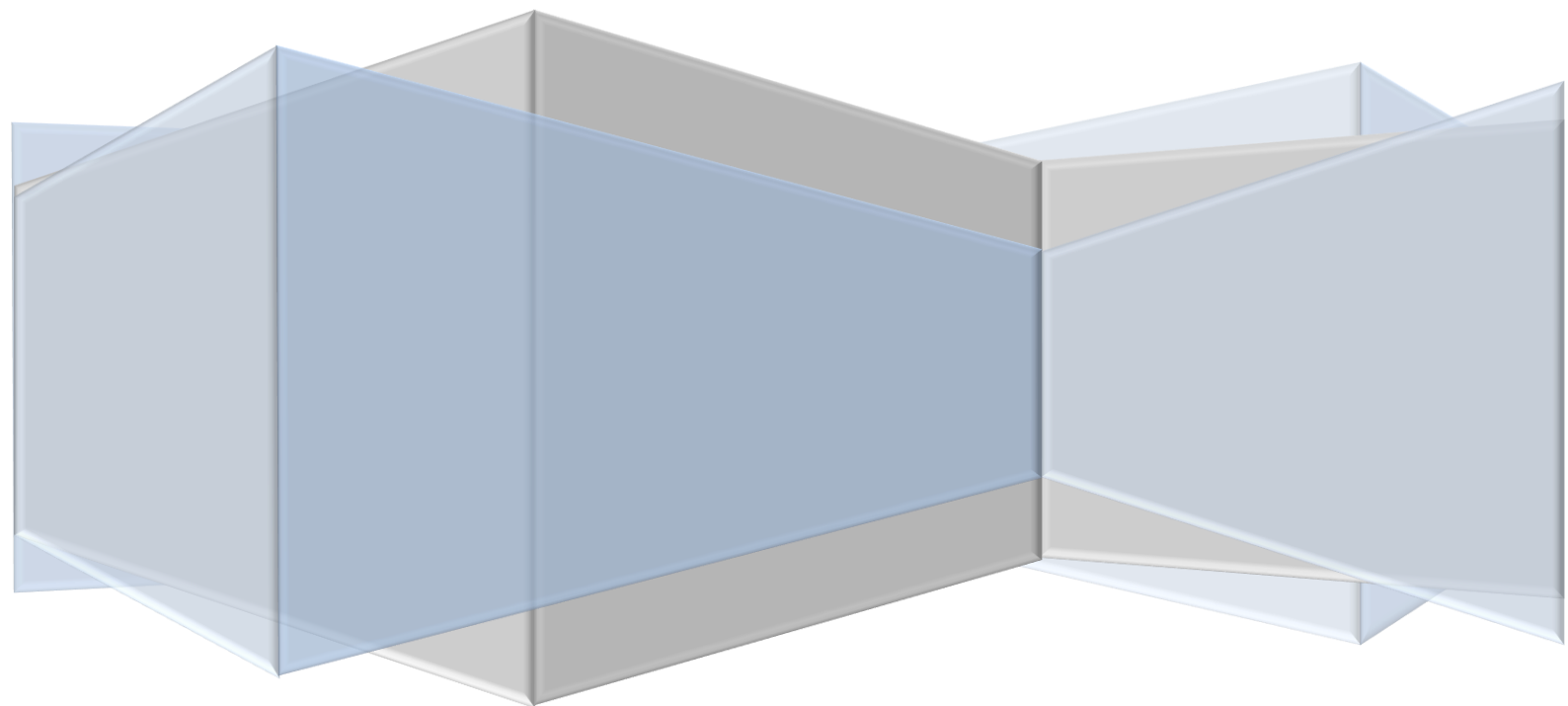


Università degli Studi di Genova

Doctoral Student Booklet

Tutorial for the student

Last Update May 2024



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Tutorial for the student of Doctoral course

Access to the service

After authentication to Servizi OnLine and following the menu for students it's possible to access to the service **Doctoral Student Booklet**.

To do it the student can click on the button with the icon shown here on the side.

The student will logs in to the main page of service that, without booklets set, will looklike to figure 1.

