
OPERATING MANUAL “DOTTORANDI”

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PROJECT DESCRIPTION (LOG IN AND TABS DISPLAYED)

DOTTORANDI is the portal that allows PhD students at the University of Bologna to interact online with the University of Bologna doctoral office.

To access, it is necessary to authenticate with the institutional credentials of the University of Bologna (nome.cognome@unibo.it). If logging in from a personal computer, you must disable popup blocking in order to access this site.

Having logged in, PhD students will be able to:

1. Add training tasks
2. Upload the annual report

The screenshot displays the DOTTORANDI portal interface. At the top left, a user profile card shows a greeting and a profile picture. To the right, the 'Applications status' section indicates that there are no pending applications. Below these are four task cards: 'Career extension', 'Extra-institutional tasks', 'Suspension request', and 'Withdrawal', each with a plus icon and 'Work in progress' status. The bottom section is divided into two main areas, both highlighted with red rounded rectangles and numbered 1 and 2. Area 1, 'Portfolio / Career', shows a message that there are no training activities in the booklet and includes an 'Add training task' button. Area 2, 'Annual report', shows a table with columns for 'Description', 'Annual report', and 'Application status'. A single entry is visible with a green checkmark and the status 'Evaluated'.

Description	Annual report	Application status
		Evaluated

TRAINING ACTIVITIES

INTRODUCTION

In the “Portfolio/Career” section, the PhD student can view the complete picture of the requests for Doctoral Credits recognition for the training activities performed. Specifically, he/she will view the following columns:

1. **Type:** type of training activity entered.
2. **Activity description:** indicated during compilation.
3. **Start date:** start date of the training activity.
4. **End date:** end date of the training activity, which may coincide with the start date of the training activity.
5. **CR:** Required Credits.
6. **CA:** Final Credits awarded.
7. **Application Status:** processing status of the training activity.

The screenshot shows the 'Portfolio / Career' interface. At the top, there is a header 'Portfolio / Career' and a sub-header 'Training task - Total credits: 0'. Below the header, there are two buttons: 'Download evaluated activities' and 'Download all activities'. The main content is a table with the following columns: 'Type', 'Activity description', 'Start date', 'End date', 'CR', 'CA', and 'Application status'. The table contains one row of data: 'Disciplinary and multidisciplinary training', 'Attività formativa 1', '02/10/2025', '02/12/2025', '1', and 'Draft'. There are also icons for deleting and editing the activity. At the bottom, there is a summary row: 'Total credits - Training activity of type Disciplinary and multidisciplinary training : 0' and an 'Add training task' button. Red circles and boxes highlight the columns corresponding to the numbered list in the previous section: 1 (Required credits), 2 (Activity description), 3 (Start date), 4 (End date), 5 (CR), 6 (CA), and 7 (Application status).

The processing statuses of credit recognition requests for the teaching activities conducted are:

1. **Draft:** the activity entered is saved in the system, it has not yet been sent to the supervisor. The doctoral student(s) can edit the request
2. **In progress supervisor:** the activity entered has been sent to the supervisor. Supervisor action is required for the activity to move to the next status. The activity can be deleted.
3. **In progress coordinator:** the supervisor has evaluated the activity. The coordinator must act. The training activity can be deleted.
4. **Evaluated:** the supervisor and coordinator have evaluated the activity. The entered activity can no longer be deleted, only the coordinator can modify it.
5. **Closed:** the recognition has been closed, and it can no longer be edited.

6. **Rejected:** the supervisor or the coordinator ask PhD student to reformulate the credit recognition request.

