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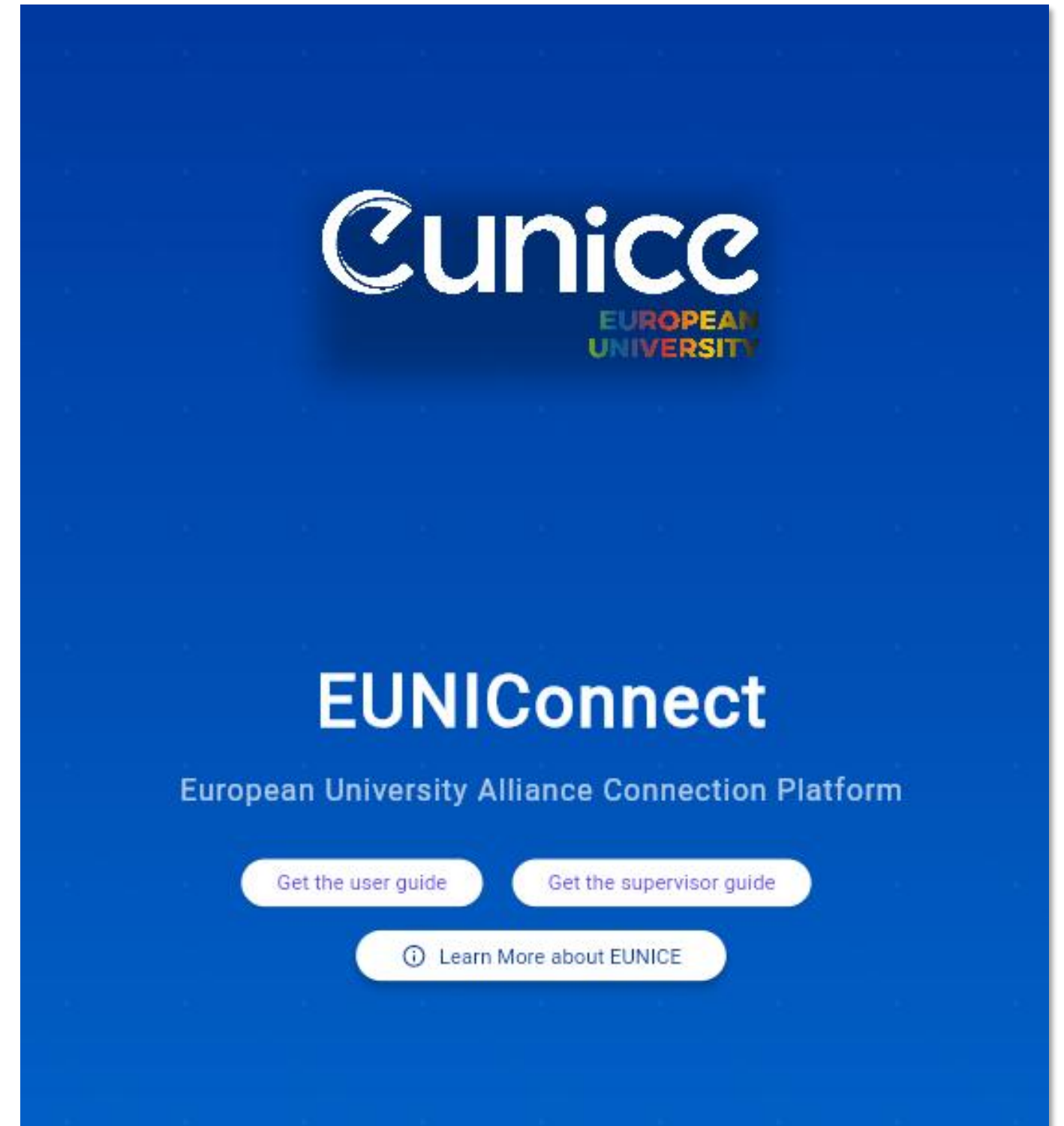
Supervisor's Guide

EUNICE-UNIVERSITY.EU

Table of contents

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.
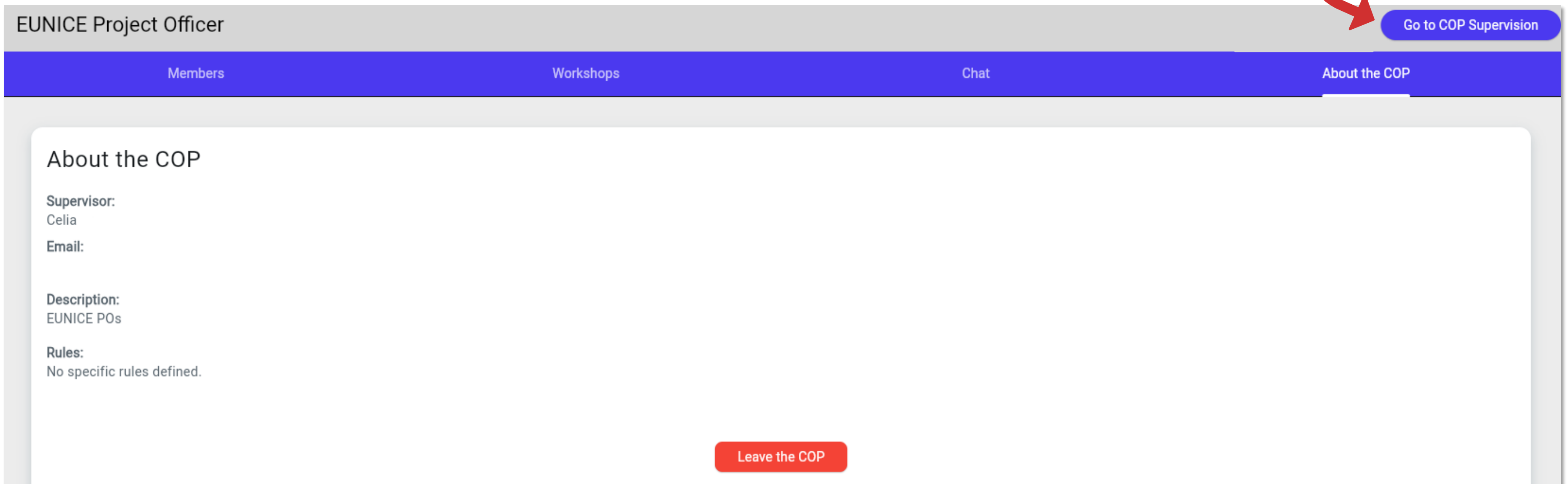
3. Supervision menu – Settings (1)