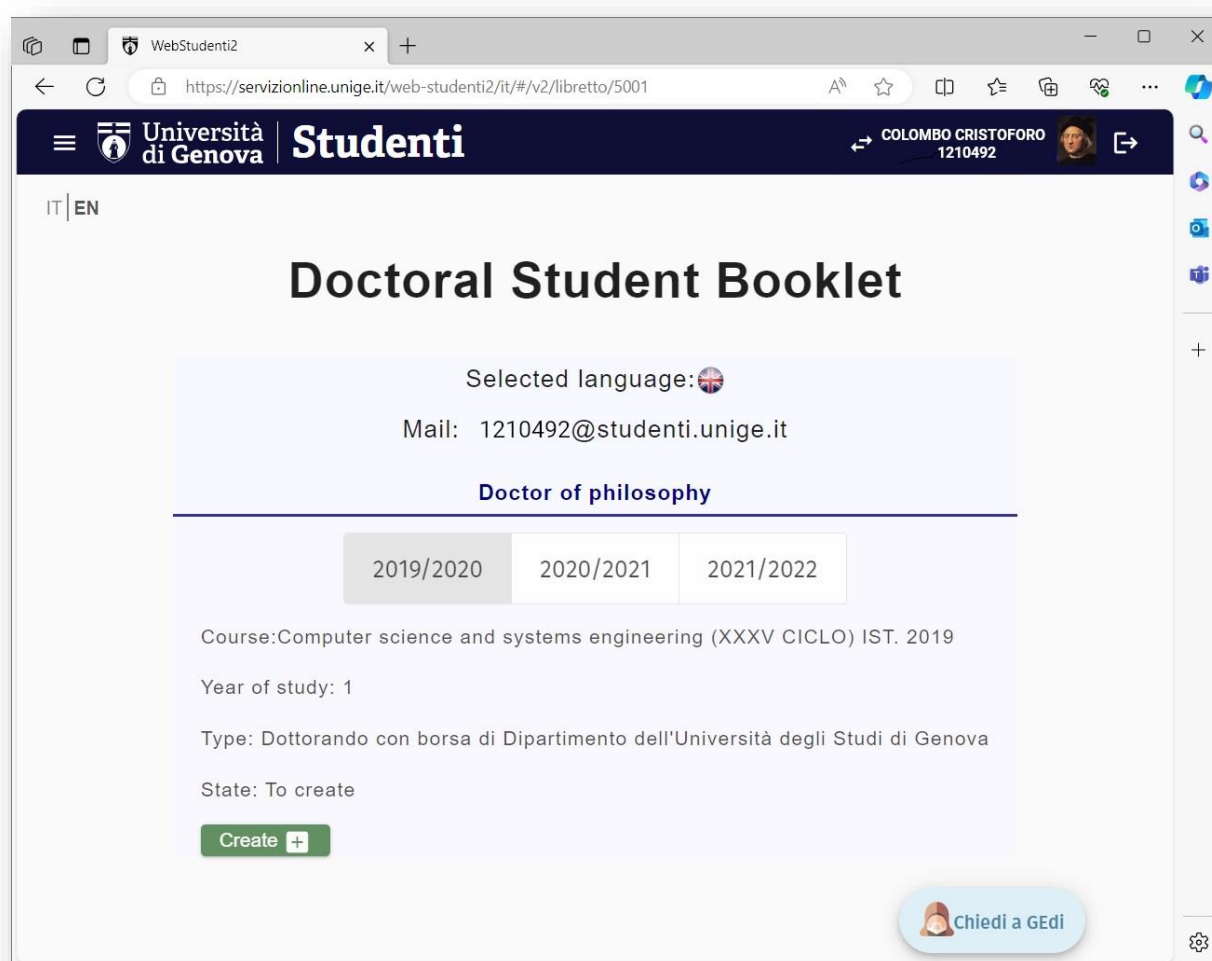


Figure 1 – Main page of Doctoral Student Booklet

The page shown in figure 1 is set for a student that has the enrolment to all three years of Doctoral course. In any case the page will shown the student institutional mail address, the enrolment course, the academic years which the student is and has been enrolled, which year of the course and for each of them the record status is indicated.

Since you are accessing it for the first time here the record state is **To create**.

Create a new booklet

As is easy to imagine, to create a new booklet, once the academic year has been selected, simply click on the **Create** button.

You will then access the page which will show an empty booklet and which is shown in figure 2.

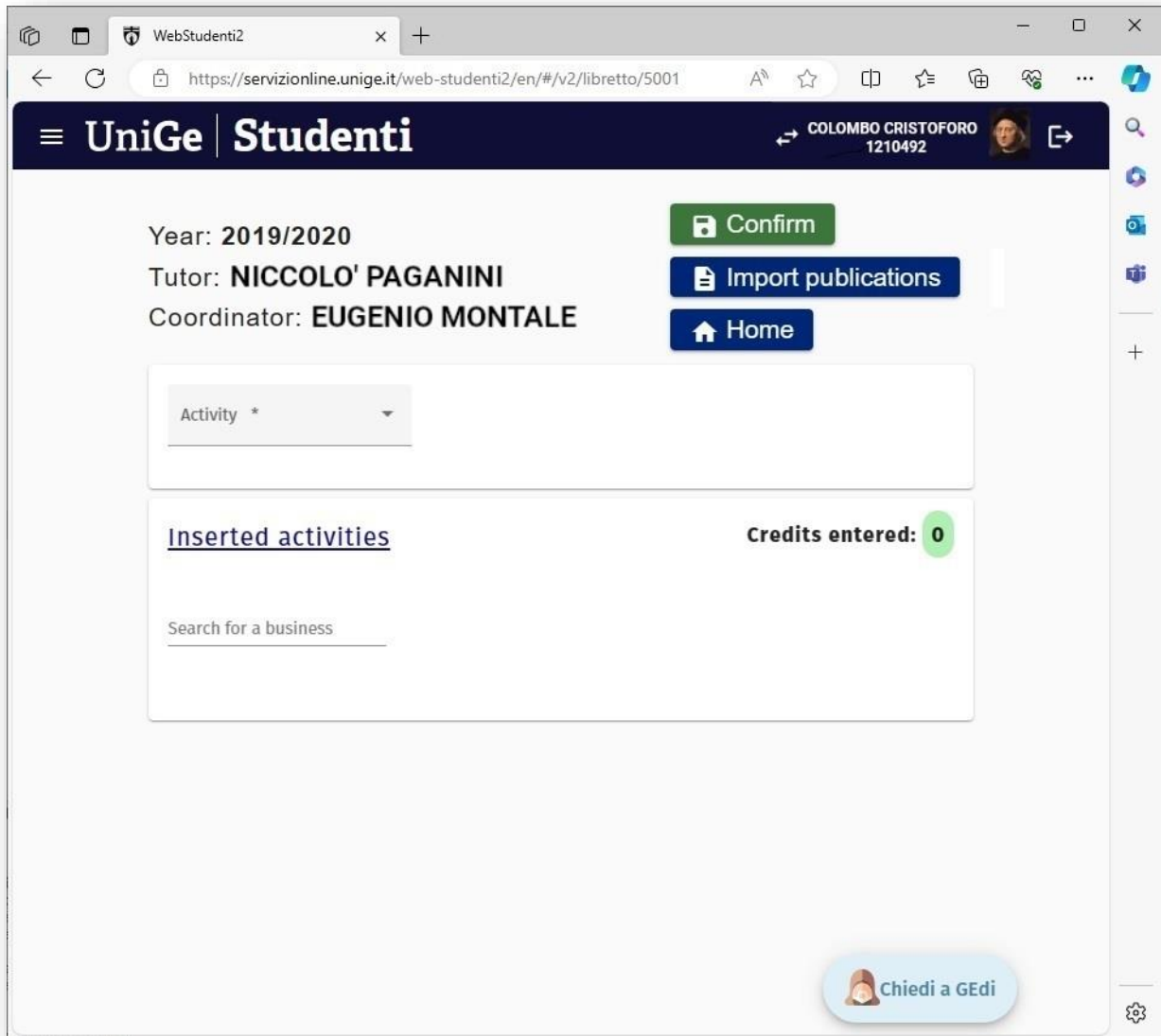


Figure 2 –The booklet just created

The booklet page show the functions to insert a new activity, to search for an activity among those entered, to import publications and, when the booklet will be complete, to confirm it.