Portfolio / Career

Training task - Total credits: 0

Download evaluated activities | Download all activities

Type	Activity description	Start date	End date	CR	CA	Application status
Disciplinary and multidisciplinary training	Disciplinary and multidisciplinary training	11/12/2024	11/20/2024	0	0	1 Draft
Total credits - Training activity of type Disciplinary and multidisciplinary training : 0						
Training related to soft skills	Training related to soft skills	11/19/2024	11/20/2024	0	0	2 In progress supervisor
Total credits - Training activity of type Training related to soft skills : 0						
Tutoring or supplementary teaching activity	Tutoring or supplementary teaching acti...	11/04/2024	12/01/2024	0	0	3 In progress coordinator
Total credits - Training activity of type Tutoring or supplementary teaching activity : 0						
Extra-curricular training	Extra-curricular training	05/07/2024	08/07/2024	0	0	4 Evaluated
Extra-curricular training	Formazione extra-curriculare	11/14/2024	11/15/2024	0	0	5 Closed
Total credits - Training activity of type Extra-curricular training : 0						
Dissemination	Dissemination	01/08/2025	01/10/2025	0	0	6 Rejected
Total credits - Training activity of type Dissemination : 0						

Add training task

PROCEDURE (HOW IT WORKS)

The PhD student enters a training activity.

The supervisor receives an e-mail notification. The e-mail notification will be received by the supervisor just after the upload or as a summary with alle the upload made by the PhD students each day.

The supervisor evaluates the request. The supervisor will:

- Positively evaluate the request
- Ask the PhD student to reformulate the request

In case of a positive evaluation by the supervisor:

- PhD student receive an e-mail notification advising of the positive evaluation.
- PhD student displays a note written by the supervisor on Dottorandi portal.

The PhD Programme Coordinator is notified by e-mail. Again, e-mail notification can be received by the coordinator immediately or in the form of a summary e-mail at the end of the day of all actions taken.

In case of negative evaluation by the supervisor:

- PhD student receives an e- mail notification advising him/her of the need to reformulate the request.
- PhD student on Dottorandi Portal displays a note written by the supervisor.
- The request for recognition of training activity changes to “Rejected” status.
- The doctoral student will need to re-enter the request

Upon obtaining a positive evaluation by the supervisor, the request for recognition of the training activity goes into “In coordinator evaluation” status.

The coordinator evaluates the request. The coordinator may:

- Evaluate the request positively
- Ask the PhD student to reformulate the request

In case of positive evaluation by the coordinator:

- The PhD student receives an e- mail notification advising of the positive evaluation.
- The PhD student on Dottorandi Portal views a written note from the supervisor.

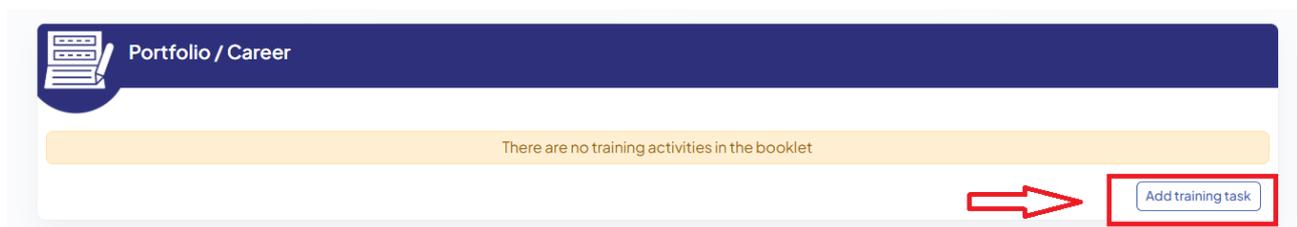
In case of negative evaluation by the coordinator:

- The PhD student receives an e- mail notification advising him/her of the need to reformulate the request.
- The PhD student on Dottorandi Portal views a note written by the coordinator.
- The request for recognition of training activity changes to “Rejected” status.
- The PhD student will need to re-enter the request for recognition of the training activity.

The request for recognition of the training activity, evaluated positively by the Coordinator will also be evaluated by the PhD Board. Upon obtaining the positive evaluation also by the PhD Board, closed the session, the request goes into “Evaluated” status. From this moment on, it is no longer possible to delete the entered request.

ENTER THE ACTIVITIES

You can enter only one activity at a time by selecting “Add Training tasks” in the Portfolio/Career section.



By selecting “Add Training Task”, a new page will open where the following information can be entered:

1. Training Activity Type
2. Activity start and end date
3. Activity description
4. English name of the training activities
5. Evaluation type
6. Hours of lectures; Requested Doctoral credits
7. Notes (description of the attachment); Attachment

IMPORTANT:

All fields are mandatory.

