

PhD Student Guide

How to Correctly Enter Data into ScienceON and Avoid Errors in the Annual Report

The annual report generated in the ScienceON system is based on data entered by doctoral students enrolled in a Doctoral School.

The quality of the report therefore depends directly on the completeness and accuracy of the entered information.

The guidelines below will help you avoid the most common errors and prepare a reliable and coherent report.

Note: The report for Doctoral Schools of the University of Lodz presents data within time frame of academic year.

IMPORTANT:

The text entered in the Activity or Achievement title field is displayed in the report.

It is necessary to provide activity dates, including the start date and end date (year, month, day), regardless of whether the field is indicated as required with an asterisk. Activities without dates will not be included in the report.

Note: Do not wait until the last days before submitting your documentation to enter your activities. Activities not approved by a ScienceON Administrator will not appear in the report. To avoid problems during evaluation, activities should be entered on an ongoing basis, allowing sufficient time for approval.

I. COMPLETION OF DATA in ScienceON



1. Remember: the report is only as good as the data you enter

When completing your ScienceON profile, verify that:

- ☒ each activity has correct dates,
- ☒ conferences have been correctly classified as domestic or foreign,
- ☒ activities have been assigned to the appropriate categories,
- ☒ required supporting documents or links have been provided,
- ☒ the same activity has not already been entered in another related category.

2. Provide complete activity information

Whenever possible, include the following information in the activity title:

1) for conferences:

- type of presentation (oral presentation, poster, poster presentation);
- tytuł referatu lub posteru,
- full conference title;

2) for mobility activities:

- purpose/nature of the visit,
- host institution,
- location.

3. Update Publications after publication

Within the **Publications** module, it is possible to report both published works and publications that are in press. A common mistake is leaving publication records incomplete for an extended period, even after publication.

Once a publication has been published, update:

- DOI,
- volume, issue and page range (where applicable),
- publication details.

The above information should be updated by submitting a request to the ScienceON Administrator.

4. Use supporting documentation for activities and achievements

To confirm the information entered into the system, attach:

- a certificate or official confirmation,
- an event programme or a link to the source

These documents should be attached when entering the activity. This facilitates verification of the activity.

5. Do not enter activities included in the Doctoral School curriculum

The following should not be reported as additional achievements or activities:

- interdisciplinary doctoral seminars,
- teaching practice required under the Doctoral School programme.

These are mandatory elements of the study programme rather than additional scientific achievements.

6. Link activities to a Research Project or Institution

Use the **Links** function to indicate links between an activity and a **Research Project** (for example, conference participation funded by a project) or an institution (for example, a research placement at a foreign university)

In particular, it is advisable to link:

- conferences and workshops,
- mobility activities (including summer schools and research placements),
- publications.

7. Do not duplicate activities

The same activity should be reported only once in the category that best reflects its nature.

Incorrect:

- the same summer school reported as both “Mobility” and “Training”,
- conference organisation reported both as “Membership” and “Organisation of event”,
- the same conference paper reported both as “Conference” and “Other Achievement”

Correct:

Select the category that best describes the activity (see table at the end).

8. Update long-term activities

This applies particularly to:

- participation in Research Projects,
- membership in university teams, committees and student research clubs,
- activities carried out within organisations.

For **Research Projects**, the project end date must be entered even if it falls beyond the academic year under evaluation (the report will include long-term activities if they continue throughout the reported academic year).

If an activity extends for a number of years (such as membership in a science club or a committee) and its final date is unknown, enter **30 September** of the reporting academic year as the end date. If the activity continues in the following academic year, it should be entered again with the corresponding dates.



Examples:

- membership in a **student research group** – start date 2025-10-15, end date 2026-09-30.
- participation in a **research project** – start date 2023-10-01, end date 2027-06-30.

II. CORRECT CLASSIFICATION OF ACTIVITIES

1. What should be reported as Membership?

Membership should include positions held or active participation in:

- university councils, committees and working groups;
- doctoral student self-government bodies;
- national scientific and professional organisations, including research networks;
- international organisations.

One-time participation in an event, conference, training course or project should not be reported as Membership.

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2. Mobility, Training or Event?

- **Mobility** activities involve travel or a temporary change of research location, such as: research placements; study visits; archival or library research visits; summer schools; fieldwork; research stays at another institution.
- **Training** involves courses and other forms of professional development resulting in new skills or a certificate.
Important: Training activities should be reported under **Achievements** → **Completed Certified Courses**.
- **Conferences and Events** include participation in conferences, seminars, workshops and other scientific events, including presentations, lectures and poster.

Examples:

- participation in an international summer school should primarily be reported as **Mobility**,
- completion of a certified course should be reported as **Training**,
- a conference presentation should be reported as a **Conference/Event** activity.

Important:

Passive attendance at a conference should not be reported as a scientific achievement.

3. Organisational Activity vs Social Activity

- **Organisational Activity** includes activities related to organising scientific, academic or professional life, such as membership of conference organising committees; organisation of scientific events; participation in university committees and working groups; doctoral student self-government activities.
- **Social Activity** includes activities conducted for foundations, communities, NGOs, local communities or specific social groups that are not directly related to scientific activity or university operations.

