# PORTAL.doctorat.ase.ro
# User Guide

PORTAL.doctorat.ase.ro – Log in

In order to login you need to use your local account, that have been received by e-mail (A). In case that you don't remember the credentials, you can use the Recover Password Form (B).

Once you are authenticated, you can see the main menu divided in two parts: one with options in Romanian (green rectangle), the other with options in English (red rectangle). Romanian and English options are similar and have the same functionalities.
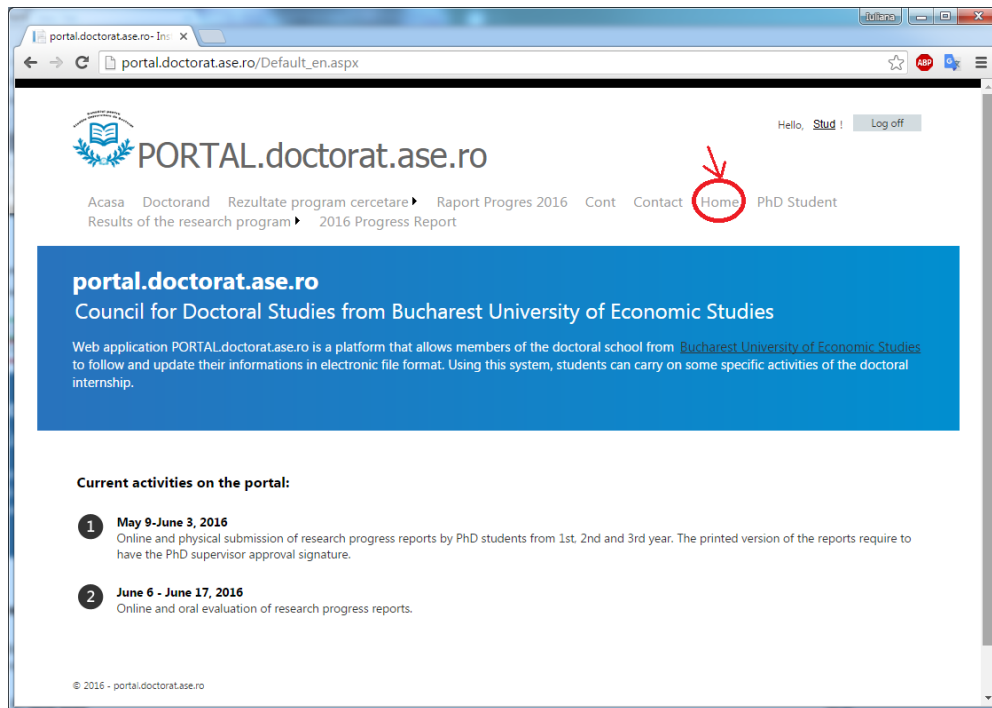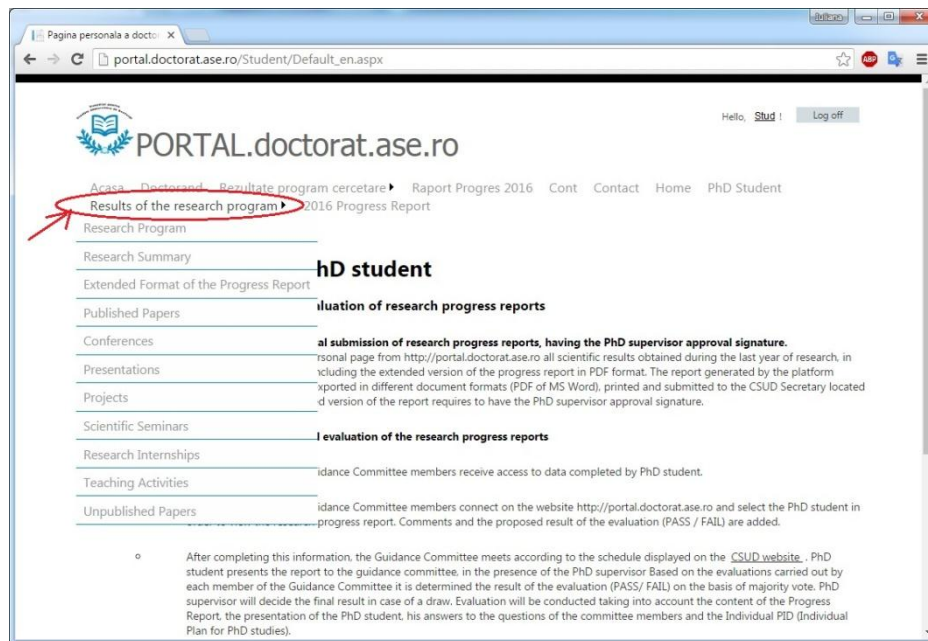
English home page can be accessed through the **Home** menu and contains information about the current activities on the portal.