For all training activities, it is mandatory to indicate the name of the training activity in English. It is essential to fill in the field sparingly, in the future the name of the training activity in English may appear in official documents.

It is mandatory the upload a PDF annex for each activity.

For cycles 38 and 39, the required credits must be 0.

The screenshot shows a web form titled "Training activity". The form contains several sections, each with a red circle and a number (1-7) pointing to it:

- 1**: "Type of training activity*" with radio buttons for "Disciplinary and multidisciplinary training", "Dissemination", "Training related to soft skills", "Tutoring or supplementary teaching activity", and "Extra-curricular training".
- 2**: "From*" and "To*" date pickers, both showing "gg/mm/aaaa".
- 3**: "Activity description" text area.
- 4**: "English name of the training activity*" text area.
- 5**: "Evaluation type*" with radio buttons for "Attendance", "Eligible", and "Grade".
- 6**: "Hours of lectures*" and "Requested doctoral credits*" input fields.
- 7**: "Notes*" text area.

Below the notes area is an "Attachment*" section with a text input field, a note: "Attach a certificate for the completed training activity (Attachment in PDF format and must not exceed 20 MB)", and two icons (upload and delete). At the bottom are three buttons: "Back", "Save draft", and "Send".

It is possible to insert the same date in both “from” and “to” if the activity lasts only one day.

Once clicking on “Grade” a new field will appear in order to insert the grade, the base grade and honors. For guidance on when to check the “eligible” box or on converting any letter grades awarded, it is important to contact the supervisor and the Coordinator.

The screenshot shows the 'Training activity' form. The 'Type of training activity*' section has radio buttons for 'Disciplinary and multidisciplinary training', 'Training related to soft skills', 'Tutoring or supplementary teaching activity', 'Extra-curricular training', and 'Dissemination'. The 'From*' and 'To*' date pickers both show 'gg/mm/aaaa'. The 'Activity description' and 'English name of the training activity*' fields are empty. The 'Evaluation type*' section is highlighted with a red box and contains radio buttons for 'Attendance', 'Eligible', and 'Grade' (which is selected). To the right of these are input fields for 'Grade*', 'Base Grade*', and a 'Cum laude:' checkbox. Below this are 'Hours of lectures*', 'Requested doctoral credits*', and 'Notes*' fields. At the bottom, there is an 'Attachment*' section with a file upload button and a 'Send' button.

As for “Tutoring or supplementary teaching activity” and for “Dissemination” it is not required to specify the type of evaluation method. Therefore, if you choose these activities the field “Evaluation type” will not be displayed.

The screenshot shows the 'Training activity' form with 'Tutoring or supplementary teaching activity' selected. The 'From*' and 'To*' date pickers both show 'gg/mm/aaaa'. The 'Name of the training activity' and 'English name of the training activity*' fields are empty. The 'Hours of lectures*' and 'Requested doctoral credits*' fields are empty. The 'Notes*' field is empty. At the bottom, there is an 'Attachment*' section with a file upload button and 'Back', 'Save draft', and 'Send' buttons.

After selecting “Type of training activity”, it is possible to save an activity on “draft” mode.

Training activity

Type of training activity* :

- Disciplinary and multidisciplinary training Training related to soft skills Tutoring or supplementary teaching activity Extra-curricular training
 Dissemination

From*

gg/mm/aaaa

To*

gg/mm/aaaa

Name of the training activity

English name of the training activity* :

Evaluation type* :

- Attendance Eligible Grade

Hours of lectures* :

Requested doctoral credits* :

Notes* :

Attachment* :

Attach a certificate for the completed training activity
(Attachment in PDF format and must not exceed 20 MB)



Back

Save draft

Send

Training activity

⋮ Draft

Type of training activity* :

- Disciplinary and multidisciplinary training Training related to soft skills Tutoring or supplementary teaching activity Extra-curricular training
 Dissemination

From*

gg/mm/aaaa

To*

gg/mm/aaaa

Name of the training activity

English name of the training activity* :

Evaluation type* :

- Attendance Eligible Grade

Hours of lectures* :

Requested doctoral credits* :

Notes* :

Attachment* :

Attach a certificate for the completed training activity
(Attachment in PDF format and must not exceed 20 MB)



Back

Save draft

Send

✓ Saved successfully!

