

Discover EUNIConnect, the networking platform of the EUNICE Alliance

User Guide

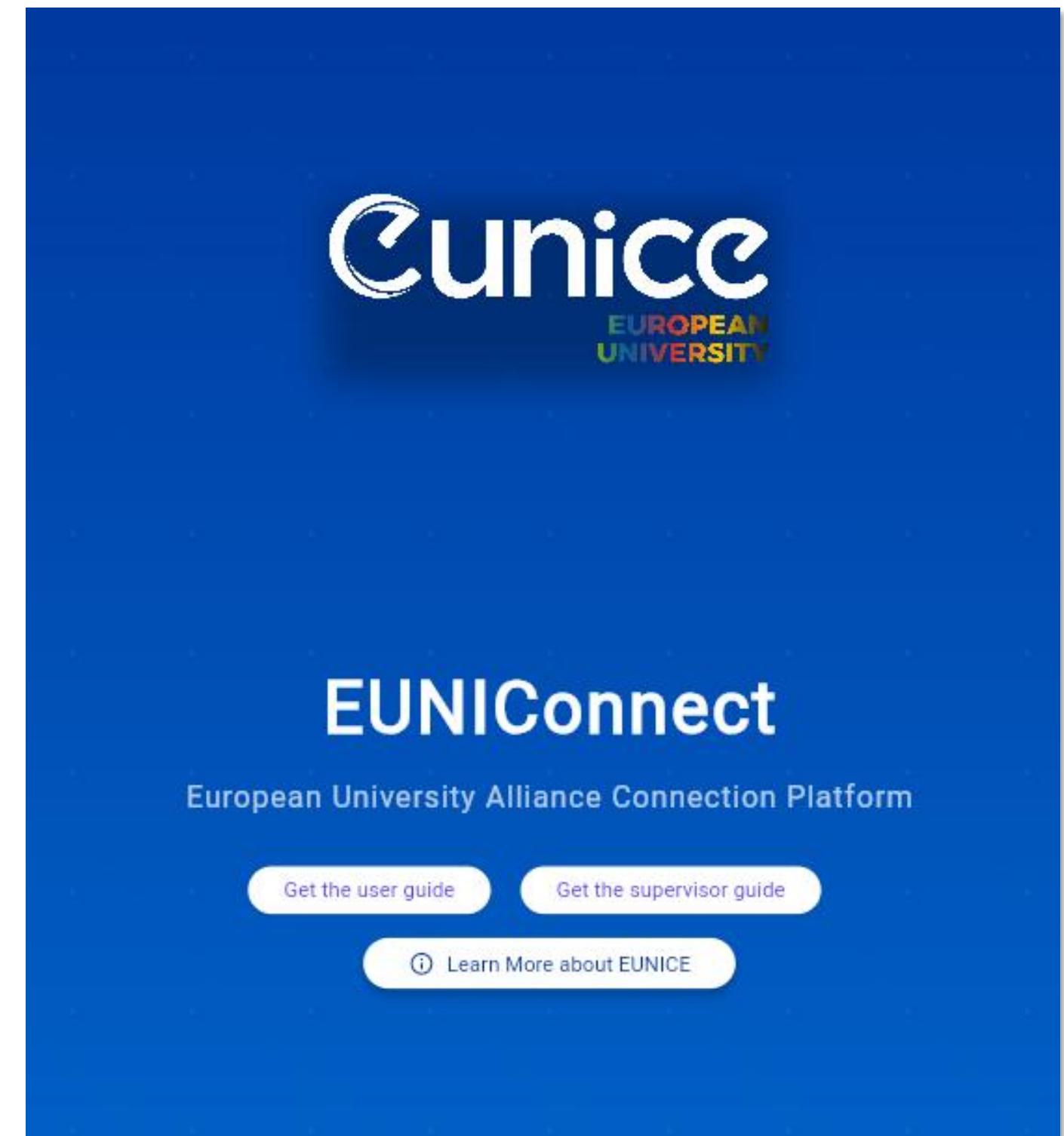


EUNICE-UNIVERSITY.EU

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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 EUNIConnect 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.

