

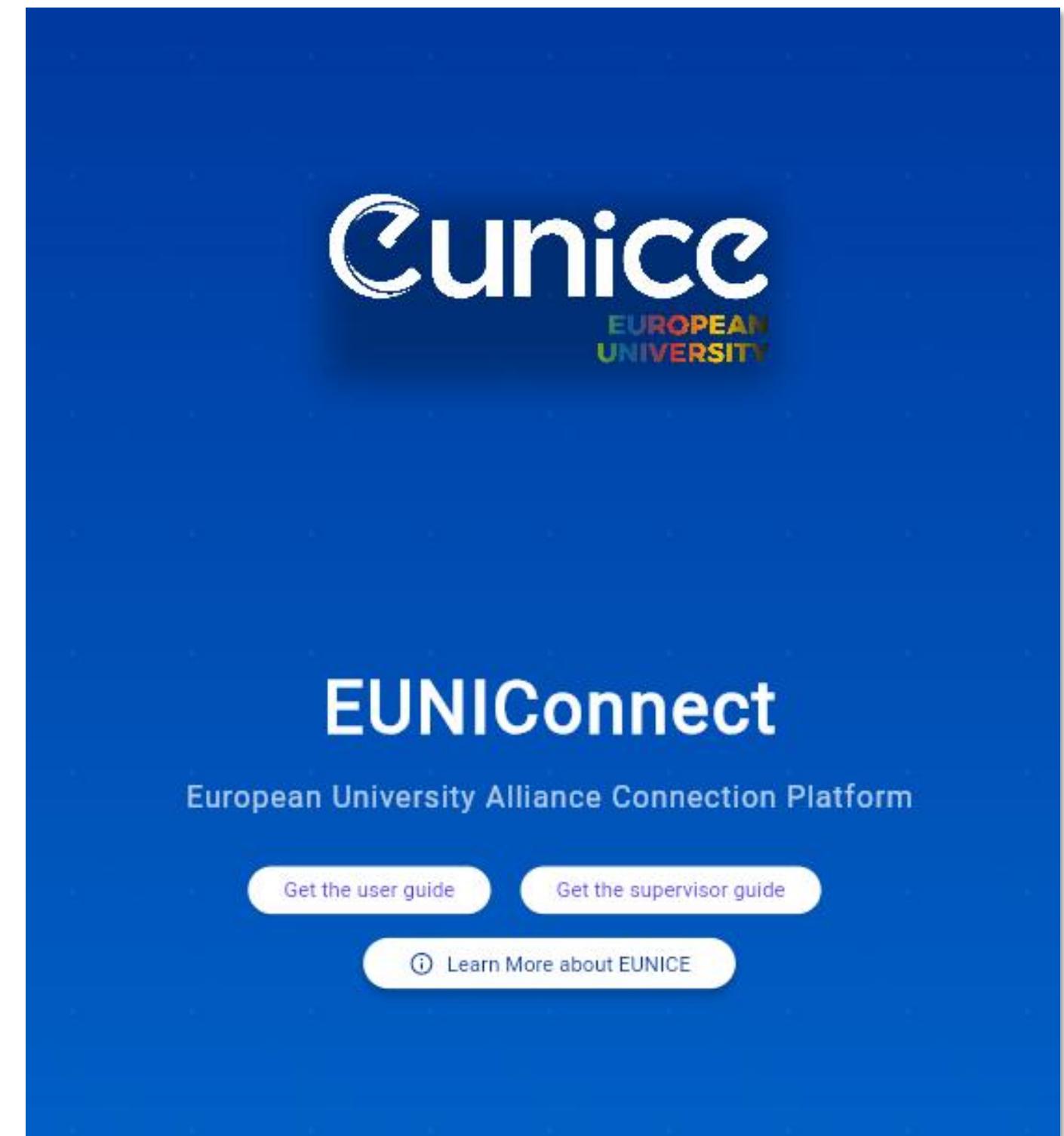
# **Discover EUNIConnect, the networking platform of the EUNICE alliance Supervisor's Guide**

