

Discover EUNICConnect, the networking platform of the EUNICE Alliance

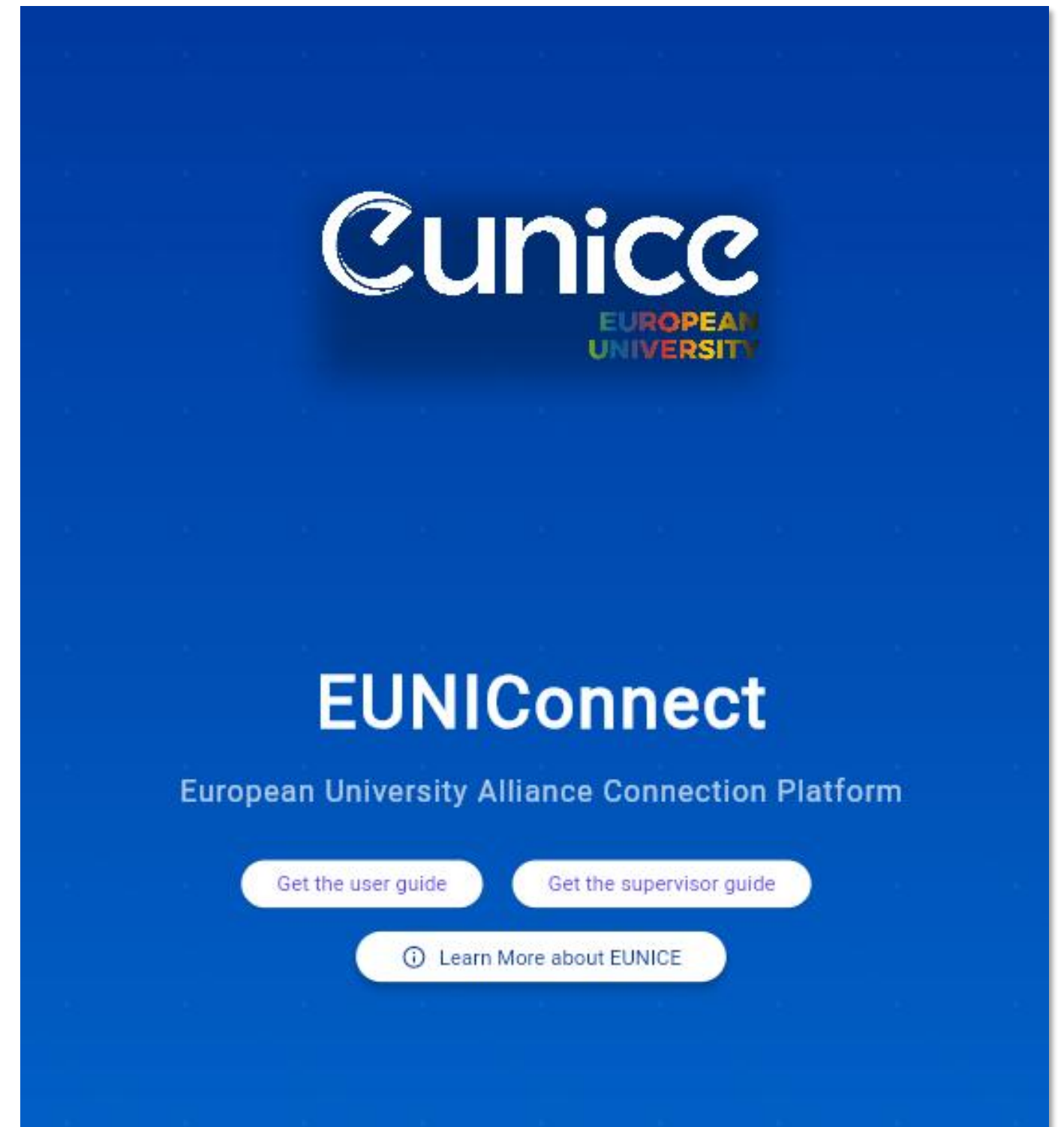
User Guide

EUNICE-UNIVERSITY.EU

Table of contents

Glossary

1. [Acces and profile](#)
2. [Discovering CoPs](#)
3. [Joining a CoP](#)
4. [Creating a CoP](#)
5. [How a CoP works](#)
6. [Workshops](#)
7. [Other features](#)

