

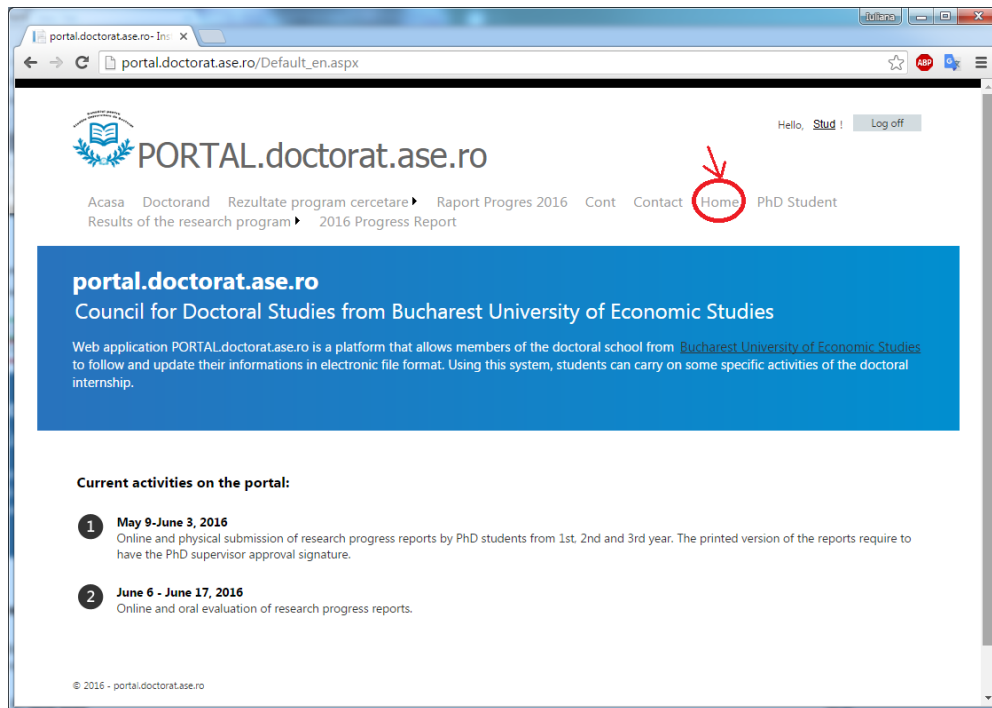
## PORTAL.doctorat.ase.ro

### User Guide

#### PORTAL.doctorat.ase.ro – Log in

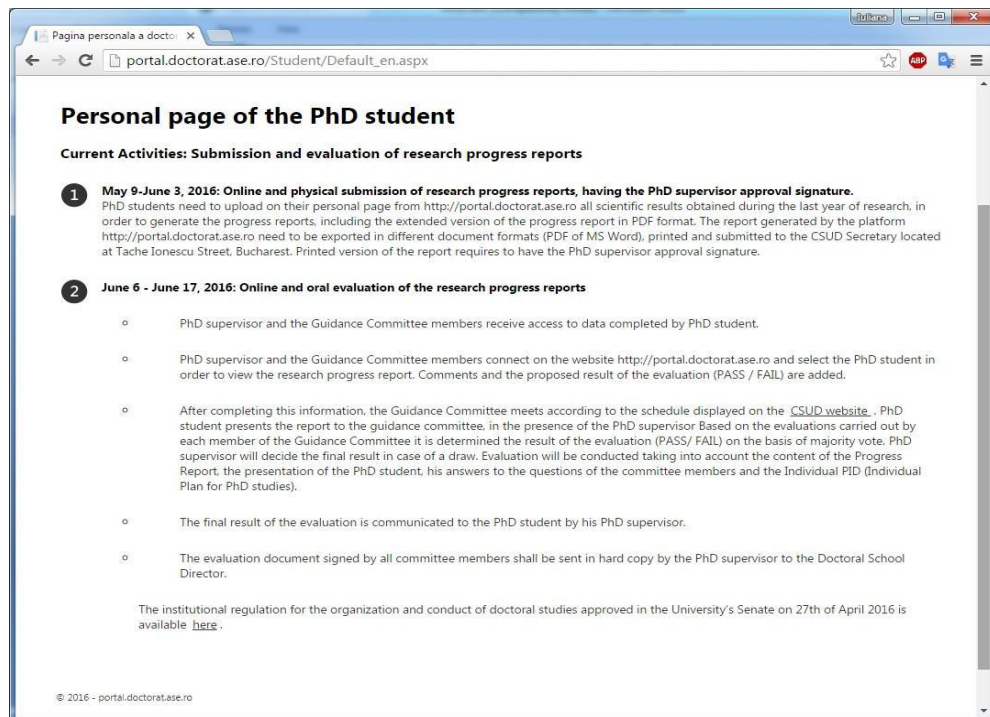
In order to login you need to use your local account, that have been received by e-mail (A). In case that you don't remember the credentials, you can use the Recover Password Form (B).