A detailed activities schedule can be found using the **PhD Student** menu.
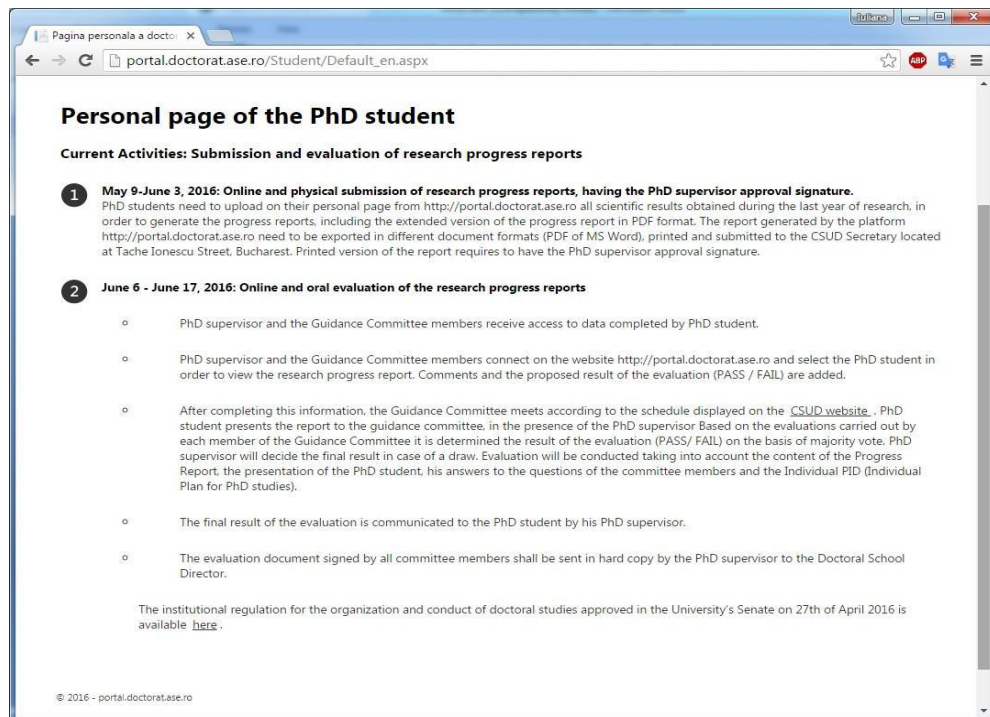
The main objective of the platform consists in uploading all scientific results obtained during the last year of research. This will generate the progress report.

The menu **Results of the research program** contains following options (each of them corresponding to a distinct page in which you can add results of the doctoral research from the last year):

A. Research program

You need to add general information about the scientific research program: title, estimated date for the public defence of the PhD thesis and the main objectives of the research program.
After completing all fields, you must press *Update* button on the bottom of the page.