↑ EUNIConnect

Sign In Sign Up

Let's get started by filling out the form below.

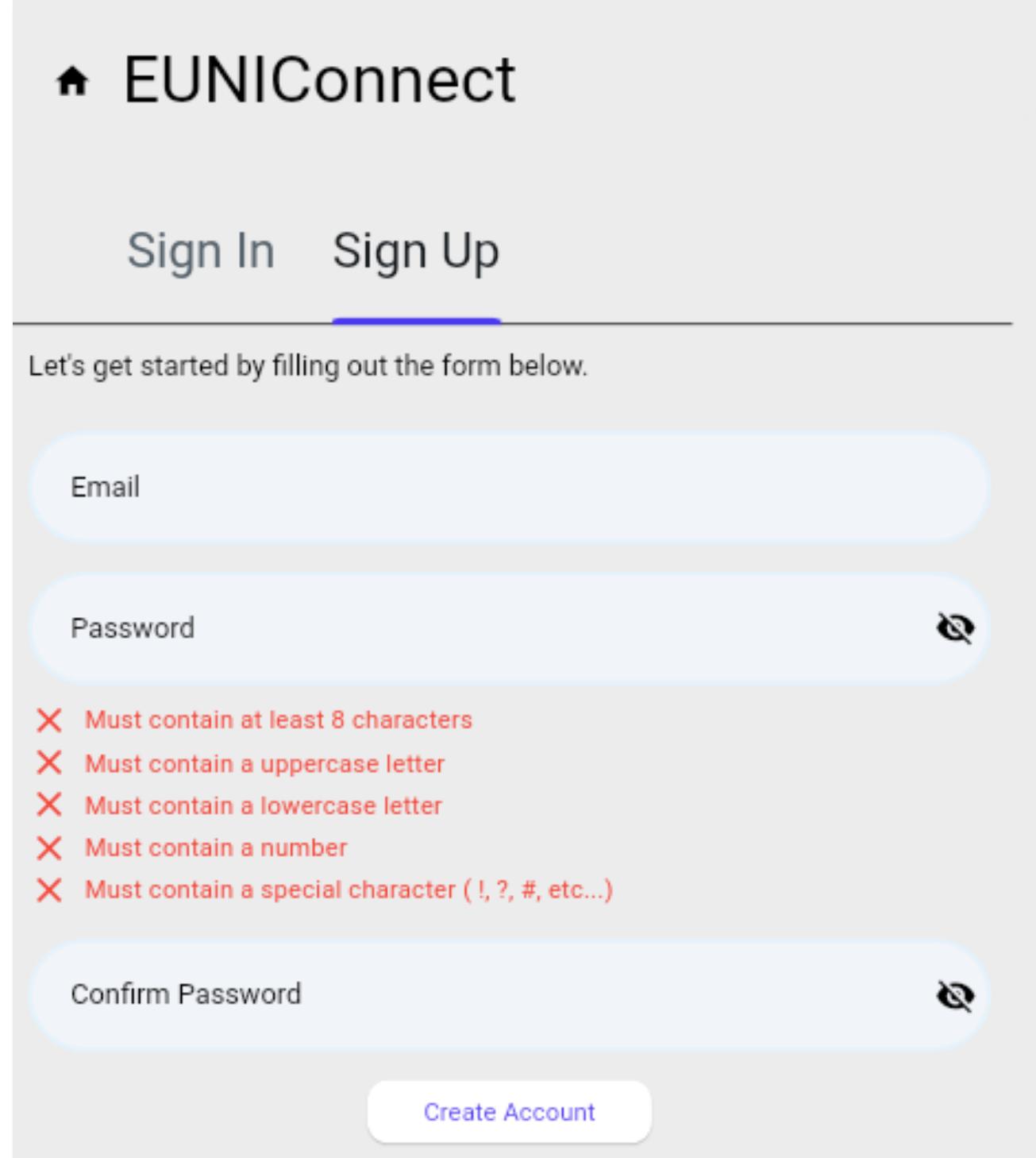
Email

Password

✖ Must contain at least 8 characters
✖ Must contain a uppercase letter
✖ Must contain a lowercase letter
✖ Must contain a number
✖ Must contain a special character (!, ?, #, etc...)