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.

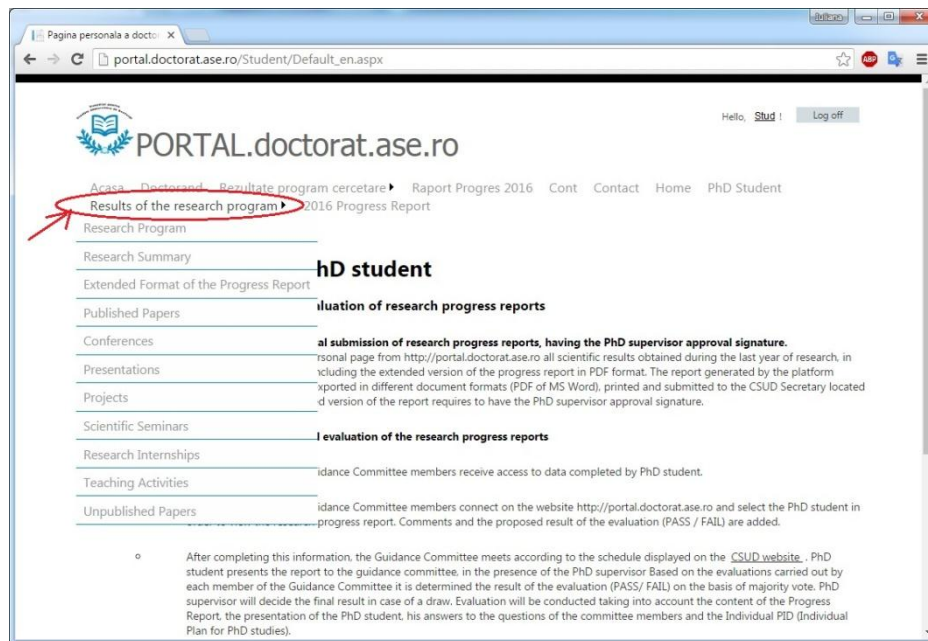


English home page can be accessed through the **Home** menu and contains information about the current activities on the portal.

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** Results of the research program ▶
- B** Research Program
- C** Research Summary
- D** Extended Format of the Progress Report
- E** Published Papers
- F** Conferences
- G** Presentations
- H** Projects
- I** Scientific Seminars
- J** Research Internships
- K** Teaching Activities
- Unpublished Papers

### 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.

The screenshot shows a web browser window with the URL `portal.doctorat.ase.ro/Student/ProgramCercetare_en.aspx`. The form contains the following fields:

- Title of the scientific research program:** A text input field containing "My scientific research program".
- Estimated date for the public defence of the PhD thesis:** A date picker set to "09/05/2018".
- The objectives of the scientific research program (max. 1 page ~ 600 words):** A rich text editor containing a bulleted list: "a", "b", "c", "etc.". Below the list is a large greyed-out text area. At the bottom of the editor, it shows "Words: 8 Characters: 35".
- Update:** A button at the bottom of the form.