B. Research summary

Summary of the research conducted by PhD student will be presented in max. 5 pages (approx. 3000 words). This will include the research methodology that was used, the datasets used, tools used in the processing of the data series, the main results and their relevance in relation to previous research.
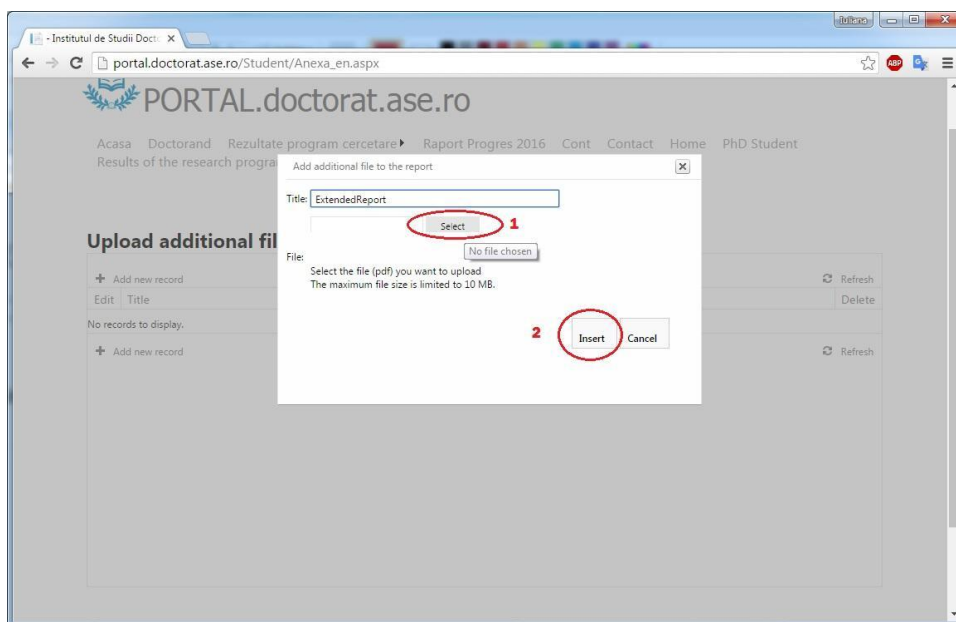

Attention! This form does not allow inserting images, tables or graphics.

C. Extended format of the progress report

The report in extended format will be load through the existing form, by selecting the option: *Add new record*.

Once you have selected the file that you want to upload (1), you can press the *Insert* button (2).
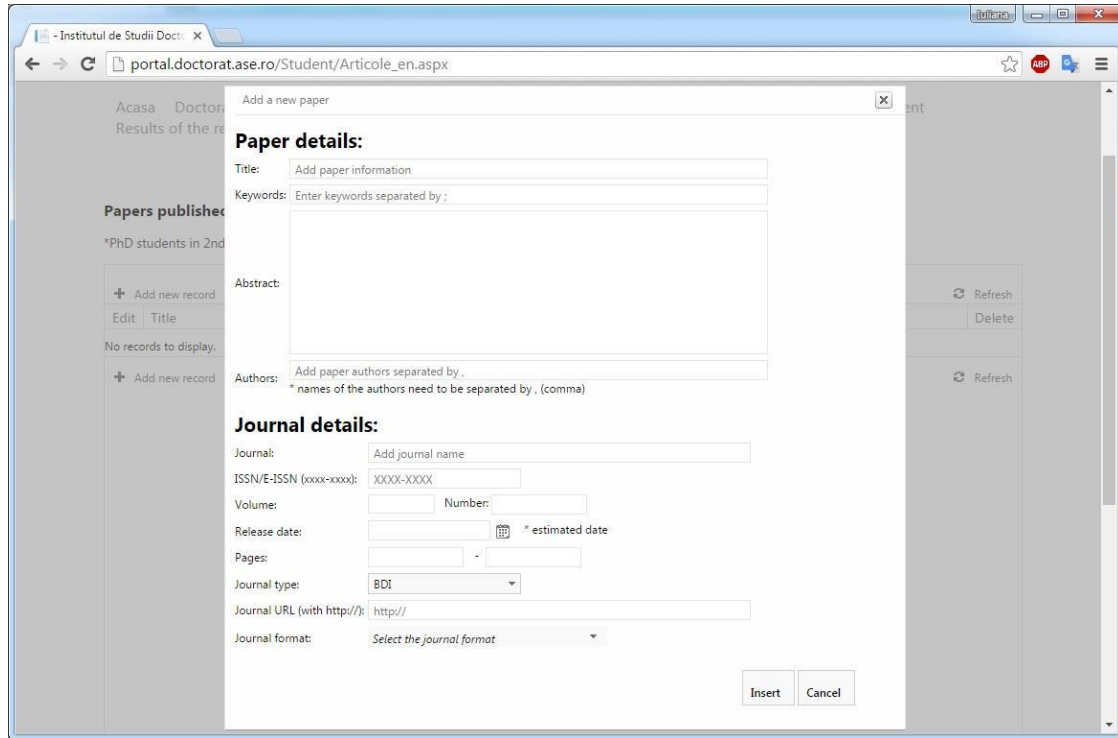
The result is shown below:

Attention! You can upload only one file.
You can change the file by selecting the *Edit* option (with pencil icon).

D. Published papers

This option allows adding scientific papers that are published in journals with or without peer review. Paper information will be loaded in the form opened when *Add new record* is selected.

Attention! All the fields are mandatory.

Hints:
- Keywords must be separated by ; (semicolon)
- Author names must be separated by , (comma)
- Journal URL must be provided with *http://* prefix
- Journal type can be one of the following:
    - BDI-indexata in minim 2 baze de date internationale - *indexed in minimum 2 international databases*
    - ISI-indexata ISI Thomson - *indexed by ISI Thomson*
    - PR-neindexata cu peer review - *not indexed with peer review*
    - FPR-neindexata fara peer review - *not indexed no peer review*
- Journal format can be one of the following:
    - Printat - *printed journal*
    - Electronic - *online journal*
- Recognized international databases are the following: *ISI Web of Knowledge, Scopus, EBSCO, EconLit, REPEC, DOAJ, Cabells, JSTOR, Science Direct, SpringerLink, ProQuest, DBLP, ACM, INFOSCI.*

The result of inserting the new scientific paper is shown below:

Papers published in journals with or without peer review:

*PhD students in 2nd and 3rd year will report the results obtained after sustaining the prior progress report (May-June)

Edit	Title	Journal	Issue	Volume	Data	ISSN	Type	Delete
🖉	Model assumptions for efficiency of wind power plants' operation	Economic Computation and Economic Cybernetics Studies and Research Journal	4		25/5/2014	0424-267X	ISI	✕

+ Add new record   ⟳ Refresh

E. Conferences

This option allows adding scientific papers presented at conferences and published in conference proceedings. Details on scientific papers, conference and proceeding will be loaded in the form opened when *Add new record* is selected.

Attention! All fields are mandatory
Hints:
- Keywords must be separated by ; (semicolon)
- Author names must be separated by , (comma)
- Conference Website must be provided with *http://* prefix
- Conference type can be one of the following:
  - Internationala - *international*
  - Nationala - *national*
- Proceeding format can be one of the following:
  - Printat - *printed proceeding*
  - Electronic - *online proceeding*
- For each proceeding you have to fill either ISSN or ISBN.

The result of inserting the new record is shown below:

F. Presentations

This option allows adding oral presentations at conferences without being published in proceedings. Details on oral scientific presentations will be loaded in the form opened when *Add new record* is selected.

*Attention***!** All fields are mandatory

Hints:
- Keywords must be separated by ; (semicolon)
- Author names must be separated by , (comma)
- Conference Website must be provided with *http://* prefix
- Conference type can be one of the following:
    - Internațională - *international*
    - Națională - *national*

G. Projects

This option allows adding participations in research projects. Details on the project are inserted through the form opened when *Add new record* is selected.