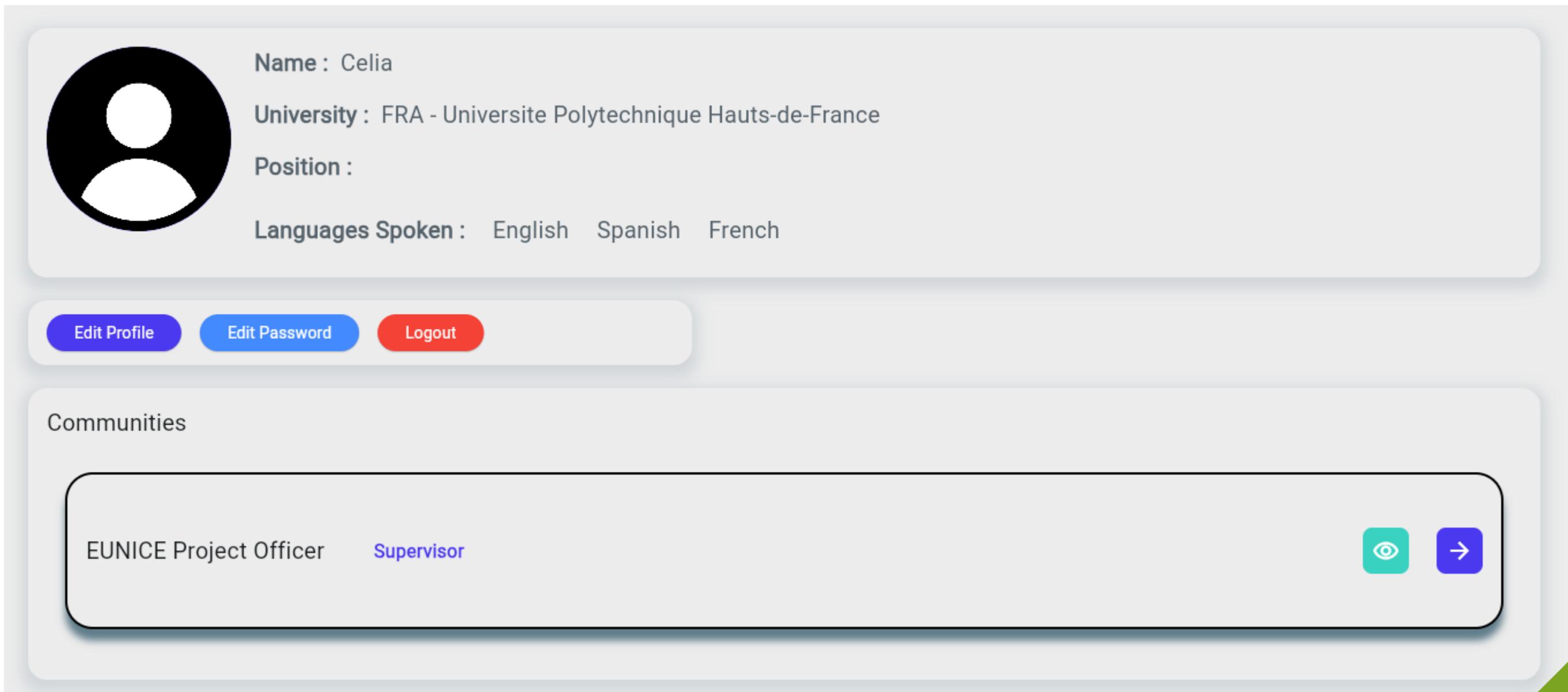
Confirm Password

Create Account



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 page with the following details:

- User Picture:** A black and white placeholder icon of a person.
- Name:** Celia
- University:** FRA - Universite Polytechnique Hauts-de-France
- Position:** (Empty field)
- Languages Spoken:** English, Spanish, French

At the bottom of the profile section are three buttons: **Edit Profile** (purple), **Edit Password** (blue), and **Logout** (red).