## 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.

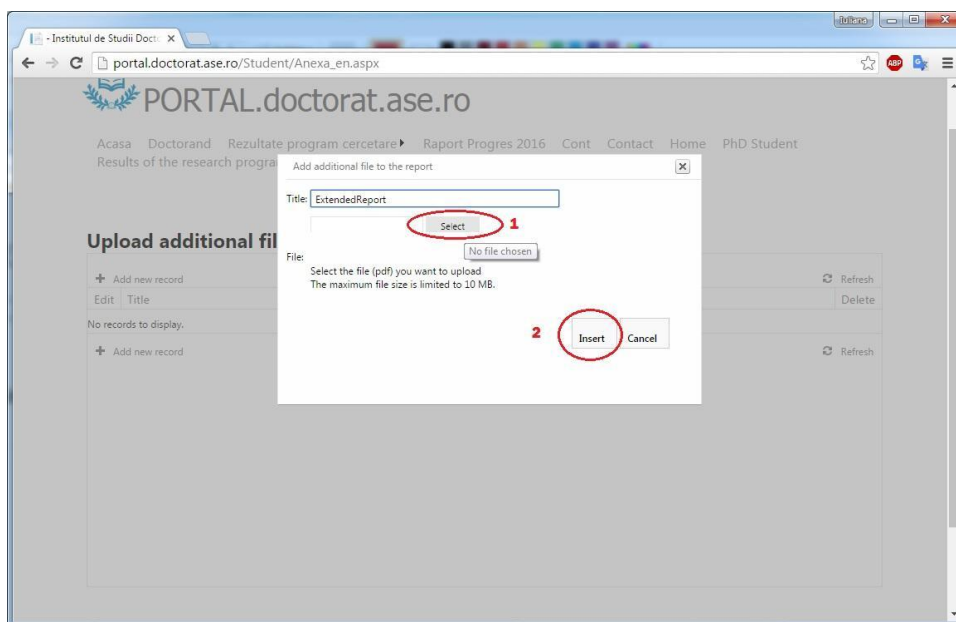
The screenshot shows a web browser window with the URL `portal.doctorat.ase.ro/Student/RezumatCercetare_en.aspx`. The form contains the following fields:

- 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:** A rich text editor containing a bulleted list:
  - This form does not allow inserting images, tables or graphics.
  - The report in extended format will be load through the form *Progress Report in extended format* accessible via the menu option with the same name.Below the list is a large greyed-out text area. At the bottom of the editor, it shows "Words: 52 Characters: 295".
- Update:** A button at the bottom of the form.

*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:

### Upload additional file

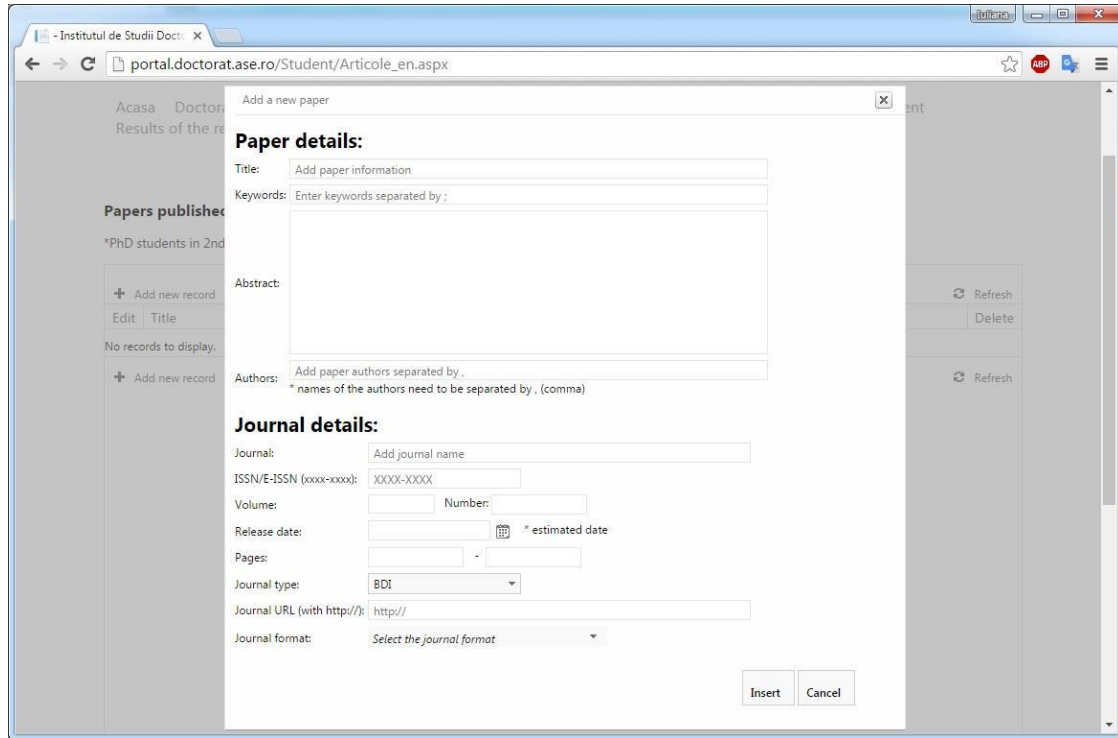
Edit	Title	Upload date	Link	Refresh	Delete
	ExtendedReport	25/5/2016	<a href="#">627d7735-d063-4a4d-b85a-8a07a3028990.pdf</a>		

*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)

+ Add new record									Refresh
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.