EUNICE-UNIVERSITY.EU

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# Glossary

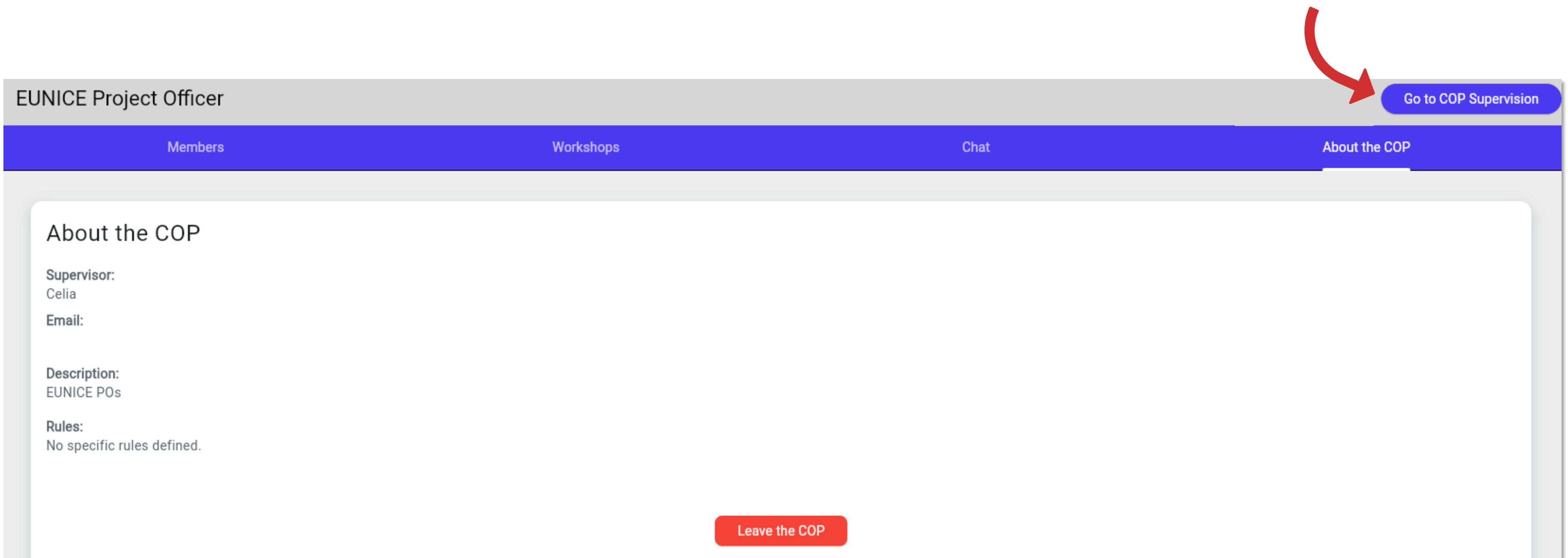
- **CoP:** Community of Practice (= Community of practice = group of people sharing a common interest)
- **User:** is a member of one or more CoPs
- **Supervisor:** coordinates a CoP (peut aussi être utilisateur)
- **Administrator:** manages the website
- **Workshops:** meeting, seminar, conference, online or in person

# 1. Role of the supervisor

- The creator of a CoP automatically becomes its supervisor.
- A supervisor is also a user *[see User Guide]*.
- A user can be the supervisor of several CoPs.
- The supervisor is the community's point of reference, moderator and facilitator.
- The supervisor ensures the overall consistency of the community, ensures that discussions remain relevant, that the CoP is dynamic and maintains a clear objective.

## 2. Supervision interface

Accessible from *Go to COP Supervision* from the CoP home page.



EUNICE Project Officer

Members Workshops Chat About the COP

**About the COP**

**Supervisor:**  
Celia

**Email:**

**Description:**  
EUNICE POs

**Rules:**  
No specific rules defined.

Leave the COP

Go to COP Supervision

### 3. Supervision menu – Settings (1)

- Change the group name.
- Change the description and internal rules (optional).

← COP Supervision Settings

Name

Description

Rules

[Update COP Settings](#)

### 3. Supervision menu – membership requests (2)

- View the list of users who have requested to join the CoP, review their activities, and accept or decline their entry.
- The user is notified of the response. If accepted, the user gains access to all internal CoP features.

