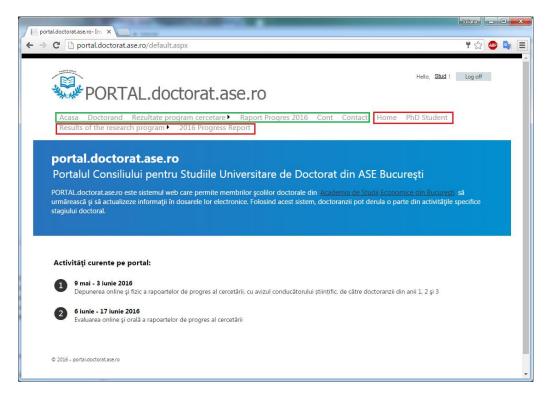
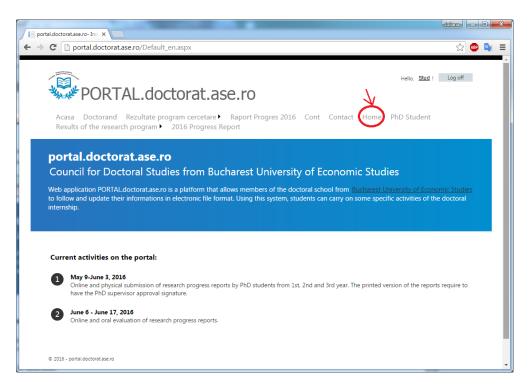
PORTAL.doctorat.ase.ro User Guide

← → C D portal.doctorat.ase.ro/Account/Login.aspx	- AUE
	Acasa Contact Log in
PORTAL.doctorat.ase.ro	
Log in.	
Use your local account, given by the PhD school, to log in.	
User name	
stud A	
Remember me?	
Log in	
For account problems, please contact the platform technical administrator or use the Recover Password form.	
© 2016 - portal.doctorat.ase.ro	

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).

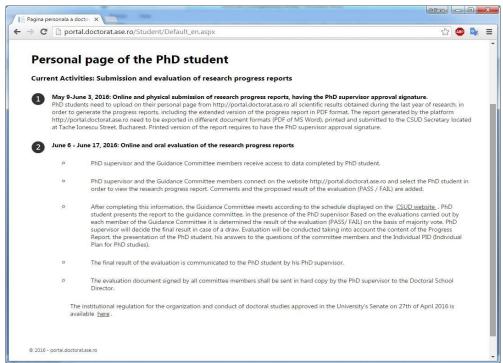


Once you are authenticated, you can see the main menu divided in two parts: one with options in Romanian (green rectangle), the other with options in English (red rectangle). Romanian and English options are similar and have the same functionalities.

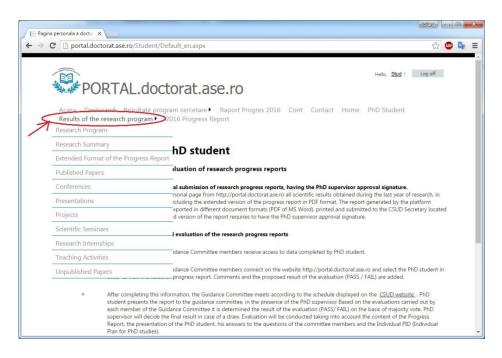


English home page can be accessed through the **Home** menu and contains information about the current activities on the portal.

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):

Results of the research program >



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.

C D por	rtal.doctorat.ase.ro/Student/ProgramCercetare_en.aspx	53	ABP	0
Title of	f the scientific research program			
My scien	tific research program			
Estimat 09/05/20	ted date for the public defence of the PhD thesis			
The ob	jectives of the scientific research program (max. 1 page ~ 600 words)			
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63	B / ∐ abe = = = = = = = = = = = = = = = □ Ω · ⊡ · Custom Links · Aa aA □			
These ar	re the main objectives:		(
• a				
• b • c				
• et				

