To postgraduate students

Summer Midterm Attestation on completion of one-year scientific research plan is conducted at the respective department meeting (the department the student is assigned to). Decision on a student's attestation is made after consideration of **attestation protocol**, as well as the research supervisor's review of quality, promptness and success of student's research performance. Academic Council of the respective Institute\Faculty approves results of the Summer Midterm Attestation, including course completion results.

Protocols of attestation on completion of one-year scientific research plan of 1st and 2nd year postgraduate students are formed via personal accounts at the UNN Portal: https://portal.unn.ru/

1. Click on the item «monitoring of postgraduate students" of the vertically oriented menu list in the left corner of the screen in your account. In the upper horizontal menu bar, select the tab "conducting research work".

2. The field "Report on completion of the scientific research plan" is a **mandatory field**. Summarize results of your scientific research work in the 1st\2nd academic year in a free-form text answer.

3. In the dropdown list of the tab, select research results indicators (indicators of research effectiveness) in the academic year and enter data in the fields respectively.

4. To add a new activity to the list use the button "Add". The page will display all fields where you should enter the data. After entering the data into the fields, click on the button "save".

5. When selecting the status of your publication, publications with the status 'submitted' will not be scored. If the status is either "accepted for publication" or "published", the points will be added when you click on "Save".

6. When selecting the status of your patent, the ones with the status "Application submitted" will not be scored. You will score points for the patents with the status "obtained".

7. Total score (sum of all sections scores) will be displayed at the top of the page.

8. When the protocol is formed, **submit the attestation protocol for the supervisor's approval** via the tab "Results". No edits can be made once the protocol is approved. At a student's request, the supervisor may cancel the approval. In such case, the protocol has to be submitted again after editing is done.

9. In case you do not meet formal criteria for research results indicators (criteria is not met due to lack of publications, internships, scholarships etc.), the attestation protocol shall be submitted for the supervisor's approval nevertheless (the field "Report on completion of the scientific research plan" shall be filled).

Attestation protocols shall be approved via the portal before September 25, 2024 (inclusive).

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