

Dean

Guidelines for Registering Research Information in LUCRIS at the Faculty of Fine and Performing Arts

Background

LUCRIS (Lund University Current Research Information System) is Lund University's research information system. According to a Vice-Chancellor's decision, from the start of their employment at Lund University all research staff are to continually register all scientific publications and artistic works they have made public in their role.

Guidelines for the Faculty of Fine and Performing Arts

In order to enhance the visibility of research from the Faculty of Fine and Performing Arts, all staff who have research as part of their role are to have an up-to-date profile in LUCRIS. Each member of staff is also responsible for registering the scientific and artistic works and research activities that are undertaken. This should be done continuously since the information entered is used as supporting documentation in the evaluation of our research.

The head of each department is responsible for ensuring that the department and its staff are presented in a uniform way. Organisational units that conduct research are responsible for ensuring that there is an up-to-date, correct presentation of their research in LUCAT and therefore in LUCRIS.

Preparation

These guidelines were prepared by the Research and Research Education Board on 26 March 2024. Through representation on the Research and Research Education Board, the student union and doctoral student union have been offered the opportunity to give their views.

Decision

The dean decides to approve Guidelines for Registering Research Information in LUCRIS at the Faculty of Fine and Performing Arts. These guidelines replace the previous guidelines, Introductory Guidelines for Entries in the Research Information System LUCRIS' (STYR 2016/698).

Sanimir Resić
Dean

(The original document, in Swedish, has been signed electronically)

Appendix

Use of LUCRIS at the Faculty of Fine and Performing Arts

Profile (compulsory)

*General description of the research area in Swedish (optional) and/or English (compulsory)

*Profile picture

*Subject area according to the Swedish Higher Education Authority

Project (compulsory)

If you have a project (internally or externally funded) it must be registered in LUCRIS.

A project is a fixed-term, delimited activity.

Artistic projects within the framework of employment (equivalent to artistic development work) are registered as:

*Project – artistic project with a short descriptive text.

The same applies to:

*Project – research (research project) and for

*Project – thesis, i.e. doctoral students' thesis projects.

You can then link relevant activities, artistic work, or research results to the project.

Research contract (compulsory)

Information regarding all external funds received that are explicitly intended for research and the associated contract is to be sent to Research Services for registration in LUCRIS and in W3D3 via a form on Staff Pages. This is done by the finance officer responsible.

Research output (compulsory)

*Physical and digital publications: e.g. books, journal articles, conference abstracts and papers.

as well as

*Artistic works: e.g. expositions, concerts, performances, CDs, exhibitions.

Important: In order to register an artistic work as research output a descriptive registration is required, just as with scientific publications, so that it is searchable and comprehensible for outsiders. For this reason, all these works are to be registered with a brief description. In order to assist researchers and to improve the registration of artistic work in LUCRIS, the library will produce a new manual.

Open access and archiving

Lund University has an open access policy for publications and artistic works. This means that as long as there are no copyright reasons or other obstacles (such as personal information), research results and artistic works should be registered with open access and an appropriate Creative Commons license. Original files or full text versions of works that are included in a thesis are always archived in LUCRIS, with the option of restricted access. This also applies to expositions published via the Research Catalogue.

Research activities (recommended)

Example:

- *Artistic performances that are considered part of third task activities or that are not tied to ongoing research at Lund University.
- *Workshops, conferences, presentations and festivals in which the staff member has participated within the framework of their role but where they have not published any research output.
- *Teaching at other higher education institutions
- *Media appearances
- *External assignments
- *Membership of relevant networks and boards
- *External expert assignments
- *Editorship of journals

Prizes and awards (recommended)

Example:

- *Honorary awards
- *Medals
- *Prizes and awards

Support

If you have questions about registration, contact the Faculty of Fine and Performing Arts Library.

If you have questions about what might be relevant to register within a specific role, contact the relevant manager.

If you have questions about research contracts in LUCRIS, contact the finance officer responsible.

LUCRIS central support can be reached via

Email: servicedesk@lu.se

Telephone: +46 46 222 90 00 (Monday – Friday 8:00-17:00)

Online form support.lu.se