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

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.

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.
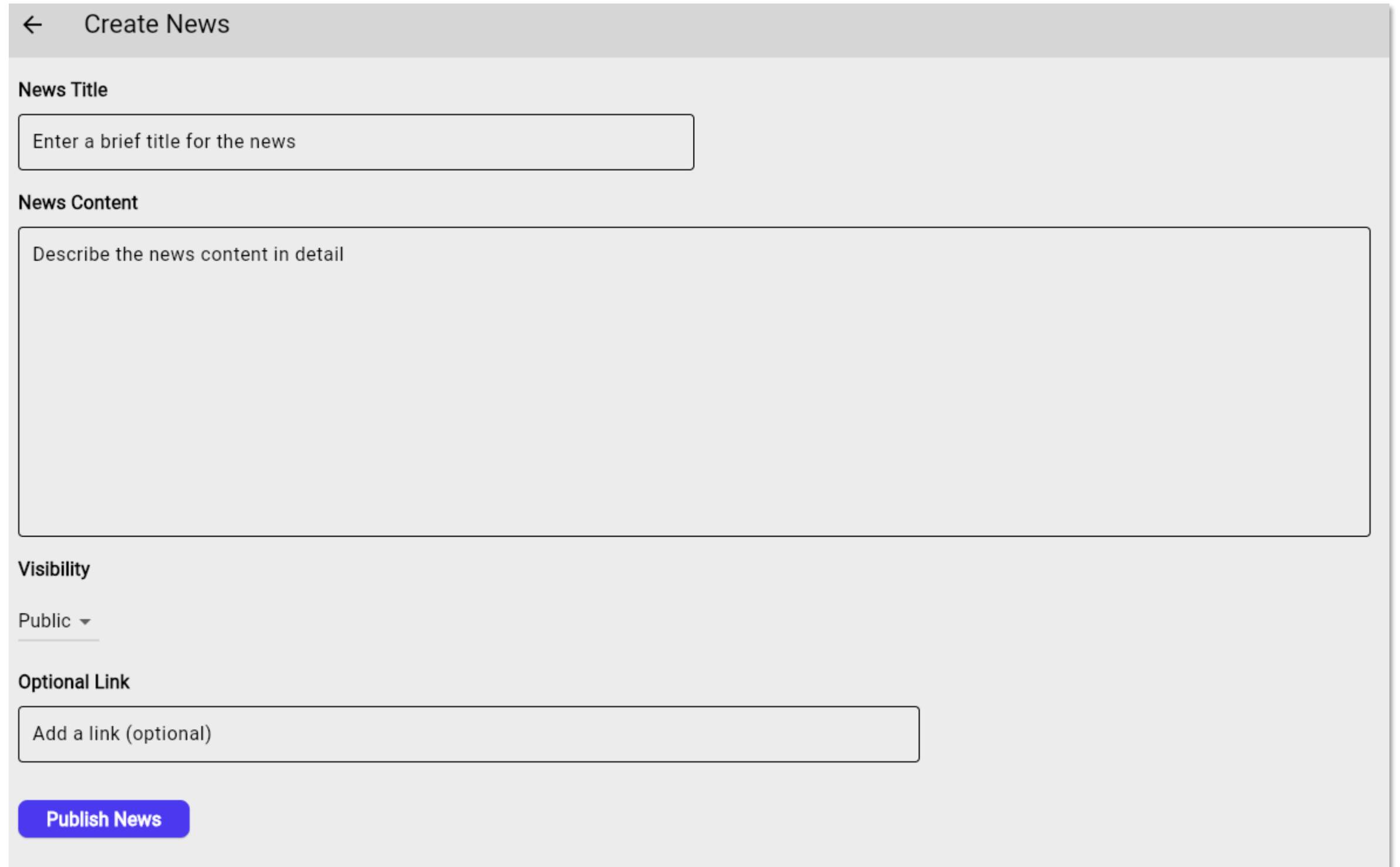
3. Supervision menu – News (4)

- 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.
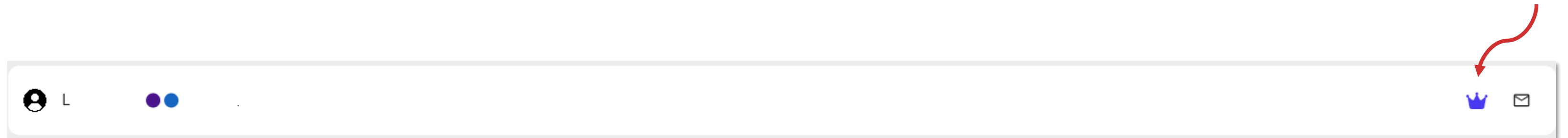
Any questions?

Contact EUNICE team: eunice@uphf.fr