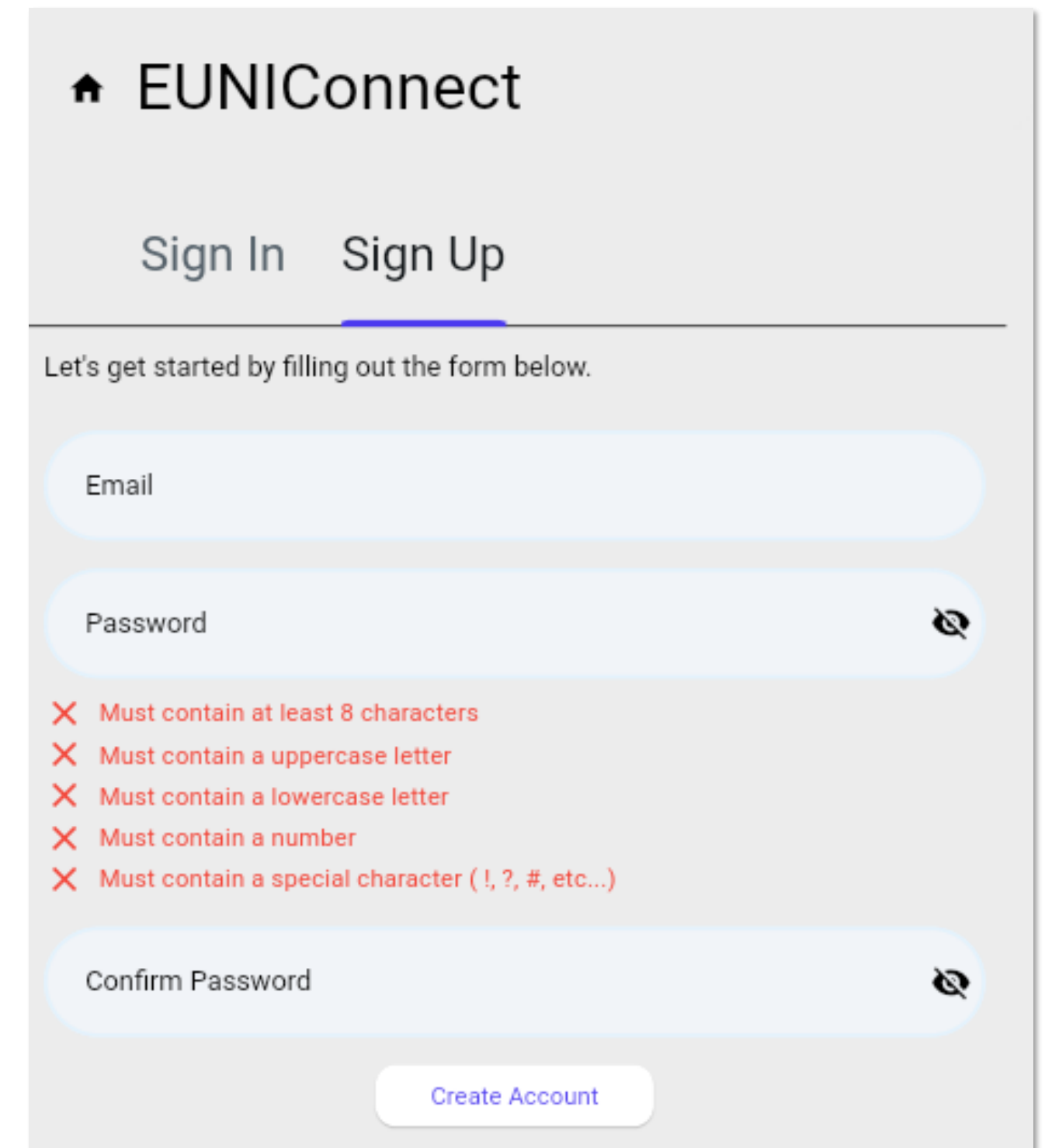


Glossary

- **CoP:** Community of Practice: a group of people sharing a common interest
- **User:** a member of one or more CoPs
- **Supervisor:** coordinates a CoP (may also be a user)
- **Administrator:** manages the website
- **Workshops:** a meeting, seminar, or conference, held online or in person