Hints:
- Project type can be one of the following:
  - cu mediul de afaceri - *with business environment*
  - finantare nationala prin CNCSIS sau UEFISCDI - *with national finance from CNCSIS or UEFISCDI*
  - finantat din Fonduri Europene - *with UE finance*
  - granturi private - *private grants*
- Geographical coverage can be one of the following:
  - international - *international*
  - national - *national*
- The role in the project can be one of the following:
  - director - *project manager*
  - membru in echipa de cercetare - *member in the research team*

H. Scientific seminars

This option allows adding participations at scientific seminars organized within the doctoral school. Details on the seminar are loaded in the form opened when *Add new record* is selected.
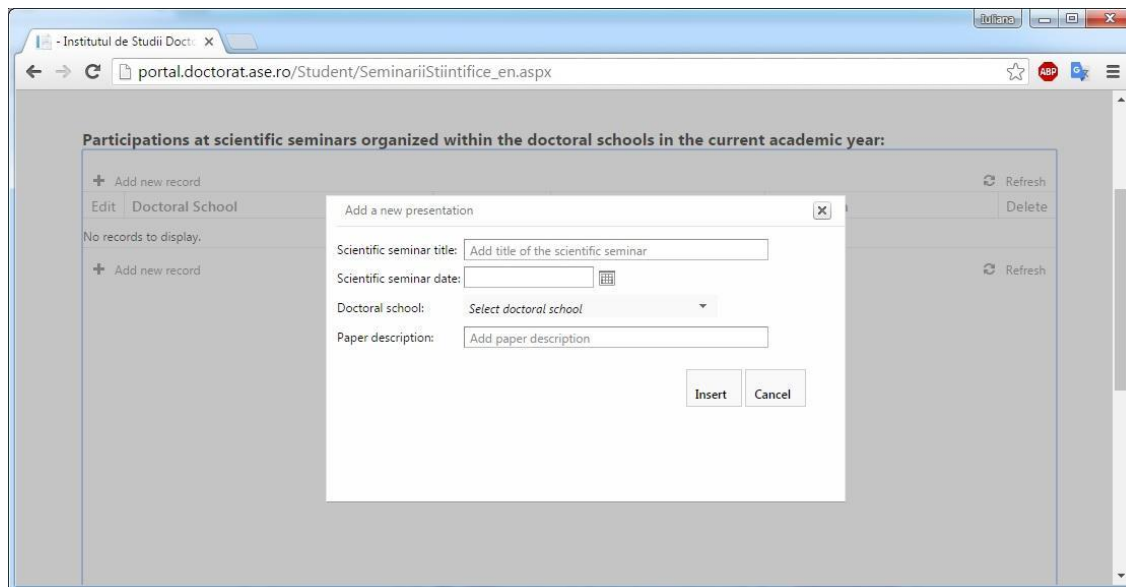
I. Research internships

This option allows adding participations in research internships abroad. Details about internships are loaded in the form opened when *Add new record* is selected.
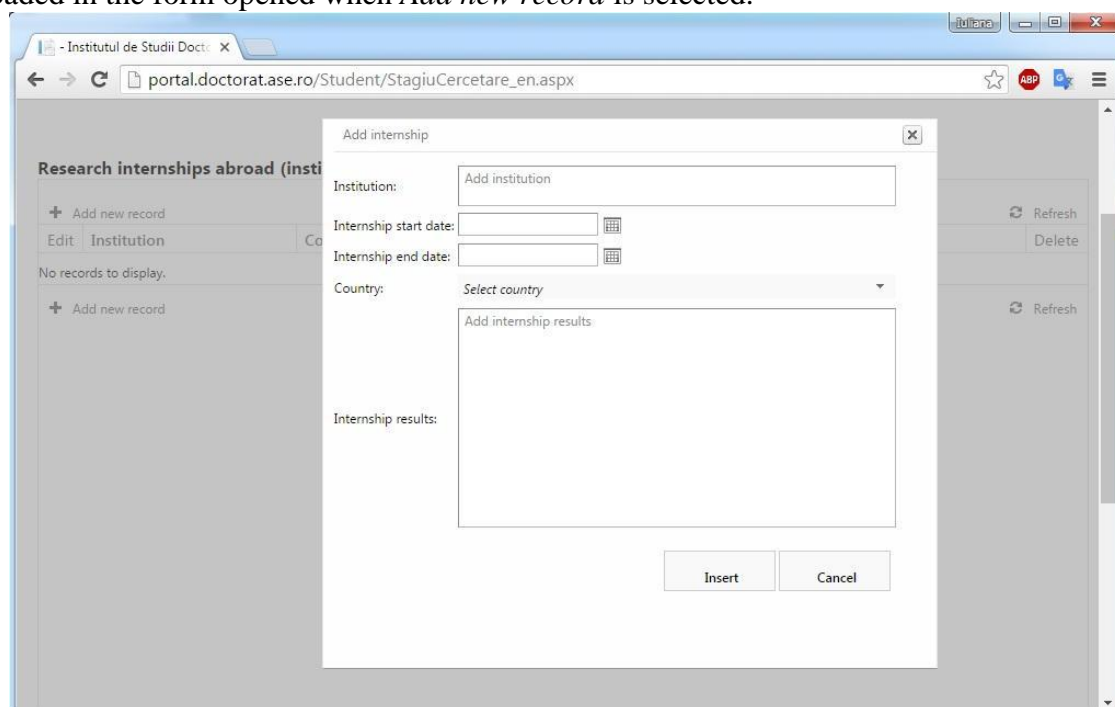
J. Teaching activities

