



# Student Registration Manual (Indico)

Programme Management Unit (TRED)

Education Reporting | 2022



This work has been carried out within the framework of the EUROfusion Consortium, funded by the European Union via the Euratom Research and Training Programme (Grant Agreement No 101052200 — EUROfusion). Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the European Commission can be held responsible for them.



- Introduction
- Process & timeline
- Registering on Indico
- Contact with Institute



Dear PhD students and EUROfusion Contact Persons,

In order to develop better overview on the education activities, the procedure of student reporting is presented here. In this new procedure, the first step is the registration by students, including their profile and progress information on a central webform. The improvement step in 2022 is the creation of an account, such that you can modify your registration later. For the ease of account creation and self-management, FuseNet's indico is used.

The registrations will be collected by PMU and shared with the EUROfusion member institute that is indicated on the form. The representative of the member institute (typically the Administrative Contact Person) will have to confirm that the entered data is correct. In case modifications need to be made, the student will be asked to enter or to confirm the proposed modification. This is important, because the education budget is determined on the basis of correct registrations of active PhD students (from the past five years).

Developing an overview of the doctoral students in fusion in Europe has a few advantages: it shows which topics are worked on and what fields of expertise are developing. Also, the registrations will be used to generate a Book of Research Profiles, which will be rendered and shared with all participating students. This allows one to find others and contact them (for example because of interest in related work). Thereby, it provides the opportunity to showcase your own work to fellow students around Europe.

The registration form can be found here: <https://indico.fusenet.eu/e/phd-students-registration-2022>

*In principle, the form is self-explanatory. In the following pages some further remarks and instructions are given for the various entry fields.*

Should you, after reading this, have any further questions, don't hesitate to contact us in the Programme Management Unit, via: [education@euro-fusion.org](mailto:education@euro-fusion.org) – or the appropriate contact person(s) in the institute.

Kind regards,

Guido Lange  
Training and Education Manager



- October & November: student registration on Indico
- December: check by institutes + upload Education Report on IDM (31/12/2022)
- January: checking by PMU + approval reports
- *February and beyond:*
  - *Reopening registration form for 2023*
  - *Creation of Book of Research Profiles 2022-2023 (with 2022 data)*



Go to :

<https://indico.fusenet.eu/e/phd-students-registration-2022>

Click **Registration** in the menu, or **Register now** at the bottom

## EUROfusion PhD Student Registration 2022

1 January 2022 to 31 December 2022

Europe/Amsterdam timezone

Enter your search term



Overview

Registration

### Doctoral Student Registration

All PhD students in EUROfusion can register here (see: [Registration](#)) their status, project information and progress, as well as their interests.

The entered information will be shared with the beneficiary institute that is indicated on the form. This institute will check and confirm the correctness, or requests modification. In the latter case you will be approached.

The profiles (including topic, project progress, illustration) will be added to a large Book of Research Profiles, which will be shared with all doctoral students in EUROfusion. In such a way you can showcase your research as well as get in touch with others.



**Starts** 1 Jan 2022, 11:00

**Ends** 31 Dec 2022, 13:00

Europe/Amsterdam



**Registration**

Registration for this event is currently open

**Register now** ➔

# INDICO: Logging in or register an account



- After you click the Registration button, and you are not yet logged in with your current internet browser, you see this screen →
- Click **Login or register** and you will see the page as depicted here bottom right
- If you have an account, login filling the fields as indicated
- If you don't have an account yet, click register an account in the top line
  - Then follow the registration steps to automatically return to the form

## Registration

### PhD Registration Form



Registration is open  
Deadline 31 Dec 2022



Contact info  
education@euro-fusion.org



In this form you can register your information as a PhD student, linked to EUROfusion. This information will be shared for confirmation with the institute you indicate.

NOTE: The beneficiaries (labs) have a reporting deadline for the overview report until the end of this calendar year (31-12-2022). For your personal deadline to finalise your submission, please comply with the instructions as given by the beneficiary.



Account required to register

In order to register for this event you have to be logged in.

Login or register >

# INDICO: Section Personal Data



- In the first section, fill out your personal information
- Also, upload a (professional) profile image of yourself, suitable for the Book of Research Profiles
  - *This is optional, but highly recommended*

https://indico.fusenet.eu/event/43/registrations/40/

## EUROfusion PhD Student Registration 2022

1 January 2022 to 31 December 2022

Europe/Amsterdam timezone

Enter your search term



Overview

Registration

### Registration

PhD Registration Form



Registration is open  
Deadline 31 Dec 2022



Contact info  
education@euro-fusion.org



In this form you can register your information as a PhD student, linked to EUROfusion. This information will be shared for confirmation with the institute you indicate.

NOTE: The beneficiaries (labs) have a reporting deadline for the overview report until the end of this calendar year (31-12-2022). For your personal deadline to finalise your submission, please comply with the instructions as given by the beneficiary.