1. Access and profile

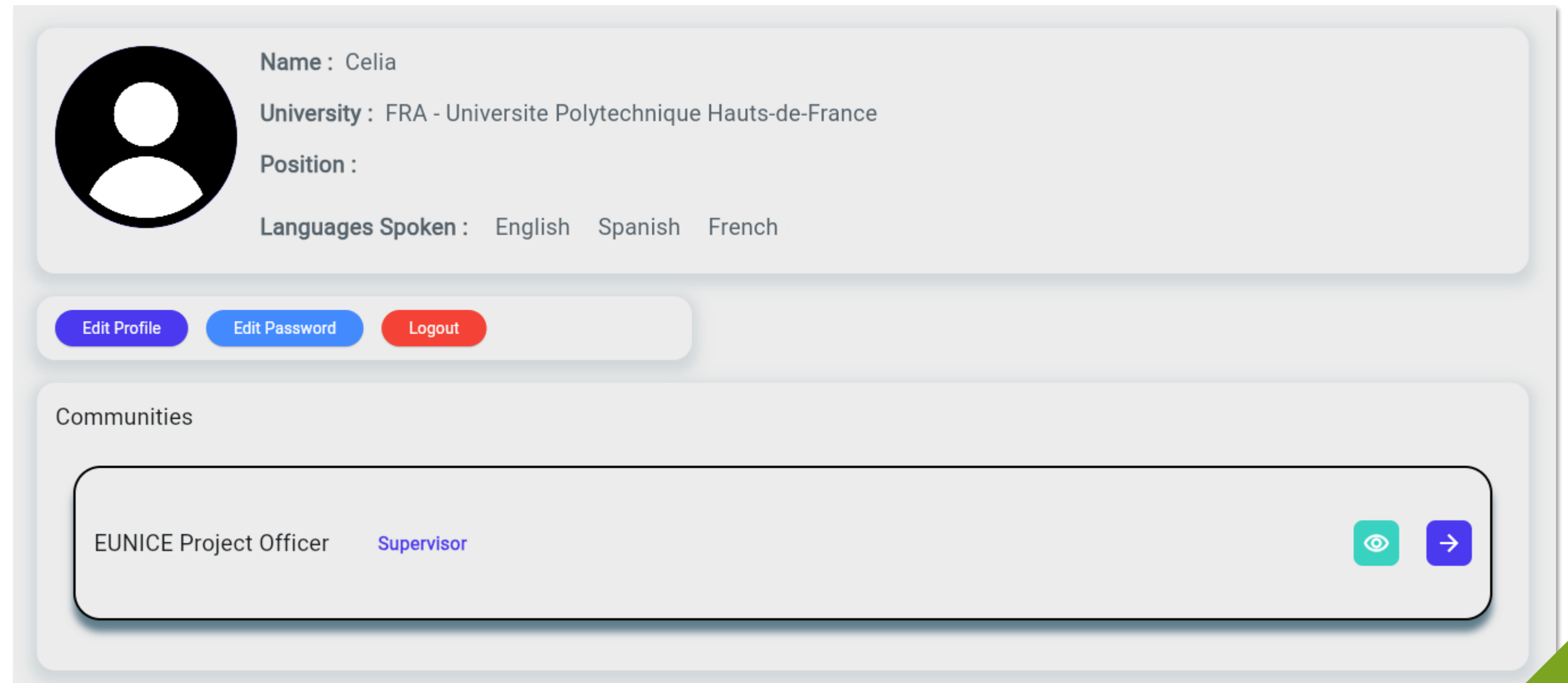
- Access to EUNICConnect is available via the official website: <https://euniconnect.put.poznan.pl/>, with mandatory registration using a university email address.
- Upon first login, users are asked to briefly complete their profile by providing their first and last name, university, and languages spoken.










The screenshot shows the 'EUNICConnect' sign-up interface. At the top, there is a header with a home icon and the text 'EUNICConnect'. Below this, there are two tabs: 'Sign In' and 'Sign Up', with 'Sign Up' being the active tab. A message says 'Let's get started by filling out the form below.' The form consists of three input fields: 'Email', 'Password', and 'Confirm Password'. The 'Password' and 'Confirm Password' fields have a small icon on the right side. Below the 'Password' field, there are five red error messages, each preceded by a red 'X' icon: 'Must contain at least 8 characters', 'Must contain a uppercase letter', 'Must contain a lowercase letter', 'Must contain a number', and 'Must contain a special character (!, ?, #, etc...)'. At the bottom right of the form, there is a 'Create Account' button.

1. Access and profile

The Profile page serves as a personal dashboard: it displays the CoPs you have joined, allows you to edit your personal information, and enables you to supervise your CoP, if applicable.



The screenshot shows a user profile interface. At the top, there is a circular profile picture placeholder. To its right, the following information is displayed: Name: Celia, University: FRA - Universite Polytechnique Hauts-de-France, Position: (empty), and Languages Spoken: English, Spanish, French. Below this information, there are three buttons: 'Edit Profile' (blue), 'Edit Password' (blue), and 'Logout' (red). Underneath the buttons, the section is titled 'Communities'. It contains a single entry for 'EUNICE Project Officer' with the role 'Supervisor' in blue text. To the right of the entry are two icons: a teal eye icon and a blue arrow icon.

	<p>Name : Celia</p> <p>University : FRA - Universite Polytechnique Hauts-de-France</p> <p>Position :</p> <p>Languages Spoken : English Spanish French</p>			
<p>Edit Profile Edit Password Logout</p>				
<p>Communities</p> <table border="1"><tr><td>EUNICE Project Officer</td><td>Supervisor</td><td> </td></tr></table>		EUNICE Project Officer	Supervisor	 
EUNICE Project Officer	Supervisor	 		

2. Discovering CoPs


Under the Communities tab, users can view:

- **Their own CoPs** (joined or pending approval)
- **All existing CoPs** using the **All** filter

A search bar allows users to find existing CoPs by name or by thematic area.



2. Discovering CoPs



Platform Navigation

- Communities
- Workshops
- News & Announcement
- Help
- Home

Communities Overview

Join a COP

Search for a community

Your communities


All


Archives

This COP welcomes archivists who wish to discuss their practices, as well as colleagues who want to learn more about process digitisation, application data export and electronic archiving.