The screenshot shows a web browser window with the URL `portal.doctorat.ase.ro/Student/Conferinte_en.aspx`. The page title is "Add a new scientific paper". The form is organized as follows:

- Scientific paper details:**
  - Title:
  - Keywords:  Enter keywords separated by ;
  - Abstract:
  - Authors:  Add paper authors separated by , \* names of the authors need to be separated by , (comma)
- Conference details:**
  - Conference:  Add conference name
  - Conference topic:  Add conference topic
  - Acronym:  Add conference acronym \* max. 20 characters
  - Conference date:  (calendar icon)
  - Country:  Selectati tara de desfasurare
  - Locality:
  - Conference type:  Select conference type
  - Website (with http://)  http://
- Proceeding details:**
  - Proceeding name:  Proceedings of ...
  - Paper pages:  -
  - Proceeding ISBN:
  - OR
  - Proceeding E-ISSN/ISSN (xxxx-xxxx):  XXXX-XXXX
  - Proceeding format:  Select the proceeding format

Buttons: Refresh, Delete, Refresh, Insert, Cancel.

**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.



Add a new scientific paper ✕

**Scientific paper details:**

Title:

Keywords:

Abstract:

Authors:   
\* names of the authors need to be separated by , (comma)

**Conference details:**

Conference:

Conference topic:

Acronym:  \* max. 20 characters

Conference date:  -

Country:

Locality:

Conference type:

Website (with http://)

**Proceeding details:**

Proceeding name:

Paper pages:  -

Proceeding ISBN:

Proceeding E-ISSN/ISSN (xxxx-xxxx):

Proceeding format:

The result of inserting the new record is shown below:

**Papers / studies published in international and national conferences volumes (with ISSN / ISBN):**

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

+ Add new record		Refresh				
Edit	Title	Conference	Acronym	Data	Country	Delete
	Prototype of a Decision Support System for analyzing and forecasting the Wind Energy Production in Romania	The 1st WSEAS International Conference on Information Technology and Computer Networks	ITCN '12	10/11/2012	Austria	✕
+ Add new record		Refresh				

**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.



The screenshot shows a web browser window with the URL `portal.doctorat.ase.ro/Student/Prezentari_en.aspx`. The page displays a form titled "Add a new presentation". The form is divided into two main sections: "Presentation details" and "Conference details".

**Presentation details:**

- Title: Add paper title
- Keywords: Enter keywords separated by ;
- Abstract:
- Authors: Add paper authors separated by ,  
\* names of the authors need to be separated by , (comma)

**Conference details:**

- Conference: Add conference name
- Topic: Add conference topic
- Acronym: Add conference acronym
- Conference date: [Calendar icon] - [Calendar icon]
- Country: Select country (dropdown menu)
- Locality:
- Conference type: Select conference type (dropdown menu)
- Website (with http://) http://

At the bottom right of the form, there are two buttons: "Insert" and "Cancel".

