

Discover EUNICConnect, the networking platform of the EUNICE alliance

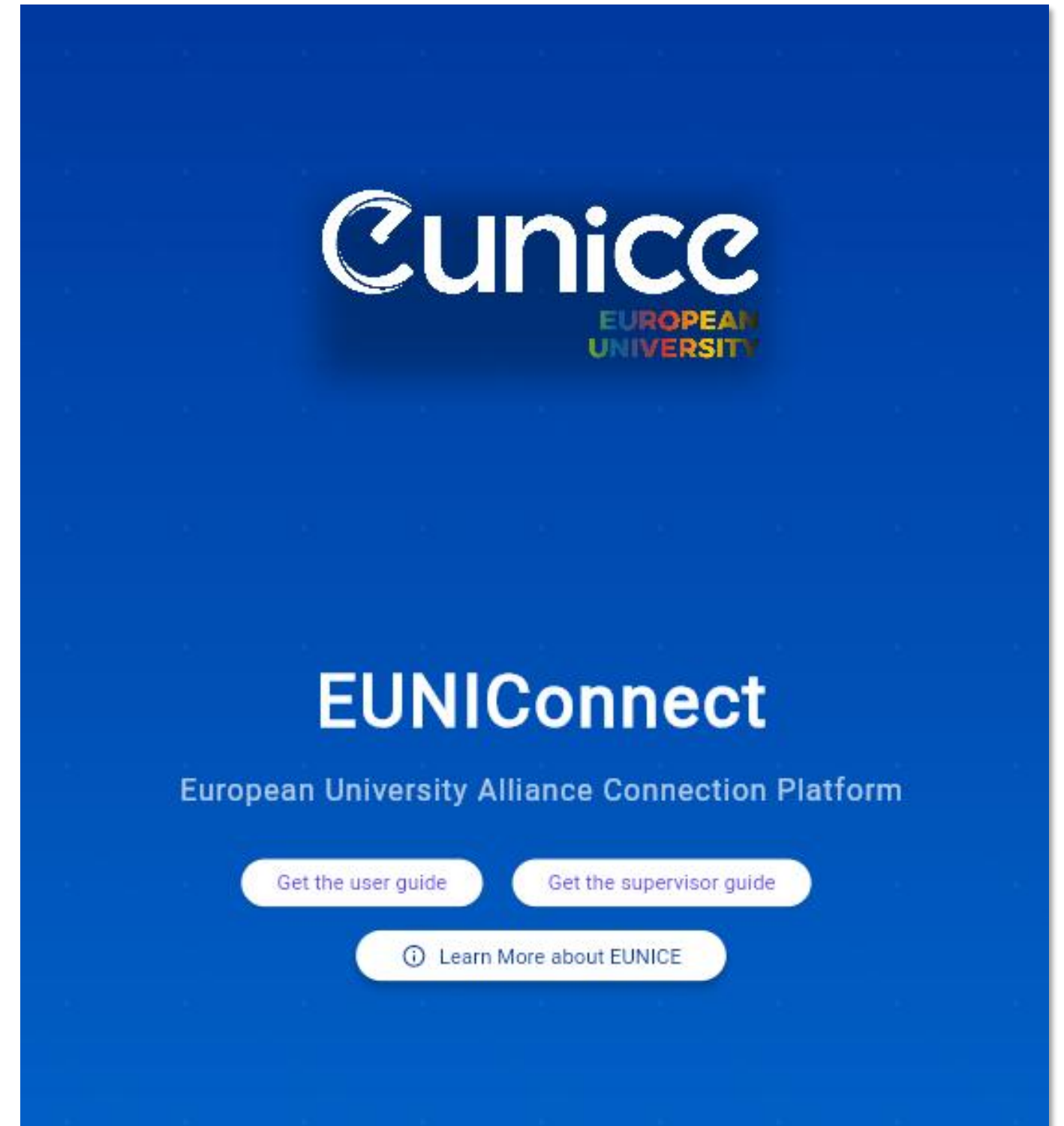
Supervisor's Guide