Welcoming international researchers and doctoral students

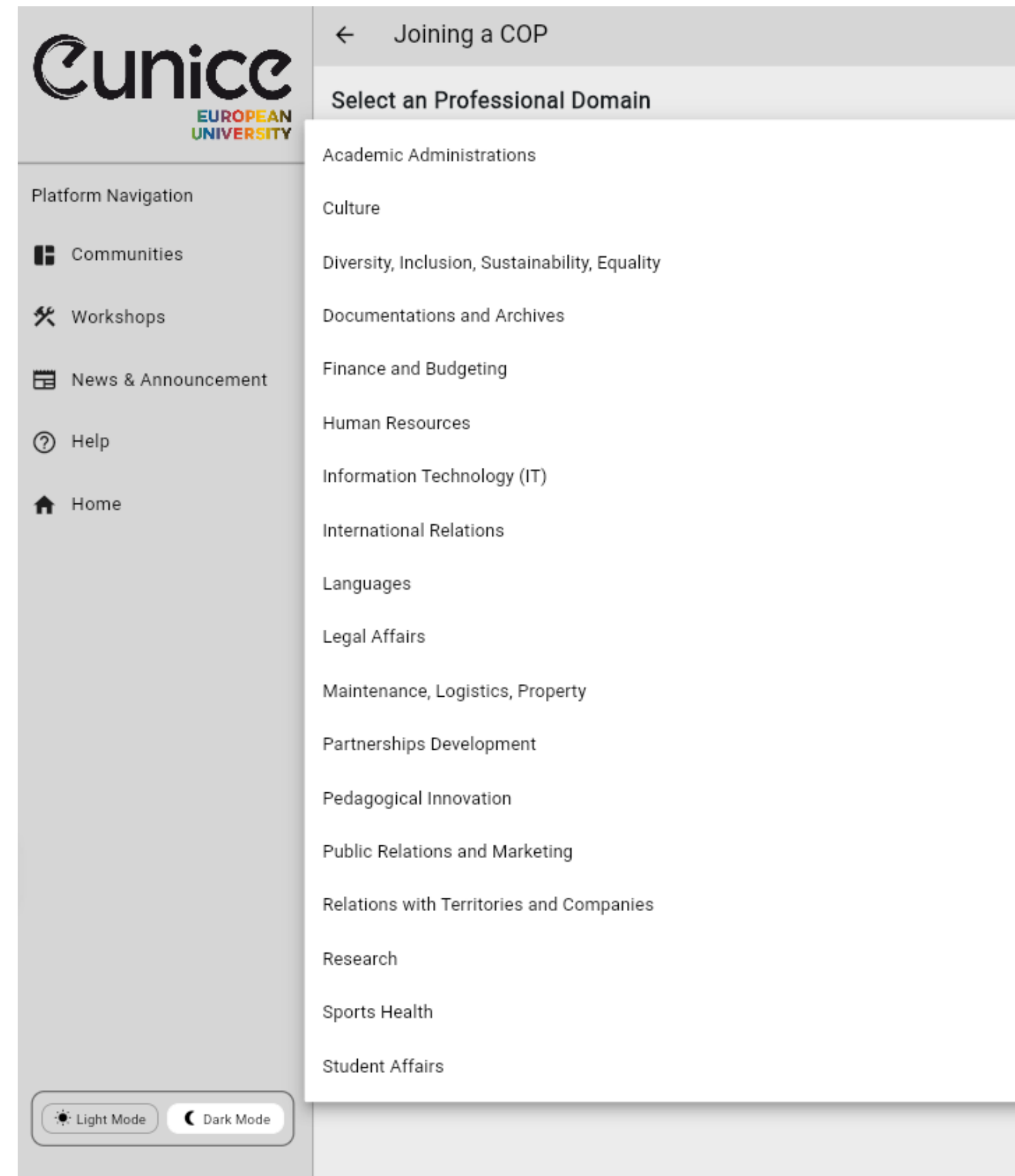
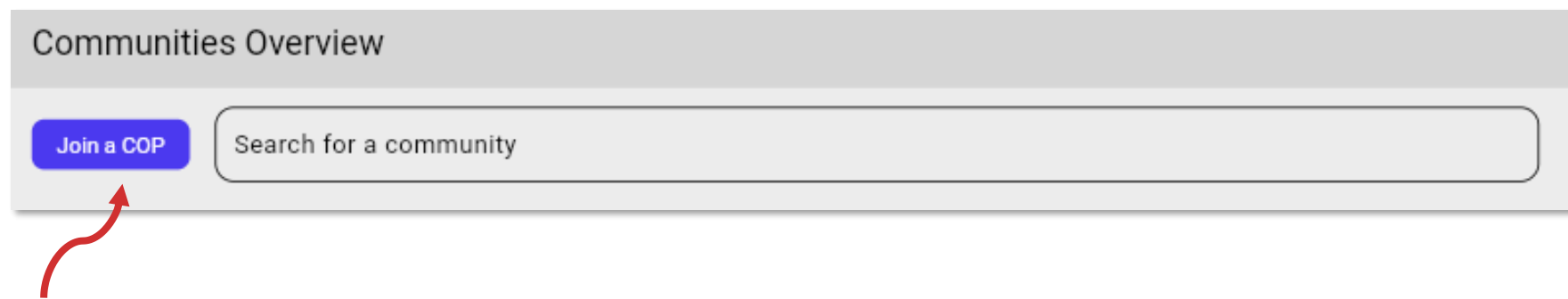
Share practices among partner universities on the topic of welcoming and offering assistance to researchers & doctoral students doing an international mobility at the university / institute. Write a common guide of good practices.

 Université Polytechnique
HAUTS-DE-FRANCE



3. Joining a COP (1)

- *Communities* tab, click on the *Join a CoP* button.
- The user selects the professional field most relevant to their professional activity.



3. Joining a COP (1)

- The user selects 1 to 5 main activities from the list.
- The user may also suggest up to 5 additional activities.

Promote the university abroad.

Host delegations and foreign institutional visits.

Foster intercultural communication skills.

Coordinate alumni networks abroad.