By clicking on button **Home** it's possible to go back to the main page where, as shown in the figure at the right side, the record state is **Draft** and the button has the label **Modify**.



Insertion of a new activity

Each activity that can be included in the booklet will be defined by a type, a start date and an end date, a description and a number of credits proposed.

Tasks of the Research Activity type will require additional information.

Choose of activity type

By clicking on menu **Activity** the system will display a list of activity types from which you can select one

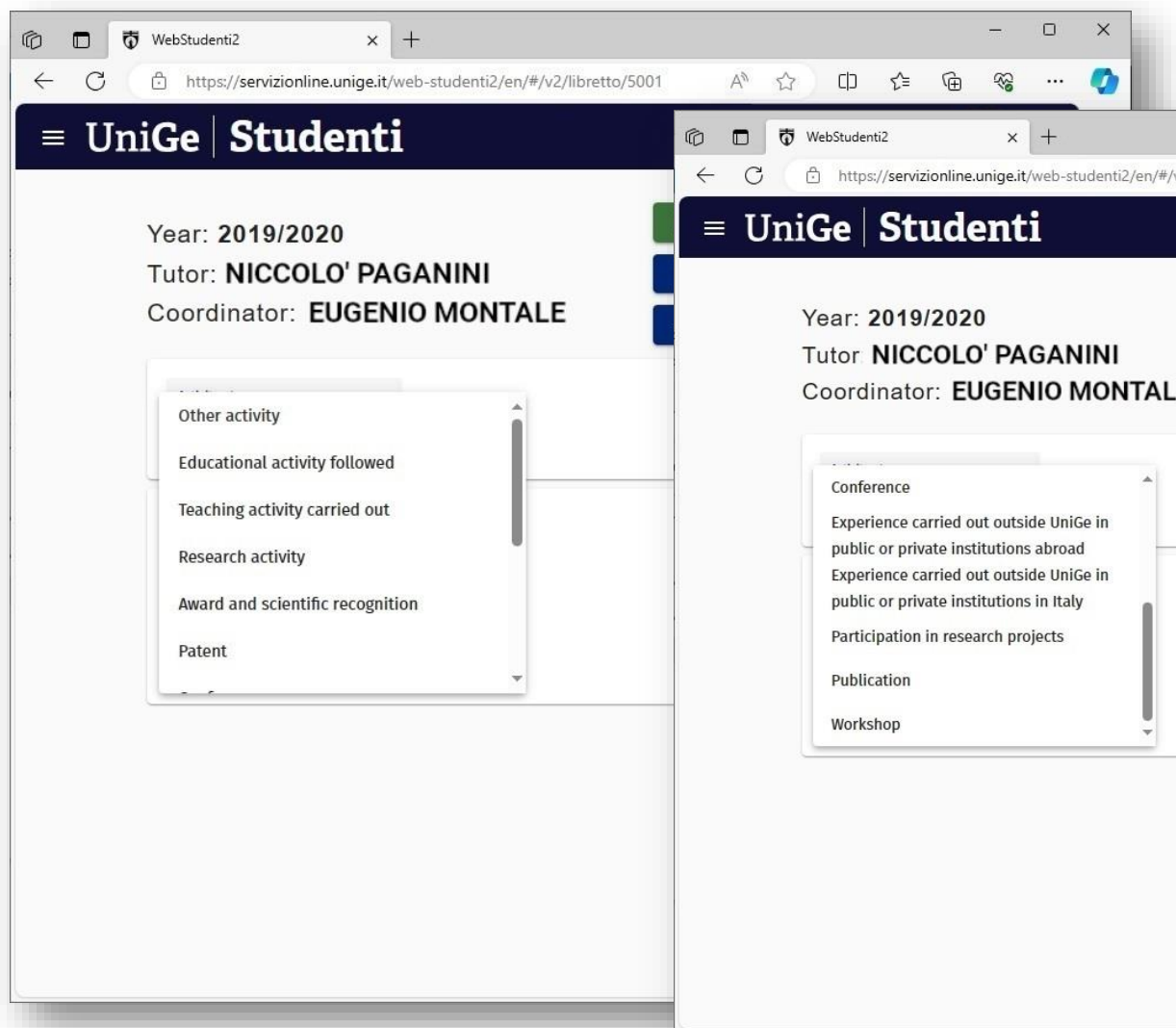


Figure 3 – The choice of activity type

Entering the activity period

Start and end dates of the activity can be selected through the Calendar widgets.

The insertion is illustrated in figure 4.