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

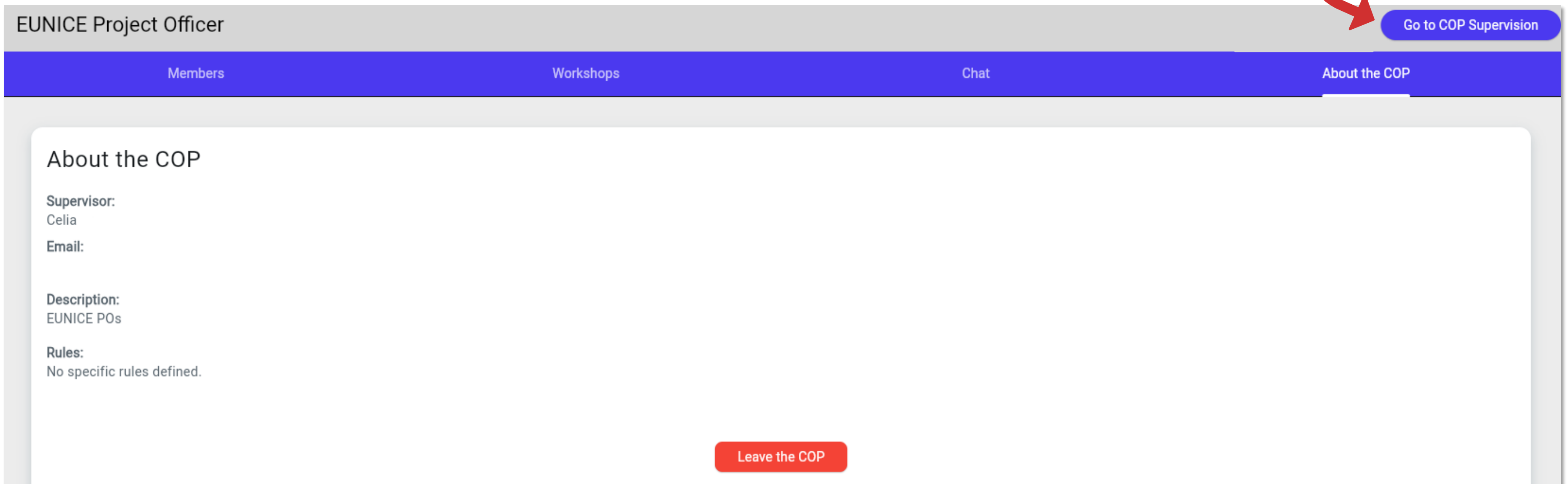


1. Role of the supervisor

- 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.