This option allows adding teaching activities at the Bucharest University of Economic Studies in the current academic year. Details are loaded in the form opened when *Add new record* is selected.
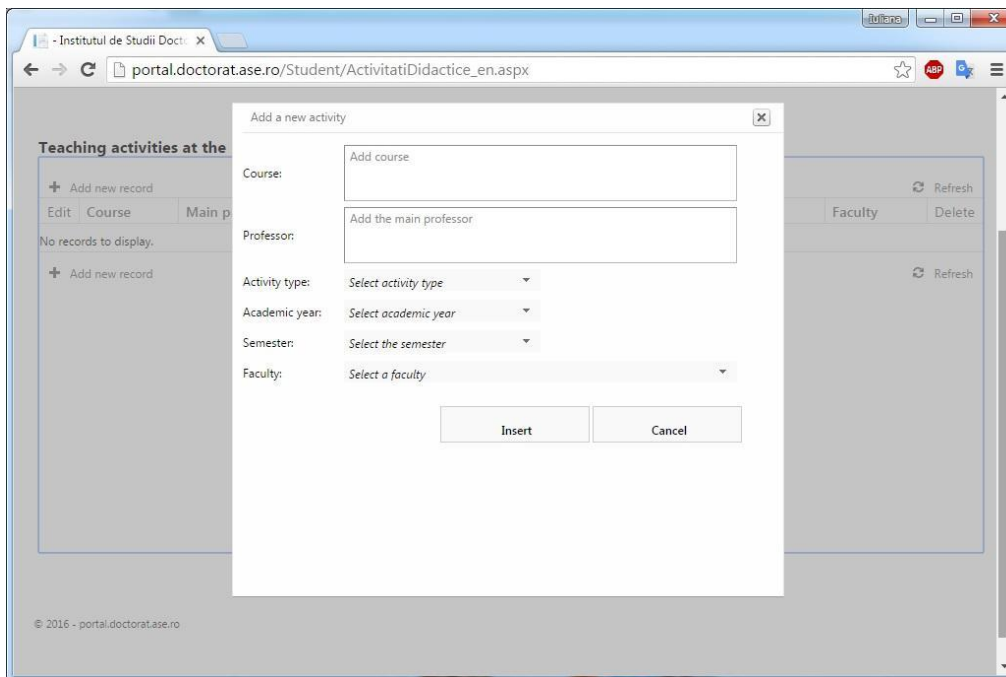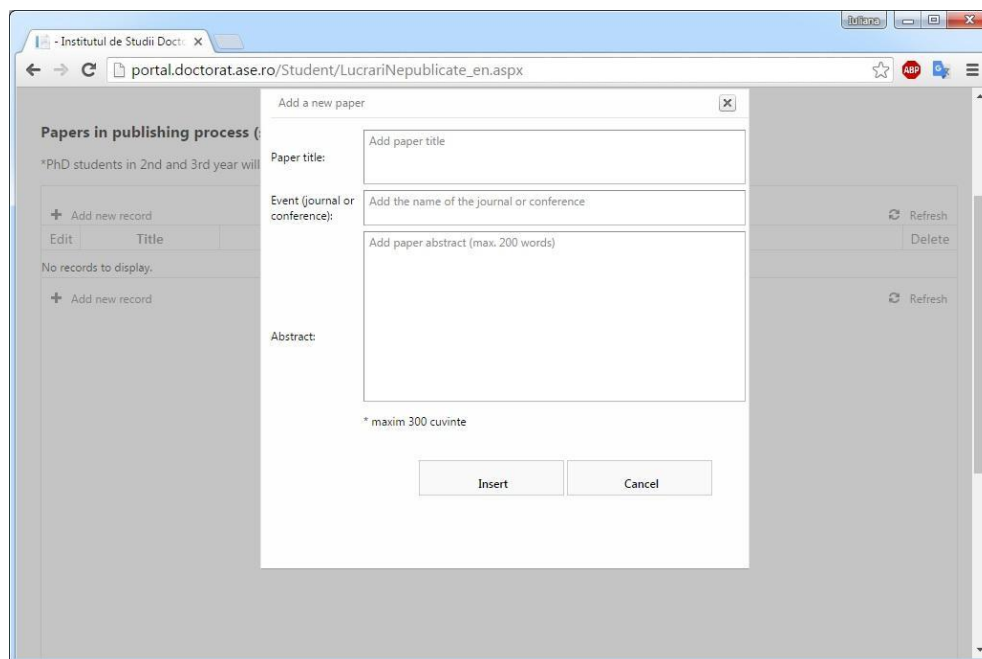
Hints:
- ● Activity type can be one of the following:
    - ○ curs - *course*
    - ○ seminar - *seminar*
   - ○ curs si seminar - *course and seminar*