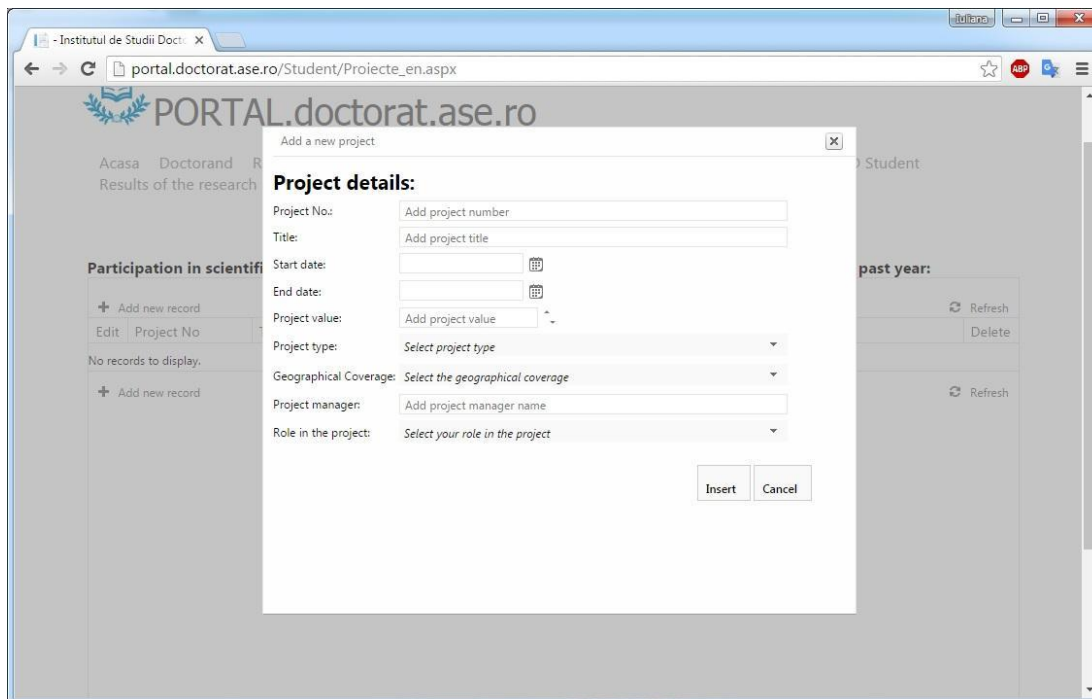
**Attention!** All fields are mandatory

**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.



The screenshot shows a web browser window with the URL [portal.doctorat.ase.ro/Student/Proiecte\\_en.aspx](http://portal.doctorat.ase.ro/Student/Proiecte_en.aspx). The page title is 'PORTAL.doctorat.ase.ro'. A modal window titled 'Add a new project' is open, displaying a form with the following fields:

- Project No.: Add project number
- Title: Add project title
- Start date: [calendar icon]
- End date: [calendar icon]
- Project value: Add project value
- Project type: Select project type
- Geographical Coverage: Select the geographical coverage
- Project manager: Add project manager name
- Role in the project: Select your role in the project

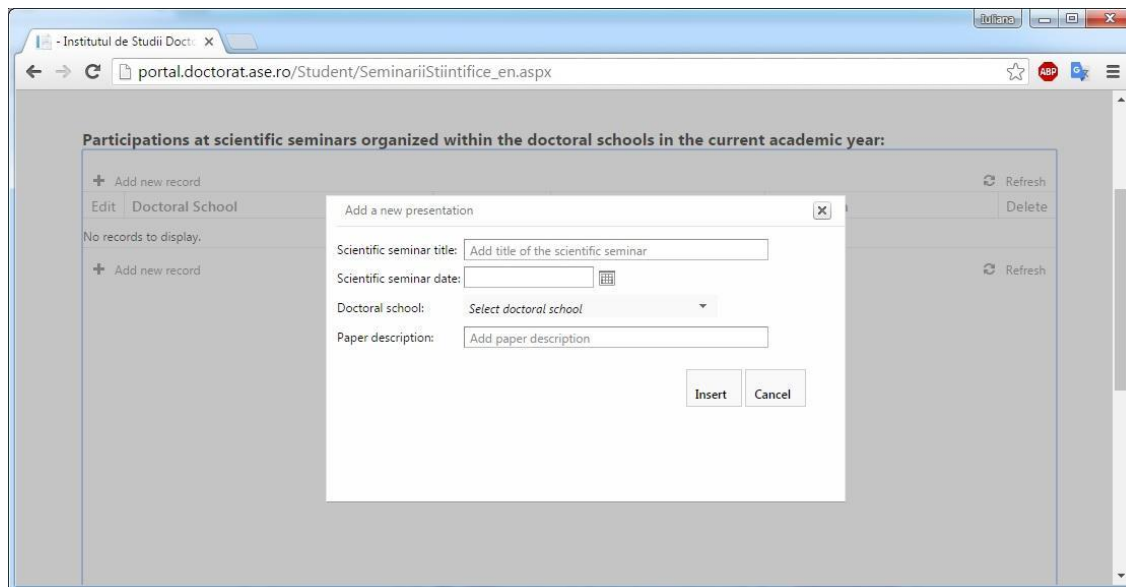
At the bottom right of the form are 'Insert' and 'Cancel' buttons.

