbanism, etc., when someone else writes and publishes an article/review talking about your projects, your research, etc. The person who writes the article can
be a researcher, an expert or a journalist. The mention of your work has to be more or less extensive, but it cannot be a cite or a quote.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

### 11.12 Architecture competitions

An architectural design competition is a type of design competition in which an organization that intends on constructing 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).

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

### 11.13 Other merits

Further recognition not included in Prizes, mentions and distinctions.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

### 11.14 Other activities

Any other academic activity not listed elsewhere.

You will have to ask to your thesis director to be added in this kind of group activity with his or her DRAC profile.

### 11.15 Imparting courses

Bachelor’s and Master’s degree are not included. It refers to research or PhD seminars, post graduate courses, workshops, lifelong learning courses, training courses, vocational training, etc.
These are the fields of the form that you will have to fill in to create the activity in DRAC:

11.16 Membership of advisory or assessment committees

There are different kind of committees:

- Committees that evaluates bachelor, master’s and doctoral programs
- Research projects proposals
• Tenure-track promotions, etc.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

11.17 Membership of award panel or jury

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

These are the fields of the form that you will have to fill in to create the activity in DRAC:
11.18 Membership contest court in architecture competitions

The members of a contest court in architecture competitions are architects, landscapers, artists, etc. and stakeholders (such as government and local representatives).
These are the fields of the form that you will have to fill in to create the activity in DRAC:

11.19 Membership of 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.
These are the fields of the form that you will have to fill in to create the activity in DRAC:

**Pertinença a societat científica - Creació**

- **Nom**: Name of the Scientific Society
- **Acrònim**: Acronym
- **País**: Country
- **Localitat**: City
- **Area d’espécialització principal**: Main field of specialization
- **Entitat**: Institution or organization

**Pertinença a societat científica**

- **Data inic**: Start date
- **Data fi**: End date

**Membre**

- **Hi ha d’haver un membre**: You will be added in this part of the form as a member

### 11.20 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, others.
11.21 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.
These are the fields of the form that you will have to fill in to create the activity in DRAC:

11.22 Accreditations

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

These are the fields of the form that you will have to fill in to create the activity in DRAC:
11.23 R&D management

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

These are the fields of the form that you will have to fill in to create the activity in DRAC:
11.24 Tutoring teaching outside 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 characterized 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.

These are the fields of the form that you will have to fill in to create the activity in DRAC:

- **Academic year**
- **Type of entity**
- **School, faculty**
- **PhD programme**
- **Hours**

You will be added in this part of the form automatically.
11.25 Coordination teaching outside UPC

Functions and responsibilities of professors responsible for a subject - To draw up the course guide for the subject 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 to them in the corresponding institutional computer application. - To ensure that the planned assessment activities are carried out. - To ensure that the students acquire the generic and specific competencies of each subject. - To monitor the academic results, detect shortcomings and propose measures for correction and improvement. - To introduce the students’ marks in the computer application and sign the assessment reports in the terms and conditions set by the university. - To communicate and sign any modifications of the 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.

These are the fields of the form that you will have to fill in to create the activity in DRAC: