

Guidelines for completing the electronic form for the scientific activity of PhD students of the School of Medicine by using web application

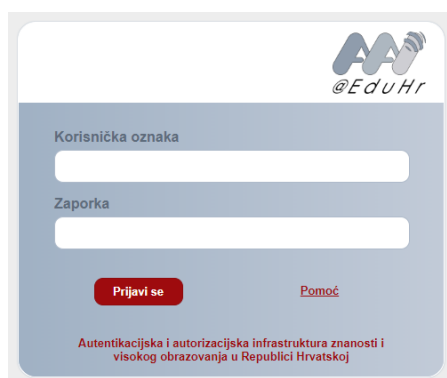
It is possible to access the electronic form for the scientific activity through the web application for PhD students at the School of Medicine, using the web address: **phd.mef.hr**

The PhD students can access the electronic form for the scientific activity after completing the 3rd year of the study before submitting the dissertation to the Dissertation Commission for evaluation.

The lowest number of points candidates have to collect in this point group is 60 ECTS points.

The deadline for submitting information is 7 days before the Commission meeting.

Access to the system is possible using your AAI authentication (user name and password).



AAI
@EduHR

Korisnička oznaka

Zaporka

Prijavi se Pomoć

Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj

If you have not activated your AAI account, please contact the administrator for AAI@EduHR at the School of Medicine of the University of Zagreb, Željko Tatić, at the Help Desk at zeljko.tatic@mef.hr.

In the case that you have obtained your AAI authentication (user name and password) and are still experiencing problems in accessing the form for the scientific activity of the PhD student please contact Ms Anita Putrić at anita.putric@mef.hr for help.

After successful authentication, you will be able to access the web application for post-graduate studies at the School of Medicine:

Web application for post-graduate studies at the School of Medicine

Home My Data Logout

My papers
substantial p...
research paper
critical think
published in
contains or
blem t

My conferences

My awards

My invited lectures

My PhD Data

Supported browsers

- Internet Explorer 9+
- Chrome: trenutna i prethodna verzija
- Firefox: trenutna i prethodna verzija
- Safari: 5.1+
- Opera: 12.1x, trenutna i prethodna verzija

Vi koristite: **Chrome 64**

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After registering, you must enter information related to:

- A. Published papers** (under: My Papers) (categories 1-4, citations - 5)
- B. Active participation in congresses and conferences** (under My Conferences) (category 6)
- C. Awards** (under: My Awards) (category 7)
- D. Invited lectures in the field of your dissertation** (under My Invited Lectures) (category 8)

The numbers of the categories given in brackets are used when awarding points for those items.

An overview of all the information about the candidate can be seen under "My Data", which gives an insight into: Personal Data, Study Applications, Semesters, Life-long Medical Training, Study Transfers, Payments, Specialist Work, Dissertations and Comments.

The categories mentioned here are described below, and at the end of the document an example of a points table is given.

A. My Papers (point categories 1-5)

For each individual registration of a paper, you open the form "New Paper", in which you enter the necessary information.

Web application for post-graduate studies at the School of Medicine

Home My Data Logout

New paper My papers

DOI or Additional References

DOI Fetch

PubMed URL

URL(2)

URL(3)

Publication details

Paper PDF

Field of dissertation

Mentor co-author? Mentor's statement (PDF)

Title

Author(s)

Authorship Equal contrib. (PDF)

Journal

Year Volume Issue Pages

Paper publication status

Published Accepted, not yet published

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For ease and precision of registration of information, we recommend using the **DOI number**, which you can find on your published papers.

It is very simple to retrieve the information. You simply copy the DOI number from the paper and paste it in the appropriate place, then click **Capture (Dohvati)**. Information related to the paper will be automatically entered (Title, Author(s), Journal, Year, Volume, Number and Pages).

CAUTION - a paper that has been published in a journal does not necessarily have a DOI number. If the paper does not have a DOI number, it is necessary to enter the information manually. In that case, you need to give the PubMed URL if the paper is visible on PubMed. If this is not possible, include the web address of the paper from the journal's web page.

CAUTION - The Title: if you have used non-standard symbols (for example: -'i') in the title, delete them because it will not be possible to submit the paper (of course, you can try to submit the title as it is, and if you receive an error message take another look at the title).

Information about the paper - Enter information if the paper is on the subject of your dissertation

Publication details

Paper PDF

Field of dissertation

Mentor co-author? Mentor's statement (PDF)

Title

Author(s)

Authorship Equal contrib.(PDF)

Journal

Year Volume Issue Pages

Paper publication status
 Published Accepted, not yet published

*By submitting I hereby declare that the information provided above is true and correct.

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Paper in PDF format - you must attach the paper in PDF format

The field of the dissertation – it is necessary to select: "The paper **IS** within the field of the dissertation", and attach it in PDF

Publication details

Paper PDF

Field of dissertation

Mentor co-author?

Title

Author(s)

Mentor is co-author? - you need to indicate whether the mentor took part as a co-author or not.

Mentor co-author? Mentor's statement (PDF)

Title

Author(s)

Mentor's statement (PDF)

Mentor co-author? Mentor's statement (PDF)

For papers on the subject of a Doctorate, enclose a signed statement by the mentor, in PDF, in which the mentor describes the candidate's contribution to the paper, according to the ICMJE (International Committee of Medical Journal Editors) criteria (we suggest that both the mentor and the candidate study the criteria and guidelines).

A suggested statement:

"I (name and surname of mentor), hereby confirm that the candidate (name and surname of candidate) is the author of the paper (title of paper) published in (title of journal) on the basis of the following criteria (please circle those that apply):

- a) he/she made a significant contribution to the concept or design of the paper; or collection, analysis or interpretation of data for the paper;
- b) he/she wrote or critically designed the paper, and made a significant intellectual contribution to the content;
- c) he/she approved the final version of the paper for publication;
- d) he/she is responsible for all aspects of the paper, such as questions relating to the accuracy or completeness of any part of the paper or research.

(mentor's signature)"

Authorship – you must select the relevant type of authorship of the paper: Main (first) author, Corresponding author, Other authors, Several main authors - EQUAL CONTRIBUTION

The screenshot shows a web form with several fields. The 'Authorship' field is a dropdown menu that is currently open, displaying four options: 'Main author', 'Corresponding author', 'Other', and 'Multiple main authors - EQUAL CONTRIBUTION'. The 'Equal contrib.(PDF)' field has a 'Browse' button next to it. Other fields include 'Journal', 'Year', 'Issue', and 'Pages', each with a corresponding input box.

Equal contrib. (PDF) - For papers in which several authors state that they made an equal contribution to the paper, each of them is recognized as the main author. Here, please attach confirmation in PDF from the journal in which the paper was published that (authors' names) were all recognized as having had an Equal Contribution to the paper (title of paper). This document should be attached in the section marked **Authorship**.

Status of the paper – you must select whether the paper for which you have given information has been published or if it is only "accepted, not yet published".

The screenshot shows a section titled 'Paper publication status'. There are two radio buttons: 'Published' and 'Accepted, not yet published'. The 'Accepted, not yet published' option is selected.

If the paper is "accepted, not yet published", it is necessary to attach a "Letter from the Journal Editor" confirming that the paper has been accepted for publication in the journal, and attach the relevant data.

The screenshot shows the same 'Paper publication status' section as before, but with a text input field below the radio buttons. The text inside the input field reads: 'Please provide PubMed link (above) to unpublished paper or Editorial publication certificate.' There is a 'Browse' button next to the input field.

After filling in all the information and reviewing it, you must to confirm the information by clicking "SUBMIT" at the bottom of the form. Bear in mind that by clicking SUBMIT you are confirming that the information is correct.