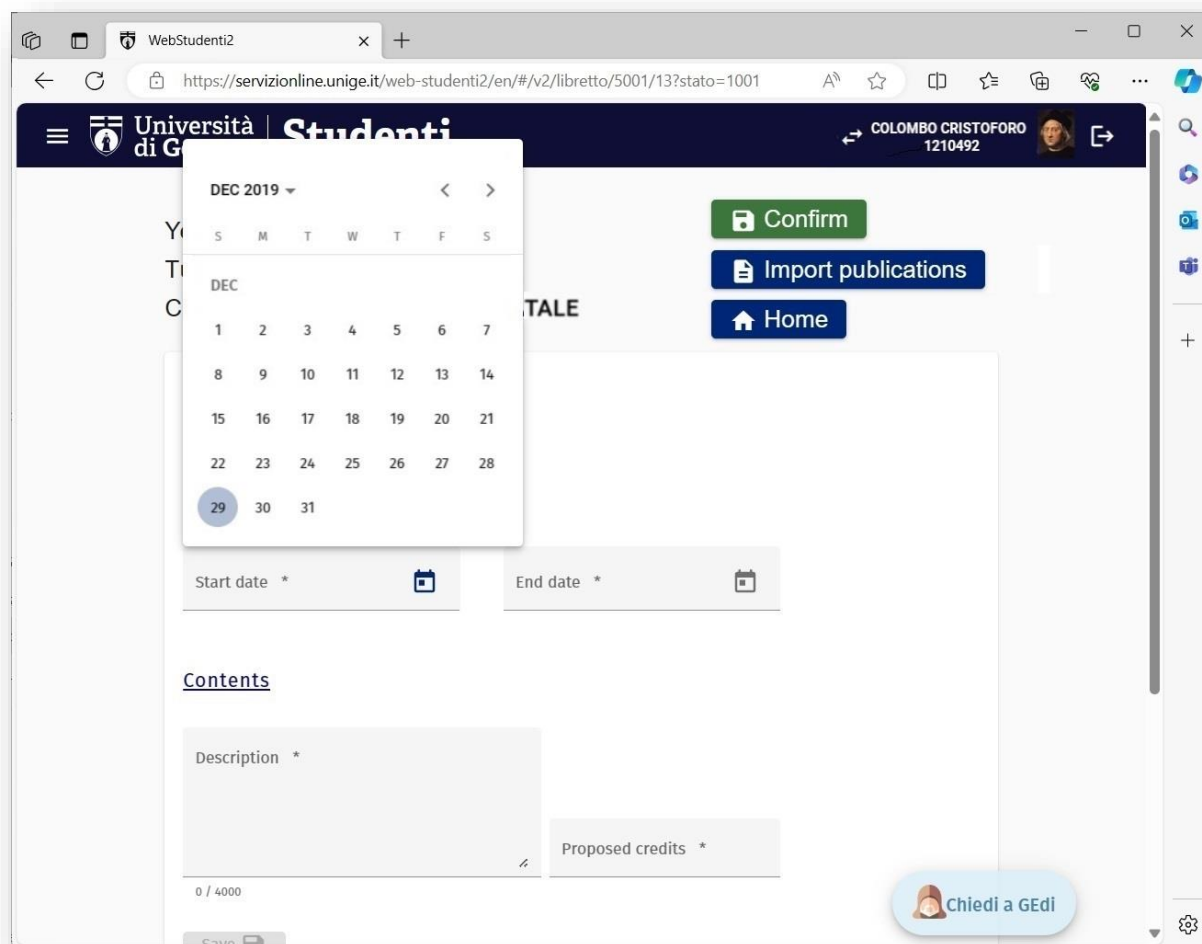


Figure 4 – The date selection

The start date cannot be earlier than the academic year relating to the booklet being compiled.

Inserting contents and saving activities

The contents consists of

- Description: a free text field where you can enter up to four thousand characters
- Proposed credits: the system suggests a value of 12 credits but it is possible to enter a value at the student's discretion

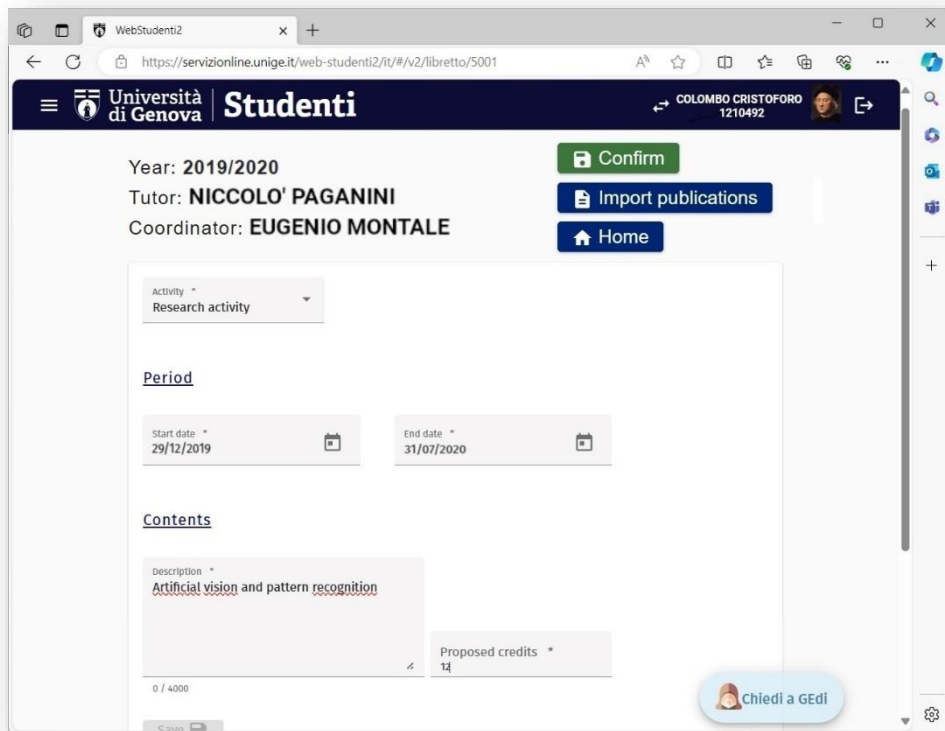


Figure 5 – Contents insertion

Once the data has been entered, it will be possible to click on the Save button and the activity will be saved in the booklet of the selected academic year.