### Personal Data

Title \* Ms

First Name \* Marie

Last Name \* Curie

Initials \* M.C.

Previous last name

*In case this has changed during the EUROfusion programme (e.g. a maiden name)*

Email Address \* marie.curie@institute.org

Profile image **Browse...** No file selected.

*Please upload a small picture of yourself for the Book of Research Profiles.*



- The next section is on the institute, affiliation
  - In case you are directly affiliated to the university where you will graduate, then this doesn't have to be repeated
- Add your daily supervisor and/or your professor

<https://indico.fusenet.eu/event/43/registrations/40/>

Please upload a small picture of yourself for the Book of Research Profiles.

## Institute Data

Beneficiary \*

University \*

Please use the full official English name of the university you are affiliated to.

Affiliation

Please indicate the organisation you are affiliated to (institute or university) in the daily work. In case this is the university, no need to repeat.

City of affiliation \*

Indicate the city of the organisation you are affiliated to

Country of affiliation \*

Please select the country of your affiliation

Multiple universities

In case you are affiliated to multiple universities, please indicate additional universities here (full English name, city, country).

Supervisor first name \*

Supervisor last name \*

Supervisor email \*

2nd Supervisor first name

2nd Supervisor last name

2nd Supervisor email

Other supervisors

If you have more supervisors, please indicate their full name and email address.



# INDICO: Section Project

- Add here information on your PhD project
  - Please add your title in English
  - Select the work package that your project is closest to – follow the contact instructions if you don't know
  - Keywords: high-level keywords depicting the domain/area of your project (*add ICF in case of inertial confinement*)
  - Project objective: in a few sentences, the context and motivation and aim of the work (at this point)
  - Progress: the approach and (preliminary) results, steps and/or findings
  - Project image: optionally a schematic, graph or other image useful to explain your work, can be added (with relevant caption text)
  - Highlight any relevant partners, useful to communicate

*In next years only the fields that change have to be updated, such as progress in the new year. Also other fields can be changed by you in the new year.*

## Project

Provide here information on your PhD project. Note: all information should be in English.

To enhance networking and visibility among peers, a styled booklet will be created and shared among PhD students. In case you want to use formulae, please provide the information in LaTeX format, so that all equations and symbols are presented correctly.

Title *	<input type="text"/>
	<small>A descriptive (working) title of your project: shall be in English</small>
EUROfusion Workpackage *	<div>-- Choose a value --</div>
	<small>To which EUROfusion workpackage (FP9) does your project contribute the most? Or to which it your work the closest? If you don't know, select "don't know" and ask around, if you need help: contact us at <a href="mailto:education@euro-fusion.org">education@euro-fusion.org</a> (you can change your entry later)</small>
Start date of your PhD *	<input type="text"/>
Keywords *	<input type="text"/>
	<small>Provide some high-level keywords for your PhD project. Separate by comma's please.</small>
Project objective *	<div></div>
	<small>Please indicate what your project is about and what are the high-level goals. Explain this in clear terms such that other scientists should understand (min 100, max. 600 characters)</small>
Progress in your project *	<div></div>
	<small>Please indicate what you have achieved until now. Summarise this in clear terms such that other scientists understand (min 100, max. 900 characters).</small>
Project image	<div><input type="button" value="Browse..."/> No file selected.</div>
	<small>You can add one project image to your booklet page (e.g. an experimental setup, a result graph, or something else). The image will be scaled such that the height is equal to 5 cm. Please make sure that your image is readable and not wider than 12.5 cm when it is scaled to this height.</small>
Image caption text	<input type="text"/>
	<small>Added to your image, you can add a short description text (max. 200 characters)</small>
Collaborations and partners	<input type="text"/>
	<small>Indicate with whom you cooperate in your projects, e.g.: which other institutes, industry, etc.</small>





- Publications are an important parameter for EUROfusion
- Please ensure that all your publications are on the Pinboard and that you add the 5-digit Pinboard ID with every publication
  - See the Pinboard Instruction Manual for further information, in case this is new to you.
- Carefully follow the instruction on the format in this indico field
- *The top field is on Publications in 2022; the bottom field is for older publications relevant to your project/profile page, but not in this year.*

## Publications

Please indicate the publications you have been involved in: which belong to your project and which you have contributed to in last year.

### Important remark

*It is very important that you put in the pinboard-id in five digits, at the end of each line Pinboard-ID's are very important for EUROfusion (and your institute) because this determines the Commission budget. If you don't know what to do or if you have issues or questions about this, please contact Kinga Gál: kinga.gal@euro-fusion.org*

### Publications in 2022

*Add the publications you have been involved in during the current year. Format: Authors ; Title ; Year ; DOI ; 5-digit-Pinboard-ID (note carefully: separate items of a publication with a semicolon; put each publication on a new line)*

### Other publications relevant to your project

*Add here other publications (e.g. from previous years) that you would like to add to your profile page in the Book of Research Profiles.*



- This is important for the cross check with finances
  - *No financial data shall be provided here*
- Missions: were you in 2022 on a temporary stay to another lab or company, please enter here, and use the format as indicated
- Conferences: conferences that you attend(ed) in 2022, please enter here, use the format as indicated
- Training courses done in 2022
- Equipment purchased for your project

## Activities in 2022

Here you are asked to provide information on the activities that are EUROfusion-relevant, within this calendar year. Please try to be precise in using the correct formats as shown in the descriptions under the entry fields.