4. Conference Classification: Foreign, Domestic or International?

When entering conference activities into the ScienceON system, particular attention should be paid to correctly specifying the nature of the conference. The report distinguishes between **national** conferences and **foreign** conferences, and also indicates whether a domestic conference was international.

Foreign conference / International conference abroad

An event organised abroad (outside Poland), regardless of the language of proceedings or participant composition.



National conference

An event organised in Poland.

Additionally, please specify if it is:

- **international** – at least one-third of active participants represent foreign institutions;
- **domestic** – participants mainly represent Polish institutions

In the '**Participation in national conferences**' section of the report, there is also information on whether a given conference was international in nature ('YES/NO').

Examples:

- A presentation delivered at a conference in Bratislava will be reported as **Participation in a Foreign Conference / International Conference Abroad.**
- A presentation at a conference in Łódź with speakers from several countries (half of the presenters representing foreign institutions) will be reported as **Participation in a Domestic Conference – International Conference (YES)**
- A presentation at a nationwide doctoral conference in Kraków will be reported as **Participation in a Domestic Conference – International Conference (NO).**

5. Patents / Patent Applications

Information concerning patents and patent applications is entered into the system by the **University of Lodz Technology Transfer Office (CTT).**

If you wish to report a patent (application), contact the ScienceON Administrator at CTT.

III. CHECKING YOUR DATA 🔍

Before generating your report, review all information in your ScienceON Profile and ensure all activities have been approved by a ScienceON Administrator. If you identify errors and cannot edit the records yourself, ask an administrator to correct or remove the entry.

Most common errors made by doctoral students:

- ✗ selecting a wrong activity category,
- ✗ reporting the same activity in multiple related categories,
- ✗ failing to update long-term memberships and appointments,
- ✗ reporting achievements preceding your doctoral studies,
- ✗ missing end dates,
- ✗ failure to link activity to a research project.

The report can be generated multiple times before final submission.

Sample list of activities and achievements with corresponding ScienceON modules can be found in the table below 🔍

My activity	ScienceON module	Activity item
I gave a speech during a conference	Activities → Conferences and events	Presentations/lectures
I presented a poster about my research	Activities → Conferences and events	Poster presentation
I organised a conference	Activities → Conferences and events	Organisation of the conference
I organised a workshop	Activities → Conferences and events	Organisation of the event
I was a member of a conference organizing committee	Activities → Conferences and events	Organisation of the conference
I was a member of a conference programme committee	Activities → Conferences and events	Membership of the programme committee
I conducted research workshop	Activities → Conferences and events	Chairing the session

I chaired a session during conference	Activities → Conferences and events	Chairing the session
I was an expert panellist at a conference	Activities → Conferences and events	Expert participation in a conference
I carried out a research internship	Activities → Mobility and cooperation	Research internship
I went abroad for a summer school	Activities → Mobility and cooperation	Summer school
I went abroad for a study visit	Activities → Mobility and cooperation	Study visit
I made a library and archive research	Activities → Mobility and cooperation	Conducting a search
I gave an invited lecture at a partner institution	Activities → Mobility and cooperation	Lectures/workshops/seminars conducted at the invitation
I participated in a research project	Activities → Participation in the project	Participation in the project at UL (or:) Participation in the project out of UL
I completed a training and received a certificate	Achievements	Completed certified courses
I completed an online course and were awarded a certificate	Achievements	Completed certified courses
I was awarded a competence certificate	Achievements	Certificates and accreditations
I was awarded a language certificate	Achievements	Certificates and accreditations
I was awarded a conference prize	Achievements → Awards and distinctions	Other awards and distinctions
I received UL Rector's Award	Achievements → Awards and distinctions	Awards, distinctions
I am/was a member of a science club	Activities → Organizational and institutional activity	Other functions
I am/was a member of doctoral student self-government	Activities → Organizational and institutional activity	Membership of committee, council, management board

I am/was a member of a research society	Activities → Organizational and institutional activity	Membership of committee, council, management board
I am/was a member of a research network	Activities → Organizational and institutional activity	Membership of a research network
I am/was a member of a committee or council	Activities → Organizational and institutional activity	Membership of committee, council, management board
I am/was an editor of a scientific journal	Activities → Journals, series, anthologies, collections	(choose the appropriate editorial function)
I am/was a member of an editorial board	Activities → Journals, series, anthologies, collections	Member of committee/scientific council
I wrote an article	Publications	Articles
I wrote a chapter in a monograph	Publications	Chapters
I wrote a monograph	Publications	Books
I authored a paper in conference proceedings	Publications	Papers & chapters (conference proceedings)
I filed a patent (application)	Implementation of a patent	Recorded by UL Technology Transfer Office (CTT)
I manage(d) a research project	Participation in the project	Recorded by UL Project Support Centre. System data are retrieved from the project record available in the Employee Portal.