Figure 6 shows the appearance of the booklet page where the total number of credits is visible. In the same way, further activities can be inserted.

Since you have entered a search activity, it is necessary to upload a file that documents the search activity carried out and it is possible to insert keywords that facilitate the search.

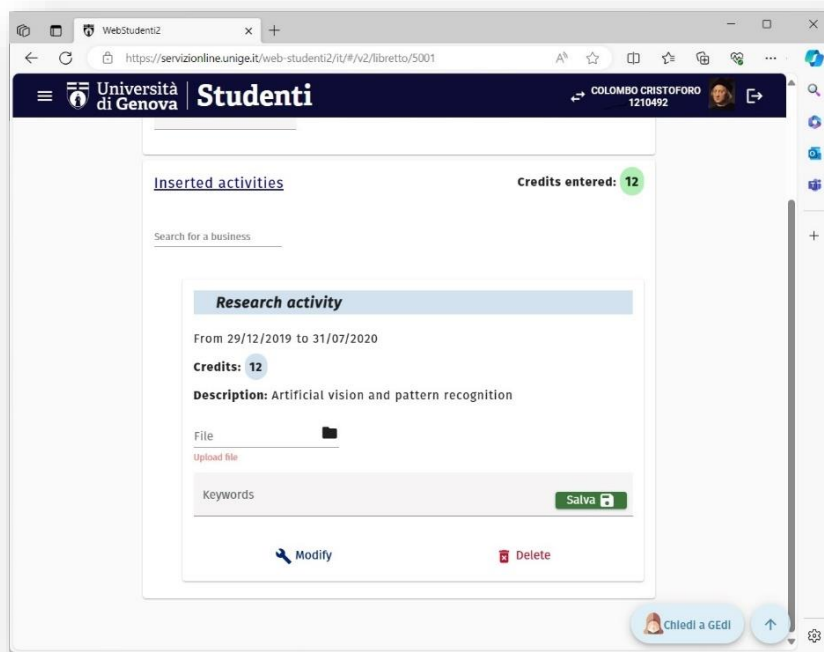


Figure 6 – Saved activity

Uploading files for research activities

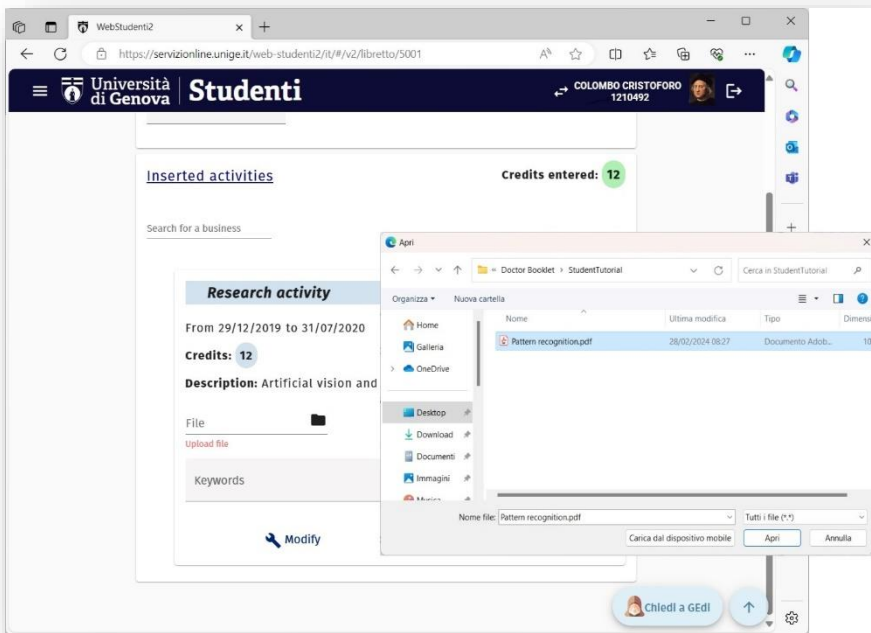


Figure 7 – File selection

By clicking on the File field a widget will open which will allow you, by browsing on your device, to select the file that describes the search activity carried out.

The file must necessarily be a PDF document and the size must not exceed 2 Megabytes.

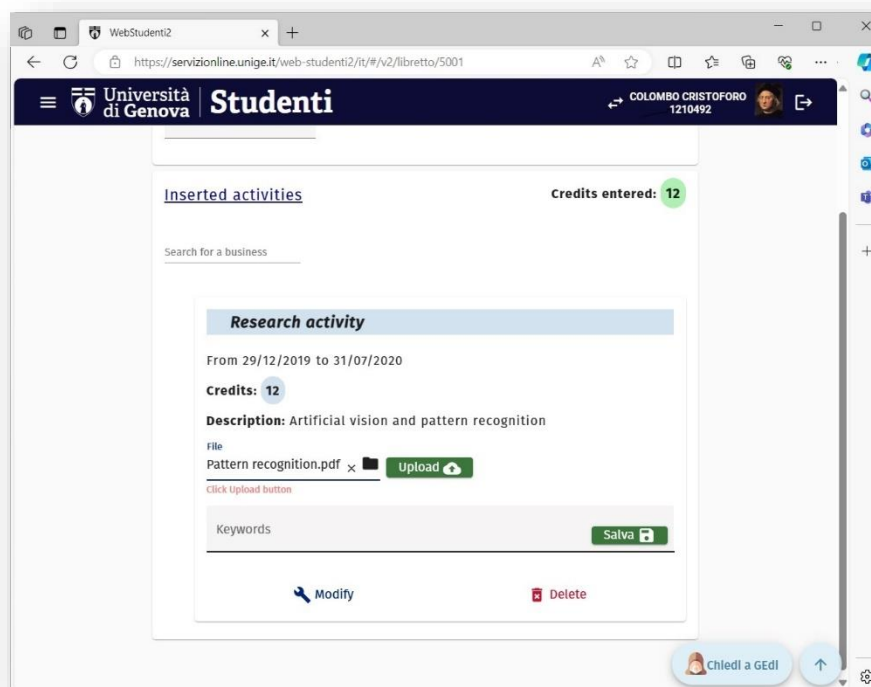


Figure 8 – file uploading

Once the file has been selected you can click on the Upload button and the file will be uploaded to the server.