Manage EUNICE project

Manage CoP initiative

Assess and improve welcoming procedures

Offer personalised information and assistance

Help with relocation procedures

Offer career guidance

Collaborate with other services and partner institutions

OK

Add up to 5 additional activities (optional)

Extra activities let you propose your professional activities to the COP if they're not yet part of the existing list. These activities will need approval from the COP supervisor before being added.

You can only use letters in the fields below

Activity 1

Activity 2

Activity 3

3. Joining a CoP (2)




- Press Confirm, then up to 4 CoPs will be displayed, based on activity matches [if none are displayed, see 4. Create a CoP]
 - The user can view the description and members and check the relevance of each CoP.
- The request to join a CoP is sent to the supervisor, who must approve it manually.

Select a COP to Join

Welcoming international researchers and doctoral students

5 activities in common

Share practices among partner universities on the topic of welcoming and offering assistance to researchers & doctoral students doing an international mobility at the university / institute. Write a common guide of good practices.



Cancel

OK


If no COP suits you, you can ask to create your own :

Create a New COP

4. Creating a CoP

- The user follows the normal process to join a CoP *[see 3. Joining a CoP (1)]*.
- If no CoP is displayed or meets their expectations, the user can click on *Create a new CoP*.
- Enter a clear and representative name, a description of the objectives and scope of action, and internal group rules (optional).
- The CoP is then submitted for approval by the site administrators.
- Once approved, the creator automatically becomes the CoP supervisor, with extended rights *[see Supervisor's Guide]*.

4. Creating a CoP



Platform Navigation

- Communities
- Workshops
- News & Announcement
- Help
- Home

Light ModeDark Mode

Create a New CoP

COP Name

Description

Activities to be associated with the COP:

- Organize international weeks and welcome events.
- Guide international students through administrative processes.
- Collaborate with other services and partner institutions
- Offer career guidance
- Offer personalised information and assistance

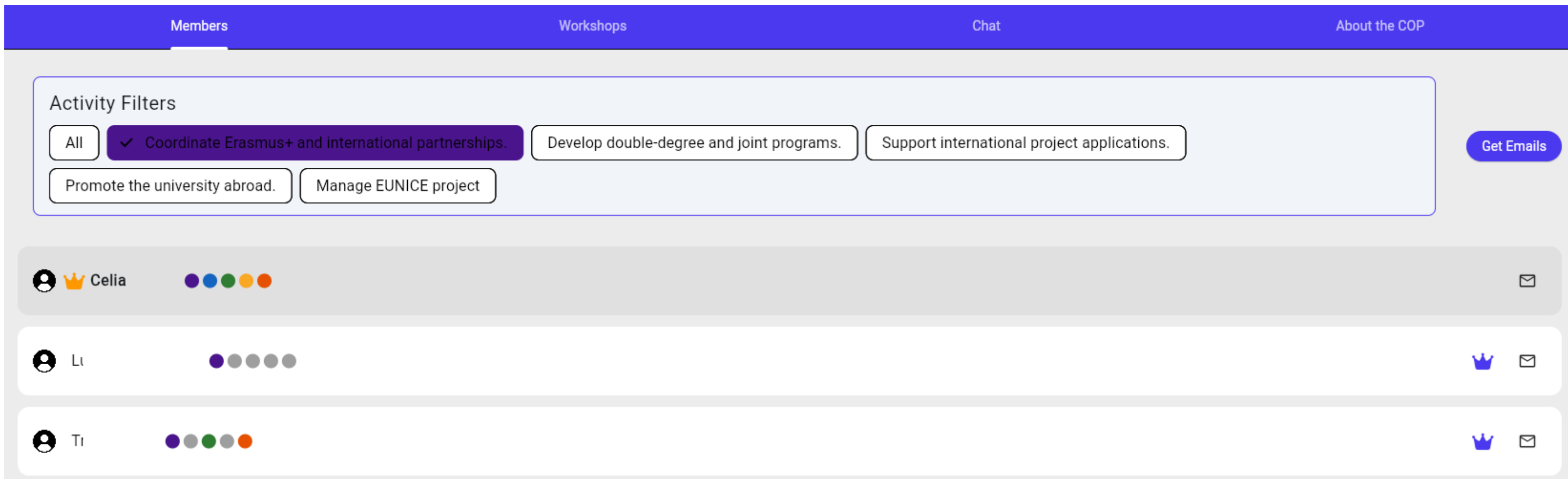
Create CoP

Note: Your CoP will be created after approval by the administrators.