The screenshot shows the bottom of the form. There is a green button labeled 'Submit*'. Below the button, there is a small disclaimer: '*By submitting I hereby declare that the information provided above is true and correct.'

Information about the paper - Papers which ARE NOT within the field of a PhD.



Data is entered in the same way as for papers (1A) within the field of a PhD, except that the candidate does not need to attach confirmation from a mentor. It is necessary, in the section "The field of a Dissertation", to select: "The paper **IS NOT** within the field of a dissertation".

So, all the papers written by the candidate before and during their PhD studies are listed which are not related to the subject of their PhD.





Review of the papers listed

To review the papers lists, select "My Papers", which is right beside "New Paper".

In this part you may track the status of papers (see Status) before and after evaluation by the Central Medical Library.

Web application for post-graduate studies at the School of Medicine [Home](#) [My Data](#)   [Logout](#)

[New paper](#) [My papers](#)

#	Status	Field	Mentor co-author	Title	Author(s)	Authorship	Journal	Year/Vol/Issue/Pages	URLs(DOI, PubMed, ...)	Publ. status	Attachment	PDF	PdfMentor	PdfEqCtrb
1	Paper accepted.	The paper IS NOT from the field of dissertation	Mentor is NOT a co-author of the paper			Glavni (prvi) autor	Wiener klinische Wochenschrift	2014/123/1-2/2-8		Rad objavljen	-		-	-
2	Paper accepted.	The paper IS NOT from the field of dissertation	Mentor is NOT a co-author of the paper			Glavni (prvi) autor	Child's Nervous System	2017/33/5/8		Rad objavljen	-		-	-
3	Paper accepted.	The paper IS from the field of dissertation	Mentor is a co-author of the paper			Ostalo autorstvo	Croatian Medical Journal	2014/55/4/388-393		Rad objavljen	-	 	-	-

Note:

1. Papers on the subject of a PhD may not be published more than three years before the subject is accepted.
If the paper on the subject of a PhD was written more than three years before the subject of that paper was accepted, please list it under "Other Papers".
2. PhD students may collect only 50% of their points from papers published in Q4 journals.
3. Only one PhD student may receive points from each paper on the subject of a PhD (apart from in cases of Equal Contribution), so candidates and mentors should keep this in mind.
4. Only the papers written in the form of original scientific paper will be accepted as the papers on the subject of PhD other types of works (review paper, letter to the editor, case report) will not be accepted for this category but may be included in the category of non-subject dissertation

POINTS:

Papers are awarded points according to the following 4 categories, with additional points for citations (category 5):

- 1A- paper published in Q1 Web of Science SCI expanded and SSCI (main author= first or corresponding author) - 60 ECTS per paper
- 1B- paper published in Q1 Web of Science SCI expanded and SSCI (other author) - 40 ECTS per paper
- 2A- paper published in Q2 Web of Science SCI expanded and SSCI (main author= first or corresponding author) - 50 ECTS per paper
- 2B- paper published in Q2 Web of Science SCI expanded and SSCI (other author) - 30 ECTS per paper*
- 3A- paper published in Q3 Web of Science SCI expanded and SSCI (main author= first or corresponding author) - 25 ECTS per paper
- 3B- paper published in Q3 Web of Science SCI expanded and SSCI (other author) - 15 ECTS per paper
- 4A- paper published in Q4 Web of Science SCI expanded and SSCI or in other indexes (PubMed, Scopus) regardless of the quartile (main author= first or corresponding author) - 10 ECTS per paper
- 4B- paper published in Q4 Web of Science SCI expanded and SSCI or in other indexes (PubMed, Scopus) regardless of the quartile (other authors) - 5 ECTS per paper



Indexing and Citations (Category 5)

The Central Medical Library of the School of Medicine submits information related to the indexing and citation of papers, which it confirms by means of its electronic signature, that is, the number of citations and self-citations are listed by the Central Medical Library.