It will not be necessary to click on Save because after clicking on Upload the information will already be saved.

Insertion of keywords for research activities

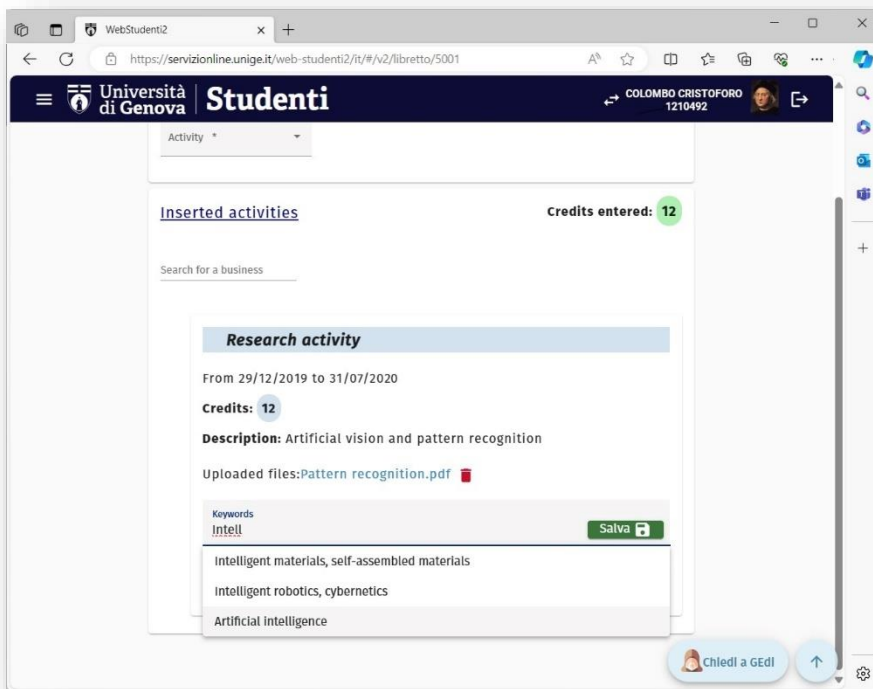


Figure 9 – Selecting keyword on a list

For search activities it is possible to enter keywords.

By starting to type something in the appropriate field, a list will appear where you can select one of the keywords shown.

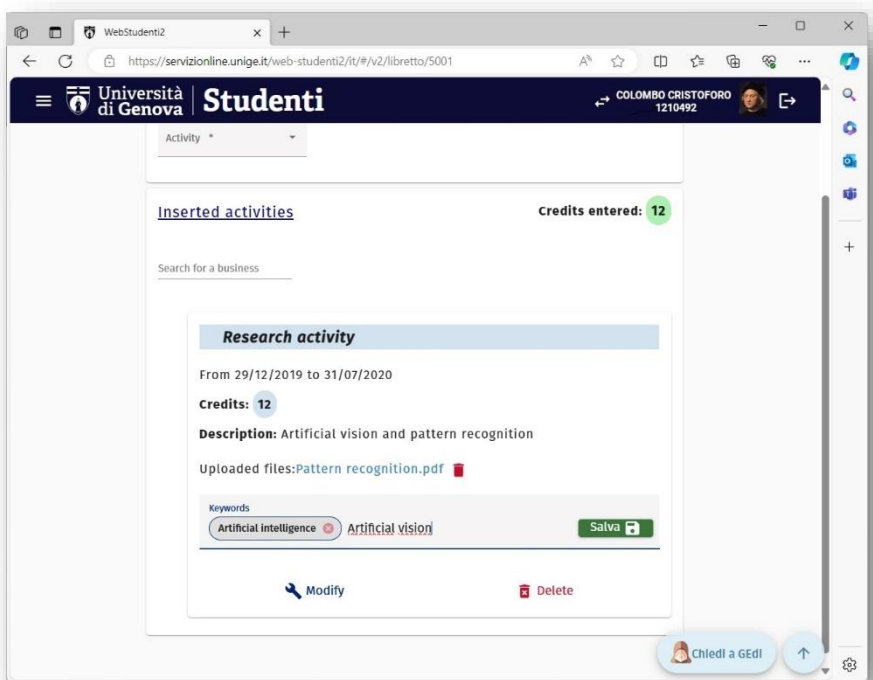


Figura 10 – Inserting a keyword not in the list

It is not mandatory to select exclusively one keyword from those present in the list.

It is possible to insert a new one and, by pressing enter, the keyword will be inserted.

You can enter up to a maximum of five keywords. Once entered, you will need to click on the Save button again to save all the information entered.

Completion of booklet

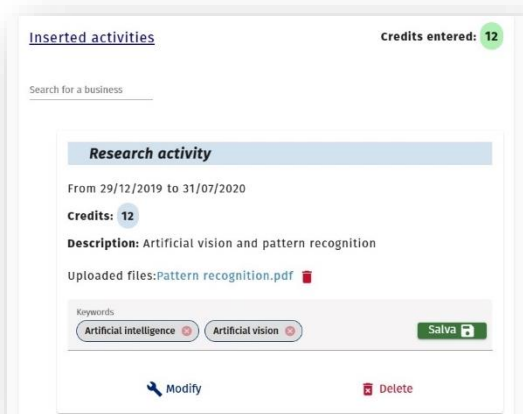


Figure 11 – Saved activity

Figure 11 shows a saved activity.