Cancel

5. How a CoP works

- List of CoP members and their email addresses.
- Common professional activities are highlighted in colour, facilitating networking.
- Overview of workshops related to the CoP *[see 6. Workshops]*.
- Real-time chat feature for communication.



6. Workshops (1) Voting

Workshop tab, *Voting* section

- Discover the workshops on offer (some are public, meaning they are open to all users of the site, while others are exclusive to a CoP).
- Two options:
 - Vote to show your interest in attending a workshop
 - Vote to show your interest in organising a workshop (= *facilitating*)
- Once the minimum number of participants for a workshop has been reached, it will appear in the Planning section [see 6. Workshops (2)].

6. Workshops (1) Voting

Voting

Planning

Creation

Management

Erasmus+ call for European Universities

Budget, dates, criteria and priorities of the call

Theme: Project management

Type: Offer

Visibility: Public

Organisator: Celia Prevel

You are the organisator of this workshop.

0 / 30 participants

European degree

What is the future of the European degree? State of art

Theme: Joint diploma

Type: Demand

Visibility: Public

This is your own demand. You cannot volunteer to organize it.

1 / 19 participants

Delete this workshop

EUNICE online courses

How to offer an online course in the framework of EUNICE: the guide

Theme: International Relations

Type: Demand

Visibility: Public

1 / 19 + I can organize this

Erasmus+ mobilities

What are all the type of Erasmus+ mobility? For staff, students, researchers...

Theme: International Relations

Type: Offer

Visibility: Public

Organisator: Lucie Van Hoecke

0 / 19 +

Join this workshop



6. Workshops (2) Planning

Workshop tab, *Planning* section

- The organiser suggests 2 to 4 possible dates for their workshop in the Management section [see 6. Workshops (4)].
- Users interested in this workshop vote for their availability.
- The organiser chooses the final date.
- The organiser can add a videoconference link for all participants.
- **No more endless email exchanges to organise a videoconference with multiple participants; everything is done simply and instantly from the platform.**

6. Ateliers (2) Planning

Voting

Planning

Creation

Management

European Degree

Organized by Lu

01/12/2025 16:00

Click to vote

02/12/2025 15:00

Click to vote

3 / 18 participants

Joined

6. Workshops (3) Creating

Workshop tab, *Creation* section

- Workshop proposal: indicate a title, one or more themes, a description, and the minimum number of participants.
- Two types of workshops:
 - *Offer*: the user will be the organiser of this workshop (= will lead it).
 - *Request*: the user would like someone else to volunteer to organise this workshop on the desired theme.
- Once proposed, the workshop appears in the Voting section *[see 6. Workshop (1)]*.
- This principle of supply and demand makes it possible to quickly identify the most relevant themes for CoPs.

6. Workshops (3) Creating

Voting

Planning

Creation

Management

Workshop Name

Themes

Workshop Type :

Offer

Demand

Description

If your workshop is not public, select whatever Domains and/or COP can participate in the workshop.

Visibility

Public

Select COP

Minimum Participants

3

?

Max Participants

3

?

Create Workshop

6. Workshops (4) Manage

Workshop tab, *Management* section

- Area dedicated to workshop organisers:
 - Edit the title, description or topics
 - Suggest dates and manage voting on participants' availability
 - Update the link for the videoconference
 - Delete the workshop
 - Organisers can manage several workshops at the same time



6. Workshops (4) Manage

Voting

Planning

Creation

Management

Select Workshop:

Erasmus+ call for European Universities ▾

Workshop Name

Erasmus+ call for European Universities

Theme

Project management

Description

Budget, dates, criteria and priorities of the call

Planning Phase 1

This section is not available in the current phase.

Select between 2 to 4 Dates:

Pick Date 1

Pick Date 2

Pick Date 3

Pick Date 4

Select Maximum Voting Date:



7. Other features

- *News*: read CoP news and official EUNICE news
- *Help*: FAQ, contact support, privacy policy
- *Home*: return to EUNICConnect home page, log out



Any questions?

Contact the EUNICE team: eunice@uphf.fr

EUNICE-UNIVERSITY.EU