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

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 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.

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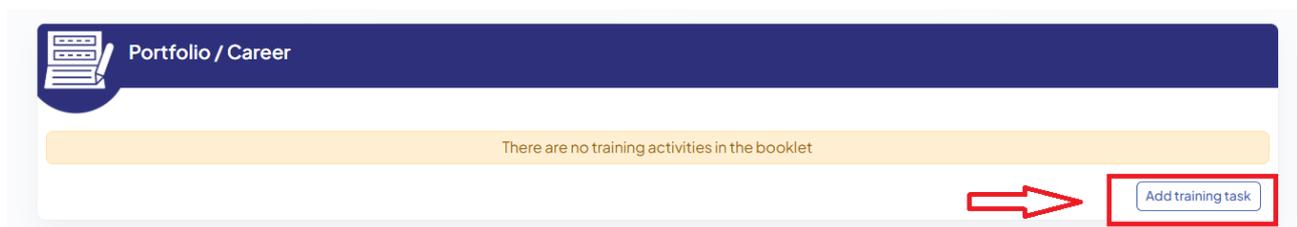
By selecting "Add Training Task", a new page will open where the following information can be entered:

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.

Training activity

Type of training activity* :

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

From*   To*

2 gg/mm/aaaa   🗓   gg/mm/aaaa   🗓

Activity description

3 [   ]

English name of the training activity* :

4 [   ]

Evaluation type* :

5 ○ Attendance   ○ Eligible   ○ Grade

Hours of lectures * :   Requested doctoral credits * :

6 [   ]   [   ]

Notes* :

[   ]

7 Attachment * :

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

[Back]   [Save draft]   [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.

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.

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

✓ Saved succesfully!   ×

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

[Ok]

Type of training activity* :

○ Disciplinary and multidisciplinary traini...   ...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]

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*
20/01/2025	23/01/2025

Activity description

English name of the training activity* :

Test

Evaluation type* :

● Attendance ○ Eligible ○ Grade

Hours of lectures * :	Requested doctoral credits * :
20	2

Notes* :

Test

Attachment * :

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

[Back]   [Save draft]   [**Send**]

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   ∨

[Add training task]

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

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]

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.

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

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.

Type	Activity description	Start date	End date	CR	CA	Application status			
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.

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

PRINT

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

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.

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.

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 delate it anymore.

ENTER THE ANNUAL REPORT

To upload the annual report, PhD student has to click on "upload 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"

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 🗑

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

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