It is always possible to modify the activity by clicking on the **Modify** button or remove it by clicking on the **Delete** button.

It is possible to include different activities in the booklet as established for each doctoral course

Figure 12 shows a possible complete booklet, ready to be confirmed.

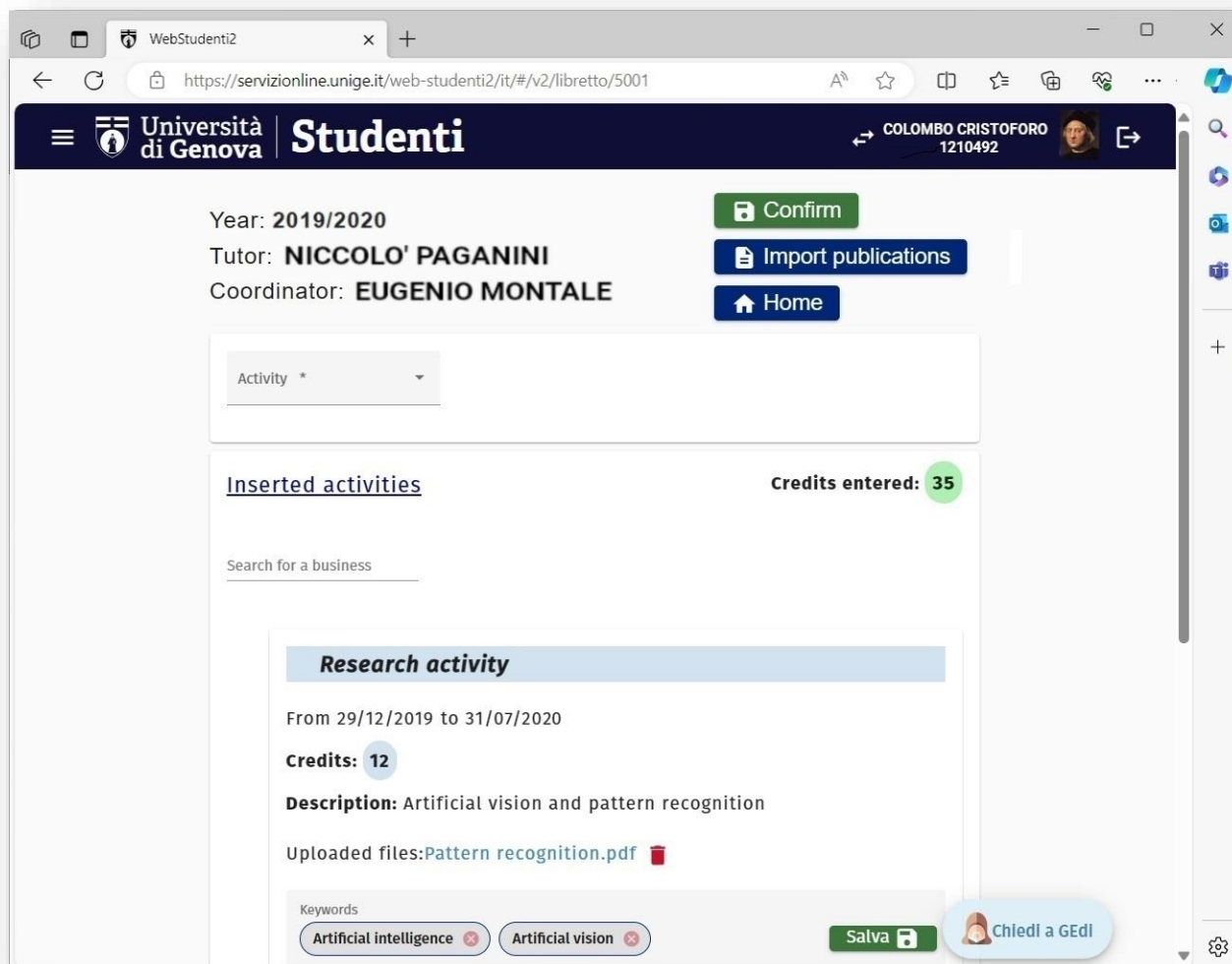


Figure 12 – Possible complete booklet

At any stage of compiling the booklet it is possible to carry out a search among the activities entered by typing a key in the **Search for a business** field.

It is also possible to import publications by clicking on the **Import publications** button.

The publications are not inserted manually into the booklet but only automatically (without the possibility of modification, but with the possibility of deletion) through the aforementioned button which inserts into the booklet the publications present on IRIS with a publication date equal to or after 01 November of the academic year for whom the transcript is being compiled.

Booklet confirmation

When you are sure that you have entered all the necessary information, you can confirm the booklet by clicking on the **Confirm** button. The confirmed booklet will no longer be editable. If you have confirmed the booklet by mistake, you must request its release to the Commission or the Tutor if member of the University.

In order to proceed with confirmation, the following two conditions must be met:

- The doctoral student must have completed the annual teaching evaluation questionnaire on <https://valutazione.servizionline.unige.it/>
- The doctoral student who has included a research activity in the booklet must necessarily have uploaded the PDF file containing the description of the activity itself

After confirming, the booklet page will have the appearance shown in figure 13 where the only possible activities are consultation and search.

