DRAC for doctoral students

Hello! In this video we present DRAC, the portal where you can register the curricular activities, such as presentations at conferences and journal articles, that you do within the framework of your doctoral degree at the UPC. Register activities to show them on your doctoral student activity report (DAD) in AteneaPhD, the virtual platform that helps doctoral candidates manage the submission of the research plan, proof of the activities carried out and the thesis. DRAC can also produce several types of CV that you can use in your applications in different calls.

First, to access the DRAC portal, enter the following URL: https://drac.upc.edu/info/ca. Then click on the central button "Accés a DRAC" (Access to DRAC) and enter your credentials (username and password) for the UPC intranet.

The DRAC portal features a specific help section for UPC doctoral students. Click on the DRAC PhD button to see definitions and examples of the types of activities that you can register in DRAC, and the corresponding instructions.

Although there is no English version of the activity forms yet, the DRAC portal includes "DRAC guidelines on the correspondence between DAD and DRAC curricular activities", which provides the translations for all the fields in the activity forms.

After accessing DRAC, we recommend you first change the language settings. Click on the globe icon at the top right of the screen and choose English. The DRAC home page will be shown in English. The other pages have not yet been translated.

Second, you can register new activities directly on the DRAC home page. Use the quick filters at the top of the screen to choose the type of activity from the drop-down list. Start typing a word that describes the activity, such as "stay" for "research, teaching or innovation stay". The matching result is highlighted in blue in the drop-down list. Select it and click on "Activitat nova" ("New activity"). The system opens the form that you need to complete to register a new activity in DRAC.

You must at least fill in all the required fields (highlighted in bold), such as institution name and type, purpose of the stay, tasks and start date.

Make sure that the "Visible DAD" check box to the right of your name is selected when you are creating the activity. Click on the "Crear" (Create) button and the new activity will automatically be shown in your DAD.

All new activities will appear in the search listings on the DRAC home page as you

create them. You can search for a particular type of activity using the filters at the top of the screen.

Third, in addition to searching for and registering activities, the DRAC homepage also allows you to check or uncheck the activities that are shown on your DAD, your abridged CV, other model CVs and the FUTUR/PRC portal.

In addition, in the right corner next to the language settings you can access your personal details in DRAC to see and complete your degrees, language skills and so on.

Fourth, back on the DRAC home page, the menu is shown on the left of the screen. Click on the hamburger button between the logos of the UPC and DRAC to hide or show the menu.

The next menu option is "Currículum" (CV). It allows you to create different types of CV based on the templates that are available in DRAC. You just need to follow a few steps and then click on the "Generar CV" (Generate CV) button.

Under "Cerca avançada" (Advanced search) you can see the tree of activities and subactivities that you can register in DRAC. To search within a specific one, use the drop-down lists to select it. The system will open the search form for the selected type of activity.

The last menu option is "Enllaços" (Links). It contains direct links to the Portal for the Scientific Output of UPC Researchers, FUTUR, which is updated every week with the data in DRAC. It is necessary to have registered at least one of the activities in DRAC for a researcher to be listed in FUTUR. Publications must be first reviewed by the UPC's Libraries Service.

Go to the notification section at the top right of the home screen, next to the language settings, to find out if a publication has been reviewed. This section shows the latest CV updates and the activities that have not yet been reviewed and/or catalogued by the UPC's Libraries Service.

Last of all, there is a link to the DRAC portal, which you can also access using the "Ajuda" (Help) button at the top right of any screen in DRAC, right next to your name.

We hope that this video has given you a quick taste of the different functions that are available to you in DRAC. If you have any questions or enquiries, send an e-mail to suport.drac@upc.edu. Our ticket system will automatically create a request and we will get back to you as soon as possible.

In the next video we will explain how to register activities related to your doctoral degree on DRAC. Do not miss it! See you soon!

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