← Joining Requests

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@uphf.fr

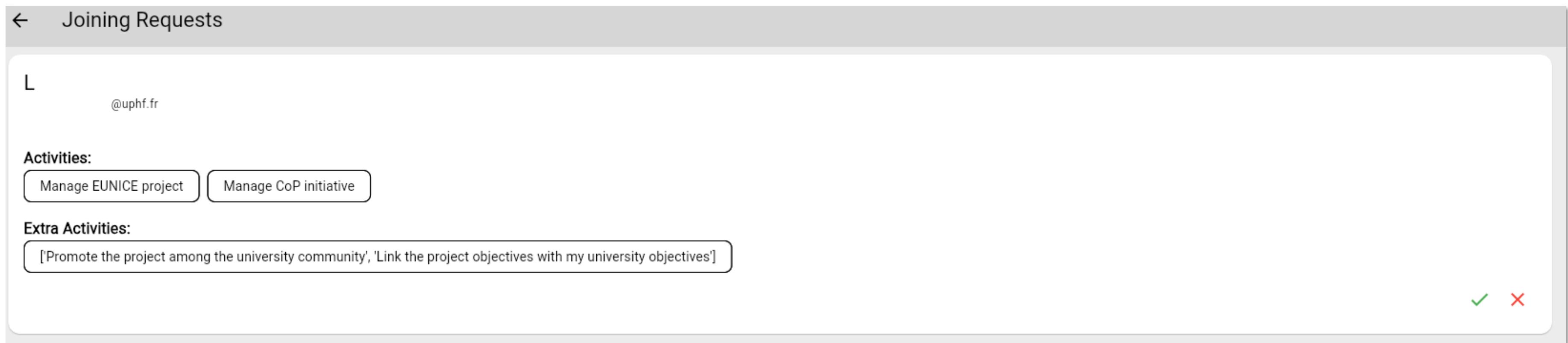
Activities:

Manage EUNICE project   Manage CoP initiative

Extra Activities:

[Promote the project among the university community, 'Link the project objectives with my university objectives']

✓ ✕



### 3. Supervision menu – suggested activities (3)

- Review suggestions for new activities proposed by new members upon joining.
- Accepting new activities enriches the CoP and adapts it to the professional reality of its members.
- The supervisor can add a new activity themselves.

← COP Supervision

Proposals from COP Members:

@uphf.fr:

Promote the project among the university community

Link the project objectives with my university objectives

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Create a new activity for the COP based on user requests:

Careful, this activity will be automatically added to your group:

New Activity

**Create Activity** **Reset**

### 3. Supervision menu – News (4)

- Keeps the CoP active and informed
- Allows information to be published, either internally within the CoP or publicly (and therefore accessible to all EUNIConnect users)

← Create News

**News Title**  
Enter a brief title for the news

**News Content**  
Describe the news content in detail

**Visibility**  
Public ▾

**Optional Link**  
Add a link (optional)

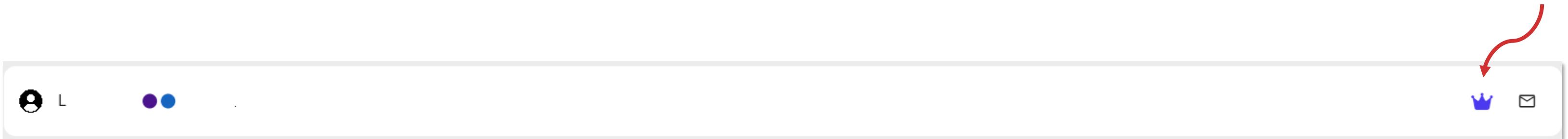
**Publish News**

# 4. Limitations

The supervisor cannot:

- Modify a member's personal information.
- Delete the CoP (reserved for administrators).
- Leave the CoP without appointing a new supervisor.

*The supervisor can appoint another CoP user as the new supervisor by clicking on the purple crown.*



**Any questions?**

**Contact EUNICE team: [eunice@uphf.fr](mailto:eunice@uphf.fr)**

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