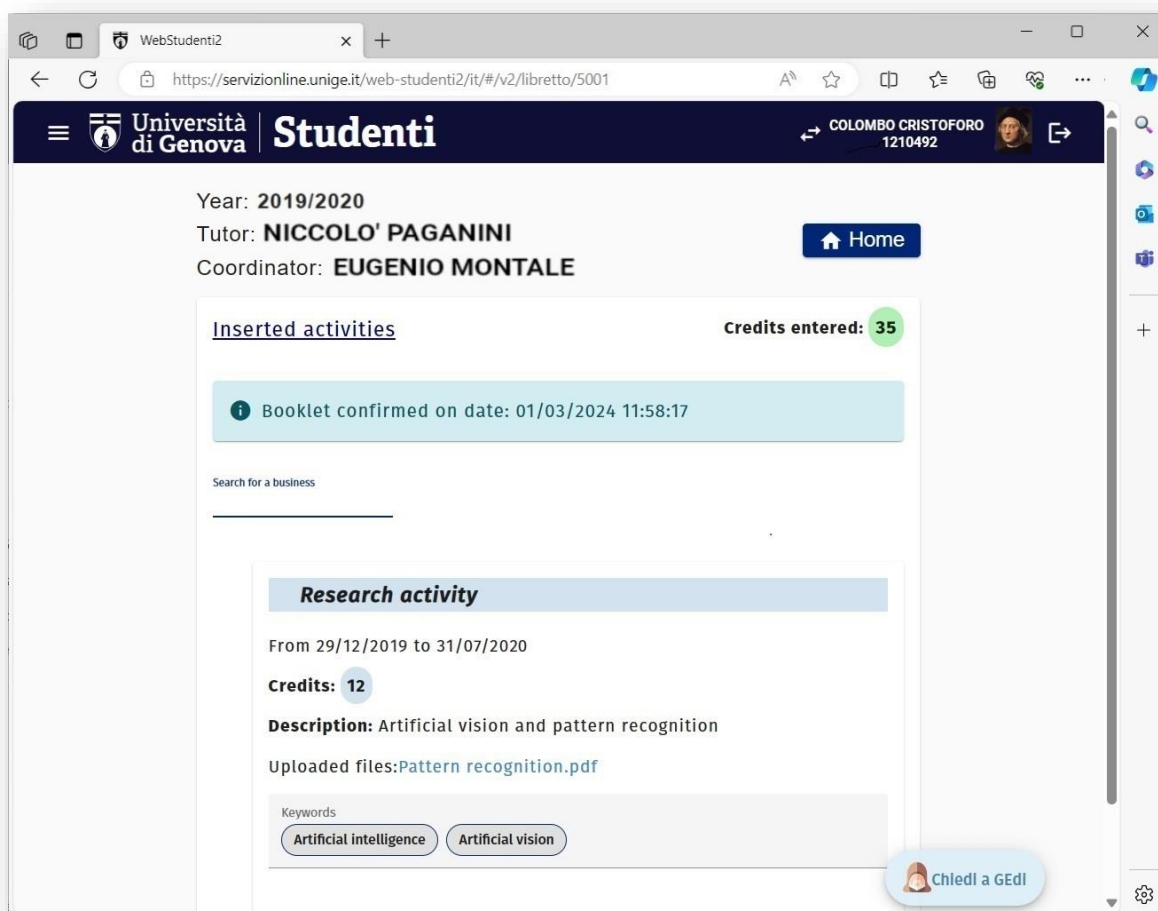


Figure 13 – Confirmed booklet

On the main page of the service the **Confirmed** status will be shown and the button will have the **Visualize** label, as shown in figure 14

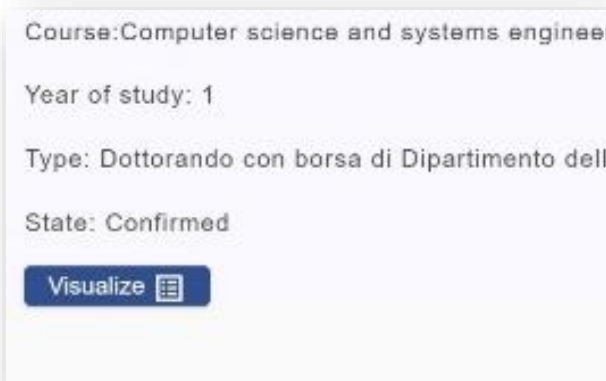


Figure 14 – Main page confirmed booklet

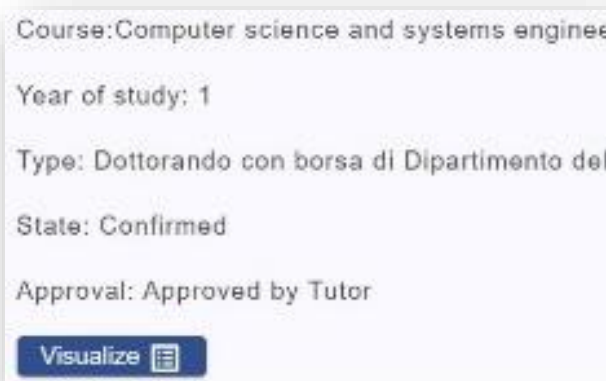


Figure 15 – Main page approved by tutor booklet

The confirmed booklet is subject to review by the Tutor. Once the verification is completed, the Tutor will be able to enter his approval. On the main page of the service the Approval status **Approved by Tutor** will be shown, as illustrated in figure 15.



Figure 16 – Main page approved by commission booklet

The booklet approved by the Tutor is subject to evaluation by the Commission.

Once the verification has been completed, the Commission will be able to add its approval.

The Approval status **Approved by Commission** will be shown on the main page of the service, as shown in figure 16.

There will also be a **Report** link which will allow you to generate a PDF document containing all the activities included in the booklet. Approval by the Commission will allow the student to access the following course year.

At the end of the course of study, when all years are in the **Confirmed** status and in the **Approved by Commission** Approval status, the **Supplement** link will appear on the main page under the institutional address as shown in figure 17.

Clicking on this link will allow you to generate and download the PDF document containing the **Diploma Supplement**, a summary document of the activities included in the years of the Research Doctorate.

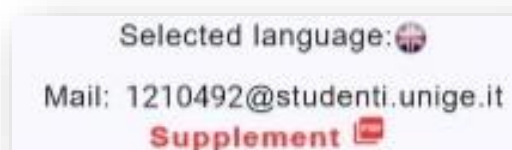


Figure 17 – Main page end of course booklet