3. Supervision menu – Settings (1)

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

← COP Supervision Settings

Name

Enter the COP name

Description

Provide a description of the COP

Rules

Specify the rules for the COP

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

☐

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

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

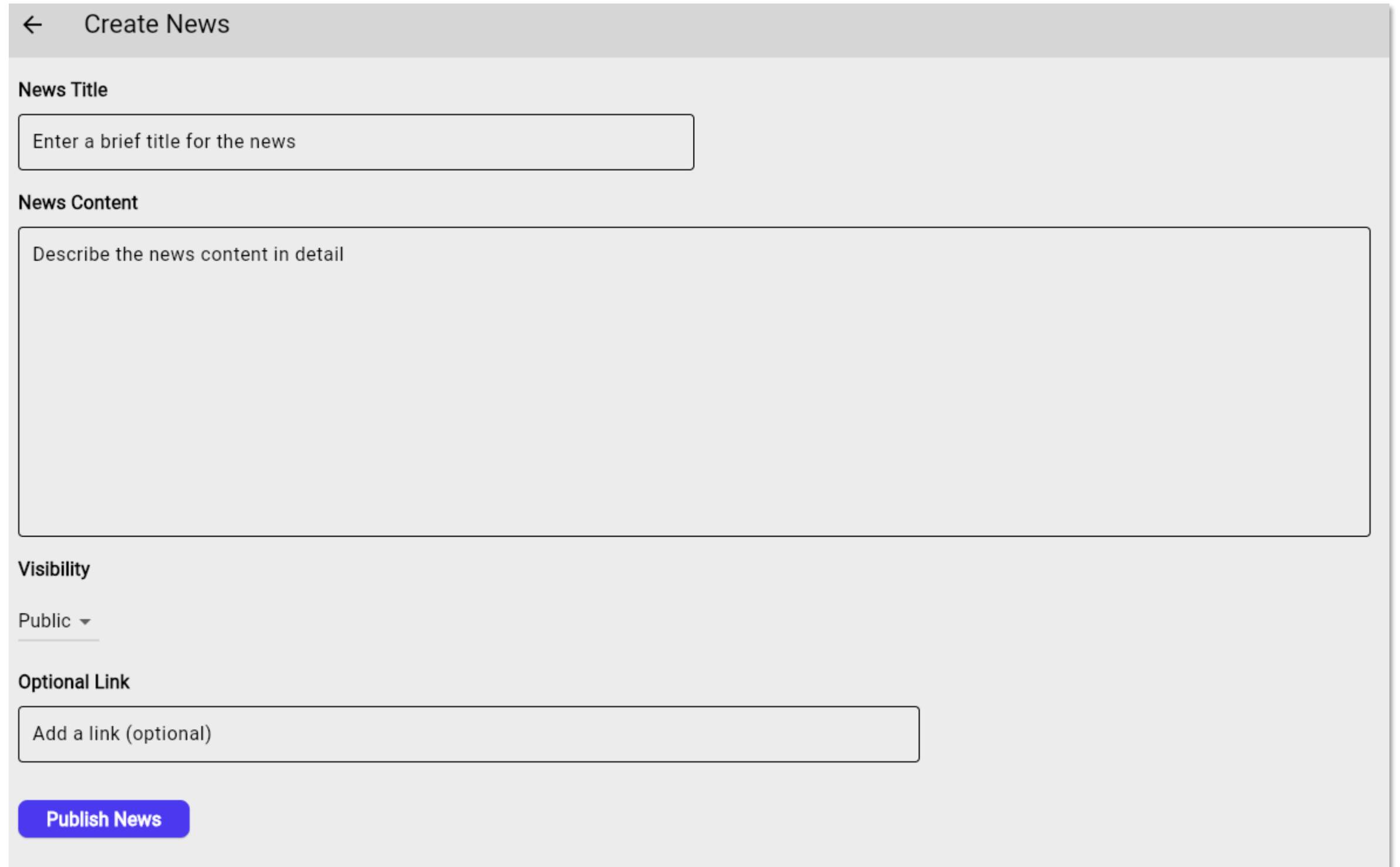
New Activity

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 EUNICConnect users)



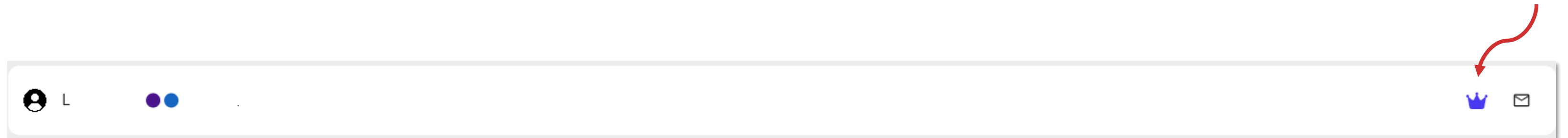
The screenshot shows a mobile application interface for creating news. At the top is a grey header bar with a back arrow and the text 'Create News'. Below this, the form is divided into sections: 'News Title' with a text input field containing the placeholder 'Enter a brief title for the news'; 'News Content' with a large text area containing the placeholder 'Describe the news content in detail'; 'Visibility' with a dropdown menu currently set to 'Public'; and 'Optional Link' with a text input field containing the placeholder 'Add a link (optional)'. At the bottom of the form is a blue button labeled '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

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