Below the profile section is a **Communities** section. It contains a box for the user's role in a community:

- EUNICE Project Officer**
- Supervisor**

Next to the supervisor role are two small icons: a green eye icon and a blue arrow icon.

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

Communities Overview

Join a COP Search for a community

Your communities All

Platform Navigation

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

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.

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.

Communities Overview

[Join a COP](#)



← Joining a COP

Select an Professional Domain

Cunice
EUROPEAN
UNIVERSITY

Platform Navigation

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

Academic Administrations

Culture

Diversity, Inclusion, Sustainability, Equality

Documentations and Archives

Finance and Budgeting

Human Resources

Information Technology (IT)

International Relations

Languages

Legal Affairs

Maintenance, Logistics, Property

Partnerships Development

Pedagogical Innovation

Public Relations and Marketing

Relations with Territories and Companies

Research

Sports Health

Student Affairs

Light Mode Dark Mode

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](#)

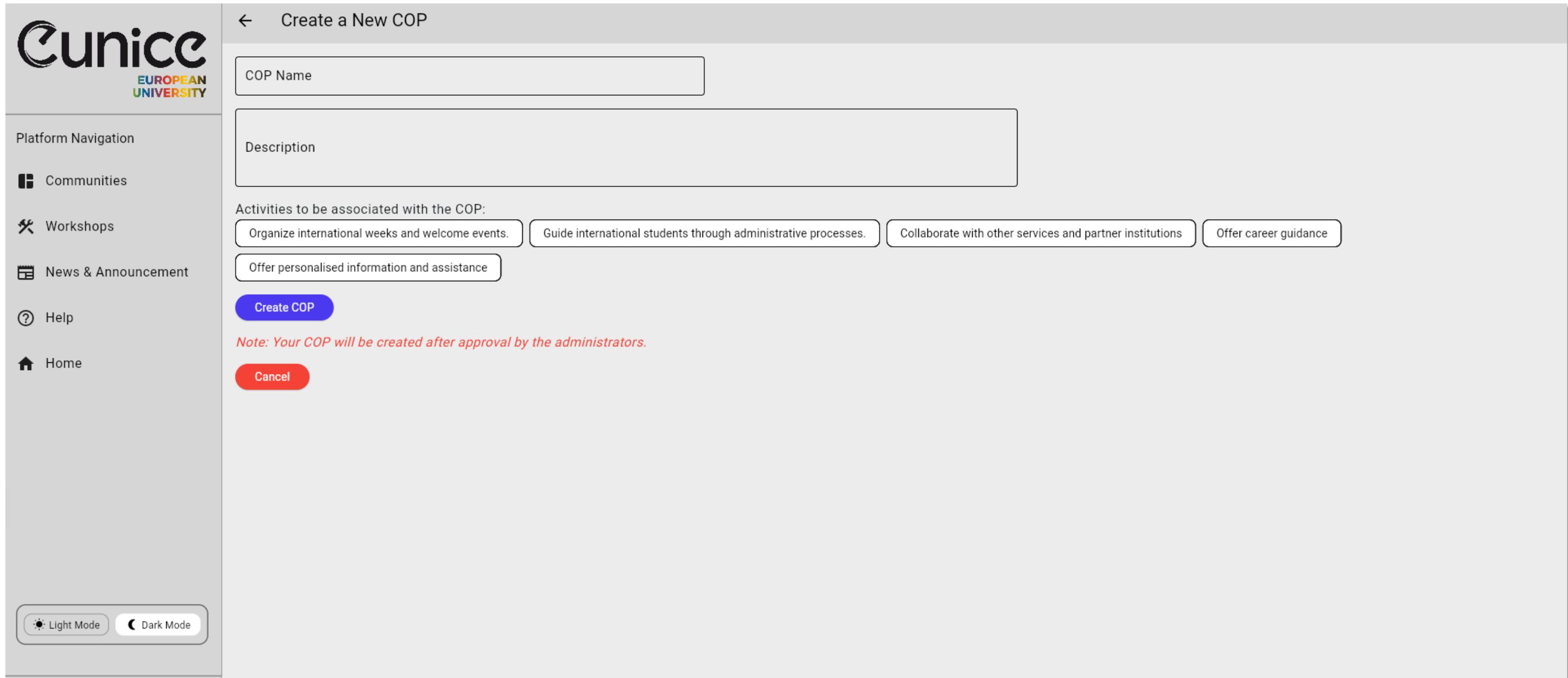
 Université
Polytechnique
HAUTS-DE-FRANCE