K. Unpublished papers

This option allows adding scientific papers that are not published in journals with or without peer review. Paper information is loaded in the form opened when *Add new record* is selected.

Once you have completed the scientific research results, you must select **2016 Progress Report** menu option.
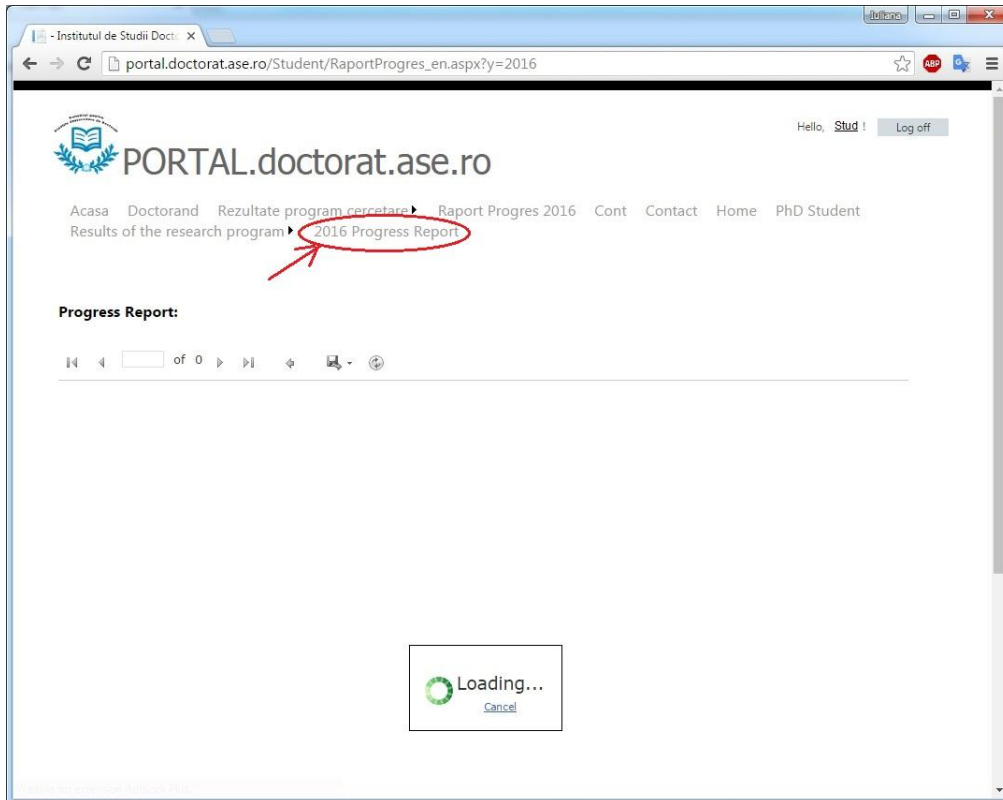
The progress report is automatically generated based on information previously provided.
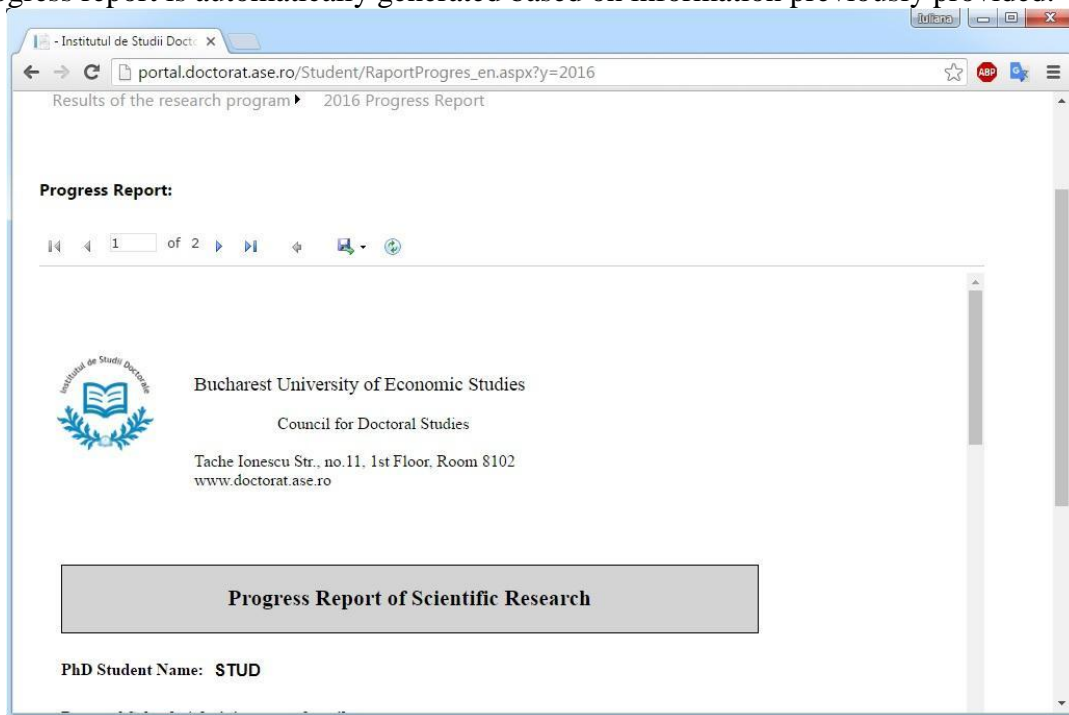
After generating the report, it must be exported to *PDF* or *Word* format, printed and submitted to the CSUD Secretary located at Tache Ionescu Street, Bucharest. Printed version of the report requires to have the **PhD supervisor approval signature**.

Progress Report:

| | | 1 | of 2 | | | |

Estimated date to support the thesis: 5

PDF
Word

Report submission date:5/25/2016

Progress Report of Scientific Research:

My scientific research program

The objectives of the scientific research program (max. 1 page):

These are the main objectives:
- a
- b
- c
- etc.

Summary of PhD student researches presented on 5 pages. The summary will include used research methodology, the data series and tools used in processing these data series, the main results and their relevance in relation to previous research.

The summary of the research conducted by PhD student will be presented in max. 5 pages (approx. 3000 words) and will include the research methodology that is used, the data sets used, tools used in the processing of the data series, the main results and their relevance in relation to previous research

javascript:void(0)