Your training activity is currently in this status 'Draft'
You still need to submit your application for approval

Ok

Once all required fields are filled in, the “Send” button becomes selectable and the request for recognition of training activities can be sent.

Training activity

Type of training activity* :

Disciplinary and multidisciplinary training Training related to soft skills Tutoring or supplementary teaching activity Extra-curricular training Dissemination

From* To*

Activity description

English name of the training activity* :

Evaluation type* : Attendance Eligible Grade

Hours of lectures* : Requested doctoral credits* :

Notes* :

Attachment* :

Attach a certificate for the completed training activity (Attachment in PDF format and must not exceed 20 MB)

In order to view all the requests entered, you need to click on the down arrow to expand the contents of the booklet.

Portfolio / Career

Training task - Total credits: 0

It is possible to modify or delete an activity saved as draft.

Portfolio / Career

Training task - Total credits: 0

Type	Activity description	Start date	End date	CR	CA	Application status	
Disciplinary and multidisciplinary training		02/03/2025	02/12/2025	1		Draft	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Total credits - Training activity of type Disciplinary and multidisciplinary training : 0

The entered activities are divided into different types.

After the PhD Coordinator’s evaluation, PhD students will view the total of Doctoral Credits recognized for each type of activity.

Libretto / Carriera

Attività formative - Totale crediti riconosciuti: 6

Scarica attività valutate | Scarica tutte le attività

CR = Crediti dottorali di cui si richiede il riconoscimento | CA = Crediti assegnati

Tipologia	Nome dell'attività formativa	Data inizio	Data fine	CR	CA	Stato
Formazione disciplinare e multidisciplinare	Formazione disciplinare e multidisciplin...	12/11/2024	20/11/2024	6		Bozza
Totale crediti riconosciuti - Attività formativa di tipo Formazione disciplinare e multidisciplinare				0		
Formazione relativa alle competenze trasversali	Formazione relativa alle competenze tras...	19/11/2024	20/11/2024	4		In lavorazione supervisore
Totale crediti riconosciuti - Attività formativa di tipo Formazione relativa alle competenze trasversali				0		
Tutorato o attività didattica integrativa	Tutorato o attività didattica integrativ...	04/11/2024	01/12/2024	12		In lavorazione coordinatore
Totale crediti riconosciuti - Attività formativa di tipo Tutorato o attività didattica integrativa				0		
Formazione extra-curriculare	Formazione extra-curriculare	07/05/2024	07/08/2024	6	6	Valutata
Totale crediti riconosciuti - Attività formativa di tipo Formazione extra-curriculare				6		

Aggiungi attività formative

It is also possible to view the total amount of Doctoral Credits recognized.

Portfolio / Career

Training task - Total credits: 0

Download evaluated activities | Download all activities

CR = Required credits | CA = Final credits awarded

Type	Activity description	Start date	End date	CR	CA	Application status
Disciplinary and multidisciplinary training		02/03/2025	02/12/2025	1		Draft
Total credits - Training activity of type Disciplinary and multidisciplinary training				0		

Add training task

Having sent the request for credit for the training activity performed, it is possible to view the summary of the training activity entered by selecting the appropriate icon.

Training related to soft skills	Training related to soft skills	11/19/2024	11/20/2024	0	In progress supervisor	–	
---------------------------------	---------------------------------	------------	------------	---	------------------------	---	--

The supervisor and coordinator, after evaluating the training activity can write a message visible to the PhD student. To view the message, the PhD student should select the icon to view the training activity entered.