**Hints:**

- Project type can be one of the following:
  - cu mediul de afaceri - *with business environment*
  - finantare nationala prin CNCISIS sau UEFISCDI - *with national finance from CNCISIS 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*

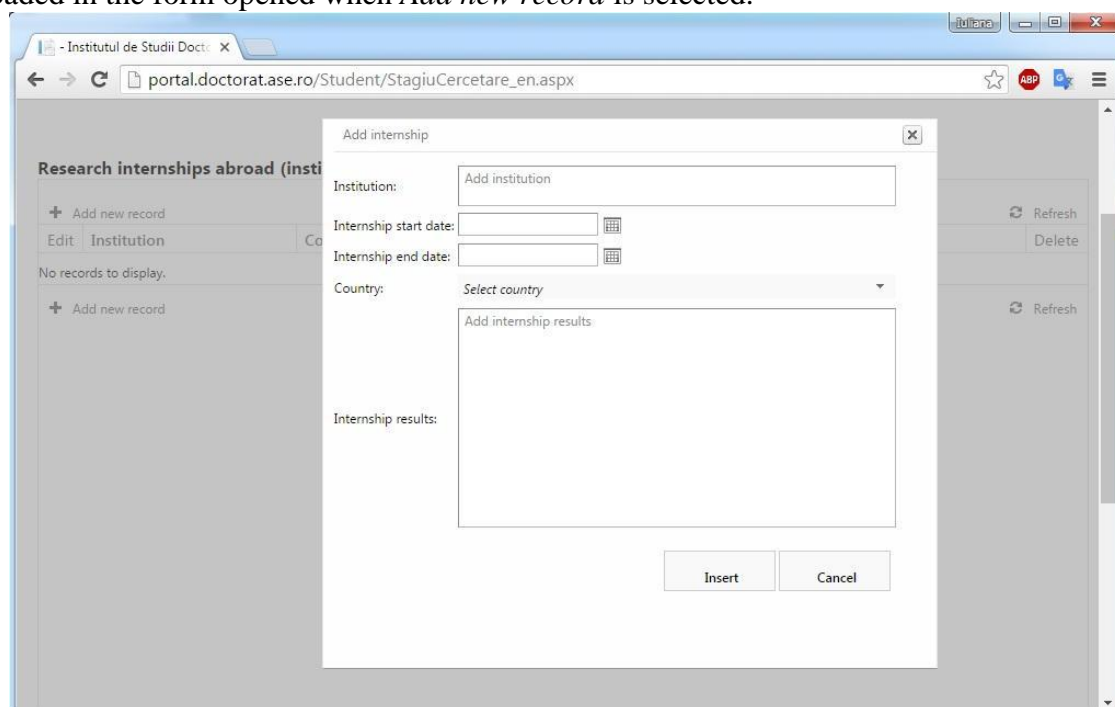
**H. Scientific seminars**

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.



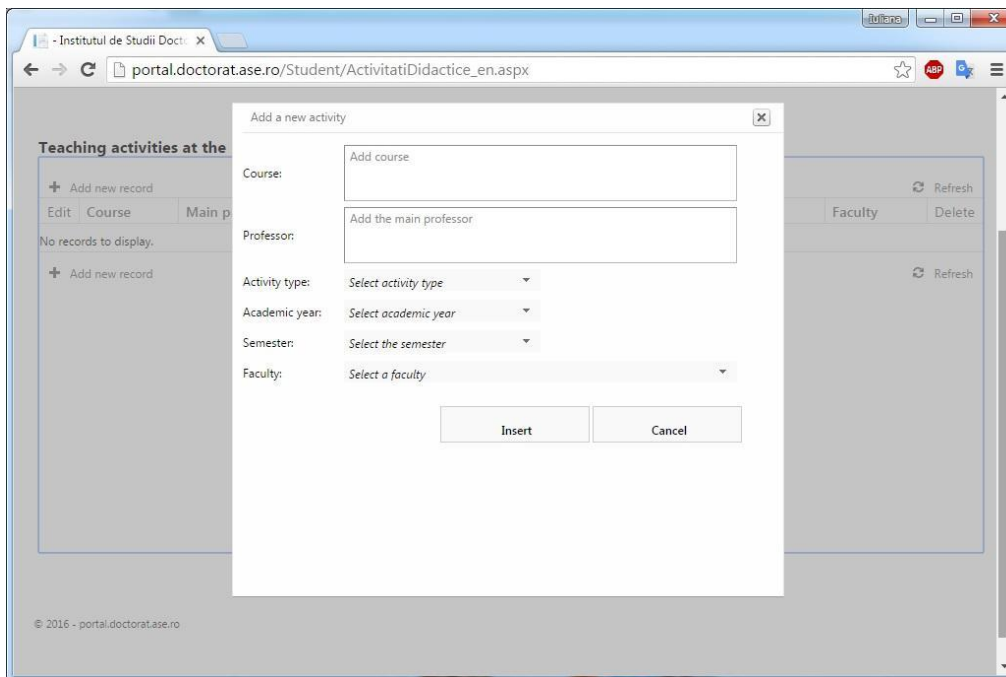
## I. Research internships

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.

