

## 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 an **attestation protocol**, as well as supervisor's evaluation of quality and promptness of a student's research performance and their advances in research work. 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year postgraduate students are formed via personal accounts at the UNN Portal: <https://portal.unn.ru/>**

1. Click on “monitoring of postgraduate students” item 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. “Report on completion of the scientific research plan” field is a **mandatory field**. Summarize results of your scientific research work in the 2024-2025 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 “Add” button. The page will display all fields where you should enter the data. After entering the data into the fields, click on “save” button.
5. When selecting the status of your publication, publications with ‘submitted’ status 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 “Application submitted” status will not be scored. You will score points for the patents with “obtained” status.
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 “Results” tab. No edits can be made once the protocol is approved. At the 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” should be filled).

**Attestation protocols should be approved via the portal before September 25, 2025 (inclusive).**

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