POINT SCORING: category 5 is scored as follows:

- hetero-citation: 2 ECTS points per citation
- self-citation: 1 ECTS point per citation

B. My Conferences (category 6).

Web application for post-graduate studies at the School of Medicine Home My Data   Logout

[New conference/congress](#) [My conferences/congresses](#)

Information on participation in congresses and conferences

PDF scan Please provide scan of the cover of the program and the part showing if it is the presentation or poster, ie the cover page of the summary book, and the page with your summary.

Type

Title

Author(s)

Comment

*By submitting I hereby declare that the information provided above is true and correct.

Here you write in your participation in conferences. You must attach a PDF document with the following scanned elements:

- the scanned title cover of the book of proceedings from the conference
- a scanned Abstract of the presentation, as it is found in the book of proceedings
- the scanned title page of the conference programme, and
- the scanned programme page showing that the candidate had a poster or an oral presentation
- a scanned certificate from the organizer of the conference stating that the candidate had a poster or an oral presentation at the conference.

Note 1: Only the documentation attached by the candidate will receive points from the commission. Incomplete documentation will not be scored.



POINTS: Category 6 is scored as follows:

- 6A - oral presentation (by the first or last author of an Abstract) - 12 ECTS points per presentation* (European and world congresses or conferences)
- 6B - poster presentation (by the first or last author of an Abstract) - 8 ECTS points per presentation* (European and world congresses or conferences)
- 6C - oral presentation (by the first or last author of an Abstract) - 6 ECTS points per presentation* (national conferences with international participation and national conferences)
- 6C - oral presentation (by the first or last author of an Abstract) - 4 ECTS points per presentation* (national conferences with international participation, and national conferences)

Note: The points that a candidate collects in group 6 may not exceed 20% of the total points in group 3 credit point group (max. 12 points).

C. My Awards (category 7).

Web application for post-graduate studies at the School of Medicine

Home My Data   Logout

New awards My awards

Information on awards

PDF scan

Please provide scan or photo of the award.

Awards name

*By submitting I hereby declare that the information provided above is true and correct.

Under Awards, points are given for awards for scientific work within the subject of the dissertation. The candidate must attach a scanned certificate or diploma with the candidate's name and surname and the subject for which the award was given.



Note 1: A rector's or dean's award received by the candidate as an undergraduate student is not eligible for points here.

POINTS: awards (category 7) are scored as follows:

- Faculty awards: 3 ECTS
- University (national or international) awards: 6 ECTS

D. My Invited Lectures (category 8)

Web application for post-graduate studies at the School of Medicine

Home My Data   Logout

New invited lecture My invited lectures

Information on invited lectures FROM THE DISSERTATION FIELD

PDF scan

Please provide scan or photo.

Description

*By submitting I hereby declare that the information provided above is true and correct.

Under invited lectures, points are awarded for scientific non-congress/invited lectures on the subject of the dissertation. The candidate must attach scanned confirmation from the head of the institution at which the lecture was given, stating the candidate's name and surname, the date when the lecture was given, and the title of the lecture.

POINTS: category 8 is scored as follows:

- invited lectures at other faculties in this country: 1 ECTS
- at foreign faculties: 3 ECTS

Note: The points the candidate collects in groups 7 and 8 may not exceed 10% of the total number of points in group 3.

After you have entered all the information, the staff of the Central Medical Library will verify its accuracy, and the members of the Commission will review it all once again and approve it.

After the Commission has given its approval, the final grand total table of your scientific activities should look like this:

A points table for an imaginary student

Type of scientific activity:	Number of Points	Threshold	Points awarded
1.-3. Q: scientific papers (subject of dissertation + others)	60 + 50 = 110	-	110
4. Q: scientific papers (subject of dissertation + others)	15 + 20 = 35	30 (50%)	30
5. Citations	21	-	21
6. Participation in congresses and conferences	56	12 (20%)	12
7. Awards and prizes	6	6 (10%)	6
8. Invited lectures	3		
Total no. credit points:			179