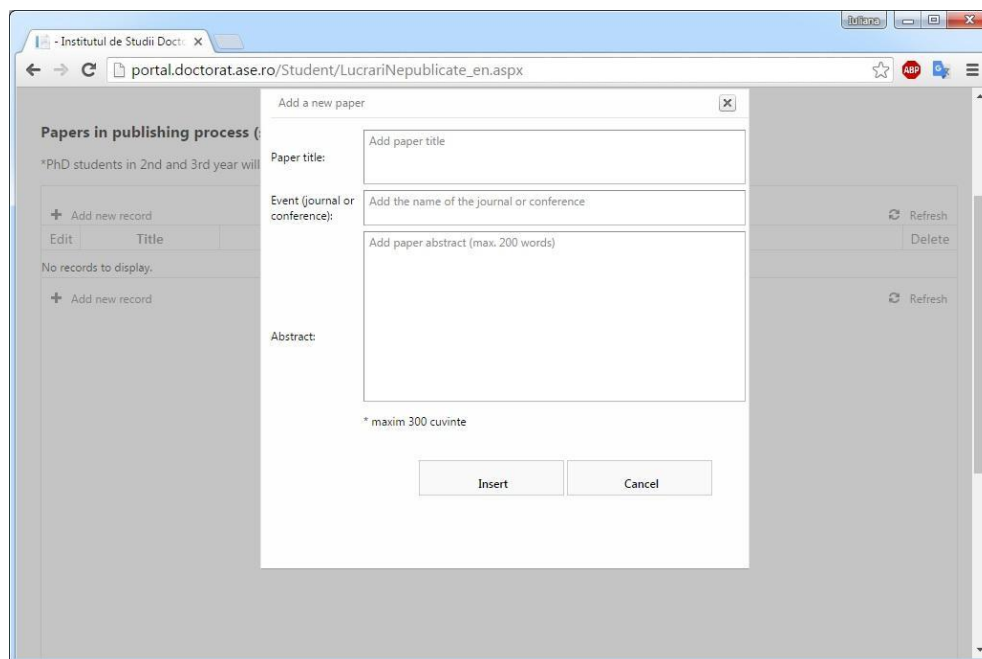


**Hints:**

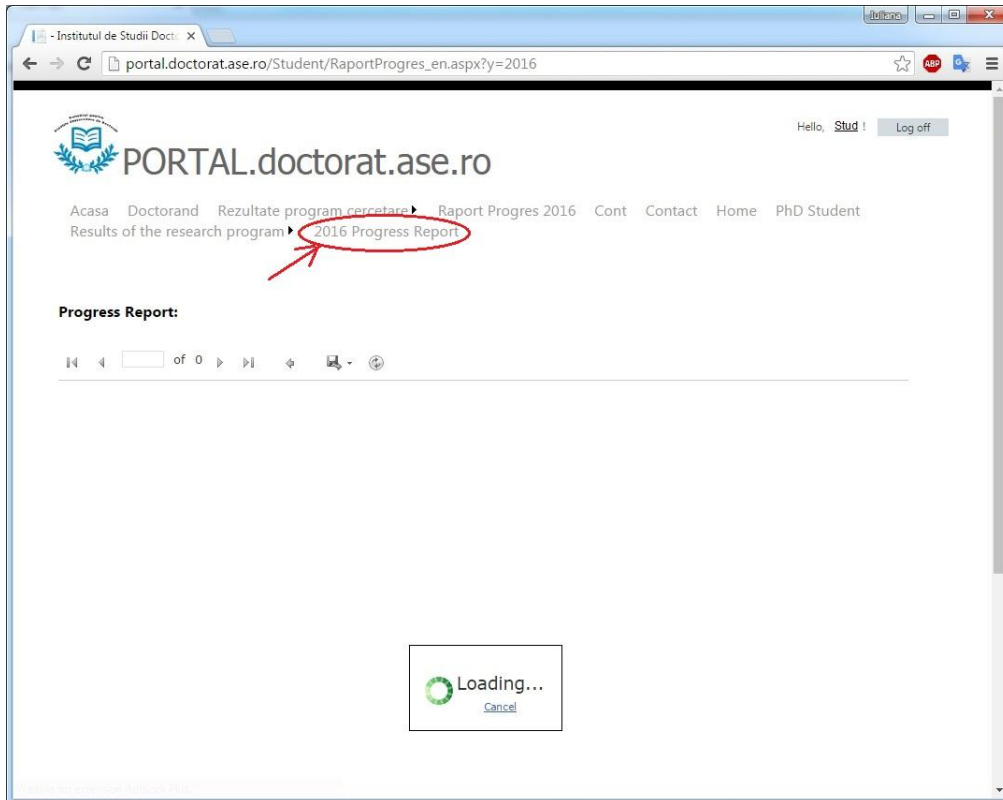
- Activity type can be one of the following:
  - curs - *course*
  - seminar - *seminar*
  - curs si seminar - *course and seminar*