### Missions in 2022

*For each mission, use the following format: Purpose; Institute (if applicable); City; Country; Duration (dd/mm/yyyy - dd/mm/yyyy) -- please separate items of one mission with a semicolon and put each mission on a new line*

### Conferences in 2022

*For each conference, use the following format: Conference name; Institute (if applicable); City; Country; Duration (dd/mm/yyyy - dd/mm/yyyy) -- separate items of one conference with a semicolon as indicated, and put each conference on a new line*

### Training courses in 2022

*Specify the training courses you have attended in this year.*

### Equipment purchased in 2022

*Specify the equipment purchased in this year. Costs should not be indicated.*



- Please select here the options to take part in additional activities
- **International mentoring:** also in last reporting year we surveyed on this; after this reporting round we aim to set up the first activities on this: a matchmaking to meet experienced experts in your field of study, for a free chat or interview, tailored to help you
- **Book of Research Profiles 2022-2023:** with the profile information as indicated via this form, a quality designed booklet will be generated with a profile page for each student. The book is searchable on various metadata. Useful to get in touch with complementary projects. Participating is highly recommended.

## Configuration

☐ I would be interested in international mentoring

*When interested, we (via PMU) could help in finding an international mentor in the European fusion community for you. Not to replace your daily supervisor, but in case you would like to build more international contacts. We will reach out to further discuss the setup and your needs.*

☐ I would like to participate in the Book of Research Profiles 2022-2023

*Your profile and project information will be added to the yearbook and shared with all doctoral students in EUROfusion. You will also receive a book yourself. This is highly recommended, as it would be great to have a Book of Research Profiles with all European fusion PhD students in it!*

# INDICO: Section Agreement & confirmation



- Confirm the correctness of the information you entered
- *Note that you can modify your submission later, after initial registration – see instructions further in this document*
- Privacy Policy and Procedure: please read and confirm
- Finally: press the blue **Register** button

## Agreement and confirmation

☐ I confirm that the above information is correct \*

*This will be shared with the beneficiary / university you have indicated above, for them to confirm.*

☐ I do agree with the Privacy Policy and the Procedure as indicated below \*

*FuseNet will transfer your personal data to EUROfusion Programme Management Unit (PMU), which is hosted by IPP, who in turn will share your data with the beneficiary you have selected above. All actors involved in this process are bound by GDPR (which is the European General Data Protection Regulation – Regulation (EU) 2016/679). The data will not be used for other purposes than the registration, reporting, booklet and internal analysis. Your data will not be shared with anyone else. The data will be stored in compliance with the record-keeping requirements as stipulated in the EUROfusion Grant Agreement (101052200-EUROfusion) and they will be erased thereafter.*

*(All the fields marked with \* are mandatory)*

Register

# INDICO: Modifying a submission



- After you have saved a registration, you can modify it later. This will allow you to complete it later, for example by adding modifications.
- See the snippet on the right with a **Modify** button above your entry.
- Also on a later moment, when you follow the link of the form (<https://indico.fusenet.eu/e/phd-students-registration-2022>) **and** you are logged in with the same account, then you will be able to modify (or withdraw) your submission.

## EUROfusion PhD Student Registration 2022

1 January 2022 to 31 December 2022  
Europe/Amsterdam timezone

[Overview](#)  
[Registration](#)

### Registration

PhD Registration Form

**Registration is open**  
Deadline 31 Dec 2022

**Contact info**  
education@euro-fusion.org

In this form you can register your information as a PhD student, linked to EUROfusion. This information will be shared for confirmation with the institute you indicate.

NOTE: The beneficiaries (labs) have a reporting deadline for the overview report until the end of this calendar year (31-12-2022). For your personal deadline to finalise your submission, please comply with the instructions as given by the beneficiary.

Your registration has been completed

[Modify](#) [Withdraw](#)

### Summary

Reference: #1 Date: 26 Sep 2022

Personal Data

Title

Mx

.....

First Name

Student A

EUROfusion Student Registration | Page 14



- For questions or support you can contact the EUROfusion PMU, via:  
[education@euro-fusion.org](mailto:education@euro-fusion.org)
- Regarding the info on your project and your institute data, the primary point of contact is the coordinating staff in the beneficiary
  - You will be approached by them with these instructions as well as the internal timelines for registration
  - Please follow their instructions: the institute has a reporting deadline by the end of the year, and in advance they need to check the submissions and prepare the report.