 Cunice
EUROPEAN
UNIVERSITY

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



The screenshot shows the 'Create a New COP' page on the Cunice platform. The left sidebar contains a navigation menu with the following items: Platform Navigation, Communities, Workshops, News & Announcement, Help, and Home. At the bottom of the sidebar are 'Light Mode' and 'Dark Mode' buttons. The main content area has a back button and the title 'Create a New COP'. It includes fields for 'COP Name' and 'Description'. Below these are sections for 'Activities to be associated with the COP:' with five options: 'Organize international weeks and welcome events.', 'Guide international students through administrative processes.', 'Collaborate with other services and partner institutions', 'Offer career guidance', and 'Offer personalised information and assistance'. A 'Create COP' button is at the bottom left, and a 'Cancel' button is at the bottom right. A note at the bottom states: 'Note: Your COP will be created after approval by the administrators.'

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.

The screenshot shows a user interface for a Community of Practice (CoP). The top navigation bar includes tabs for 'Members', 'Workshops', 'Chat', and 'About the COP'. The 'Members' tab is active. Below the navigation, there is a section for 'Activity Filters' with several buttons: 'All' (selected), 'Coordinate Erasmus+ and international partnerships.' (highlighted in purple with a checkmark), 'Develop double-degree and joint programs.', 'Support international project applications.', 'Promote the university abroad.', and 'Manage EUNICE project'. A 'Get Emails' button is located on the right of this section. The main area displays a list of members with their names, profile icons, and activity levels (indicated by colored dots). Each member entry includes a mail icon and a crown icon. The members listed are Celia (purple dots, 5 activities), Li (grey dots, 5 activities), and Ti (purple dots, 5 activities). The interface has a modern design with a blue header and a light gray background for the main content area.

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
<p>Erasmus+ call for European Universities</p> <p>Budget, dates, criteria and priorities of the call</p> <p>Theme: Project management Type: Offer Visibility: Public Organisator: Celia Prevel</p> <p>You are the organiser of this workshop.</p> <p>0 / 30 participants</p>			
<p>European degree</p> <p>What is the future of the European degree? State of art</p> <p>Theme: Joint diploma Type: Demand Visibility: Public</p> <p>This is your own demand. You cannot volunteer to organize it.</p> <p>1 / 19 participants</p> <p>Delete this workshop</p>			
<p>EUNICE online courses</p> <p>How to offer an online course in the framework of EUNICE: the guide</p> <p>Theme: International Relations Type: Demand Visibility: Public</p> <p>1 / 19 + I can organize this</p>			
<p>Erasmus+ mobilities</p> <p>What are all the type of Erasmus+ mobility? For staff, students, researchers...</p> <p>Theme: International Relations Type: Offer Visibility: Public Organisator: Lucie Van Hoecke</p> <p>0 / 19 +</p> <p>Join this workshop</p>			

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 **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 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 <input

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
<p>Select Workshop:</p> <p>Erasmus+ call for European Universities ▾</p>			
<p>Workshop Name</p> <p>Erasmus+ call for European Universities</p>			
<p>Theme</p> <p>Project management</p>			
<p>Description</p> <p>Budget, dates, criteria and priorities of the call</p>			
<p>Planning Phase 1</p> <p>This section is not available in the current phase.</p> <p>Select between 2 to 4 Dates:</p> <p>Pick Date 1</p> <p>Pick Date 2</p> <p>Pick Date 3</p> <p>Pick Date 4</p>			
<p>Select Maximum Voting Date:</p>			

7. Other features

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

Any questions?

Contact the EUNICE team: eunice@uphf.fr

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