**K. Unpublished papers**

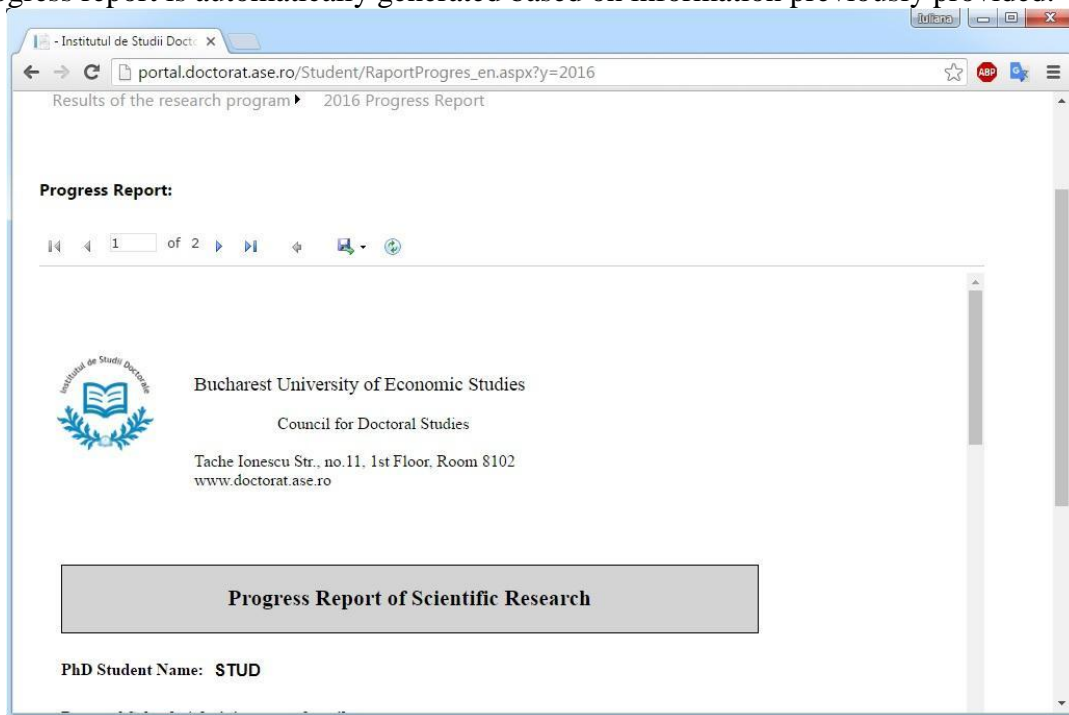
This option allows adding scientific papers that are not published in journals with or without peer review. Paper information is loaded in the form opened when *Add new record* is selected.



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**.

The screenshot shows a web browser window with the URL `portal.doctorat.ase.ro/Student/RaportProgres_en.aspx?y=2016`. The page title is "Institutul de Studii Doct: X". The main content is a "Progress Report" form. At the top, there is a navigation bar with "1 of 2" and a "PDF" button. Below this, the form contains the following sections:

- Estimated date to support the thesis:** 5
- 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.**

At the bottom of the page, there is a note: "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".