Extra-curricular training Formazione extra-curriculare 11/14/2024 11/15/2024 0 0  Rejected  

Training activity of type: **Extra-curricular training**

 Rejected

Training activity From 11/14/2024 To 11/15/2024

Description: **Formazione extra-curriculare**

English description: **Extra-curricular training 2**

Engaged lectures hours: 5

Requested doctoral credits: 0

Evaluation type: **Attendance**

The following attachments are currently available to your application
Notes: **Formazione extra-curriculare**

 doc.pdf

Message from coordinator: **Error in the title**

[Back](#)

DELATE ACTIVITIES

The PhD student may delete the activity until it is evaluated by the PhD Coordinator.

If an activity is deleted, the system will send an e-mail notification to the supervisor. An e-mail notification will also be sent to the PhD Coordinator if the PhD student deletes an activity that has already been checked by the supervisor.

The PhD Coordinator will be able to change the credits assigned to the PhD student until the PhD Board meeting confirming the positive evaluation of the work done in the current year is closed.

To delete an activity click on 

Portfolio / Career

Training task - Total credits: 0

Download evaluated activities | Download all activities

CR = Required credits | CA = Final credits awarded

Type	Activity description	Start date	End date	CR	CA	Application status	
Disciplinary and multidisciplinary training		02/03/2025	02/12/2025	1		Draft	 

Total credits - Training activity of type Disciplinary and multidisciplinary training : 0

Add training task

PRINT

PhD student can download an Excel file containing all the evaluated requests or all the activities.

Portfolio / Career

Training task - Total credits: 0

Download evaluated activities | Download all activities

CR = Required credits | CA = Final credits awarded

Type	Activity description	Start date	End date	CR	CA	Application status	
Disciplinary and multidisciplinary training		02/03/2025	02/12/2025	1		Draft	 

Total credits - Training activity of type Disciplinary and multidisciplinary training : 0

Add training task

ANNUAL REPORT

INTRODUCTION

A section dedicated to uploading the annual report is available on Dottorandi Portal. In this section the PhD student can:

- Upload the annual report.
- View the processing status of the uploaded annual report.
- Delete the uploaded annual report if it has not yet been evaluated by the PhD Coordinator.

PROCEDURE (HOW IT WORKS)

The PhD student uploads the annual report and sends it to the supervisor. The status of the report changes to “sent”. The uploaded annual report can be deleted.

Relazione annuale			
Descrizione	Relazione annuale	Stato	
Relazione annuale dottorando	↓ doc.pdf	Inviata	

The supervisor receives an e-mail notification. He/She views the report and sends it to the PhD Coordinator. The status of the report thus changes to “view by supervisor”. The report can be deleted in case of need.

Annual report			
Description	Annual report	Application status	
Annual report	↓ doc.pdf	View by supervisor	

PhD Coordinator receives an email notification. He/She views the report and evaluates it.

The annual report change its status to “evaluated” and it is not possible to delete it anymore.

Relazione annuale			
Descrizione	Relazione annuale	Stato	
Relazione annuale dottorando	↓ doc.pdf	Valutata	

ENTER THE ANNUAL REPORT

To upload the annual report, PhD student has to click on “upload annual report”.

Annual report	
No annual report has been uploaded	
Upload your annual report	

A new page will open and the PhD students will:

1. Fill in a description of the file
2. Upload the report
3. Press “send”

Annual report of

Description* :

*Attachment (Attachment in PDF format and must not exceed 20 MB)

Back Send

The supervisor will then receive an email notification.

DELATE THE ANNUAL REPORT

The annual report can be delated until it is evaluated by PhD Coordinator. PhD students can delate the report if it is on “sent” status od on “seen by supervisor” status by clicking 

Descrizione	Relazione annuale	Stato	
Relazione annuale dottorando	doc.pdf	Inviata	

Descrizione	Relazione annuale	Stato	
Relazione annuale dottorando	doc.pdf	Vista dal supervisore	

Once the annual report is “evaluated” it is not possible to delate it anymore and  will disappear.

Descrizione	Relazione annuale	Stato	
Relazione annuale dottorando	doc.pdf	Valutata	

CONTACTS

To get IT support you can contact assistenza.cesia@unibo.it

To get any other clarifications you can contact AFORM – Settore Dottorato aform.udottricerca@unibo.it