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 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: This form does not allow inserting images: tables or graphics: The report in extended format will be load through the form <i>Progress Report in extended format</i> accessible via the menu option with the same name. The report in extended format will be load through the form <i>Progress Report in extended format</i> accessible via the menu option with the same name. The report in extended format will be load through the form <i>Progress Report in extended format</i> accessible via the menu option with the same name. The report in extended format will be load through the form <i>Progress Report</i> in <i>extended format</i> accessible via the menu option with the same name. The report in extended format will be presented in max. 5 pages (approx. 3000 words) and will include the research methodology that is used, the data set is used, tools used in the processing of the data series, the main results and their relevance in relation to previous research.	: DI	ро	rtal.	.doc	tora	t.ase	.ro/St	tude	nt/R	ezun	natC	ercet	tare_	en.a	spx		ය ස
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Image: Constraint 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	abc		•	×	ee:	Ê	ê •	5	- 0	۰.	8	ස	x²	X2	¶+	=	Paragraph Sty▼ Font Name ▼ Real▼
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	23	1	В	I	U	abc	=	≡	=		×	譯	зje	<u>1</u> ≡	ŧΞ		2
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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*.

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← → C 🗋 portal.doctorat.ase.ro/Studer	nt/Anexa_en.aspx	53	🚇 💁	=
PORTAL.d	octorat.ase.ro			•
	program cercetare Raport Progres 2016 Cont Contact Home PhD Student Add additional file to the report Title EstendedReport Select the file (pdf) you want to upload The maximum file size is limited to 10 MB. 2 Insert Cancel	C Refresh Delete C Refresh		

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

				3	Refresh
Edit	Title	Upload date	Link		Delet
12	ExtendedReport	25/5/2016	627d7735-d063-4a4d-b85a-8a07a3028990.pdf		×
				0	Refres

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.

	.ase.ro/Stud	ient/Artic	ole_en.aspx						53	ABP
Acasa Doctori	Add a new pa	aper						× ent		
Results of the re	Paper de	etails:								
	Title: Ad	ld paper info	ormation							
Papers published	Keywords: Ent	ter keyword	s separated by ;							
*PhD students in 2nd										
Fild students in 2nd										
+ Add new record	Abstract:								C Refresh	
Edit Title									Delete	
No records to display.										
+ Add new record			hors separated by , authors need to be se	parated	l by . (comma	1			C Refresh	
	Journal									
	Journal:		• Add journal name							
	ISSN/E-ISSN (x		XXXX-XXXX							
	Volume:		Numbe	en						
	Release date:				* estimated	date				
	Pages:									
	Journal type:		BDI	٣						
	Journal URL (w									
			Select the journal form							

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	dd new record Title	Journal	Issue	Volume	Data	ISSN	Type	Refresh Delete
/	Model assumptions for efficiency of wind power plants' operation	Economic Computation and Economic Cybernetics Studies and Research Journal	4	Volume	25/5/2014	0424- 267X	ISI	×
+ 4	dd new record						e	Refres

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.

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						2	-	
*** PUr	Add a new scientifi	: paper			×			
Acasa Doctora	Scientific p	aper details:			ent			
Results of the re	Title: Add title				- 11			
	Keywords: Enter key	words separated by ;			- 11			
	Abstract:				- 11			
Papers / studies		er authors separated by ,			- 11			
* PhD students in 2nd	* names o	f the authors need to be separated by , (comma)						
	Conference	details:						
+ Add new record Edit Title	Conference:	Add conference name				C Refresh		
No records to display.	Conference topic:	Add conference topic				Delete		
+ Add new record	Acronym:	Add conference acronym		* max. 20 characters	- 11	C Refresh		
Add New Tecord	Conference date:	•	Ē		- 11	No neresti		
	Country:	Selectati tara de desfasurare 👻			- 11			
	Locality:				- 11			
	Conference type: Website (with http://	Select conference type *			- 11			
					- 11			
	Proceeding	details:			- 11			
	Proceeding name:	Proceedings of			- 11			
	Paper pages:				- 11			
	Proceeding ISBN:	OR			- 11			
	Proceeding E-ISSN/IS	SN (xxxx-xxxx): XXXX-XXXX			- 11			
	Proceeding format:	Select the proceeding format	+		- 11			
					- 11			
				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.

	w scientific pape								
Scien	tific pape	r det	ails:						
Title:	Prototype of a l	Decision S	Support Syster	n for a	nalyzing	and fored	asting the Wind En	ergy Prod	
Keywords:	data integration	n; XML; sp	atial data; win	d ener	gy; OLAF	(On-line	Analytical Processi	ng)	
Abstract:							increase of investor ain fully unexploited		
Authors:	x, y, z * names of the a	uthors ne	ed to be sepa	rated b	y , (com	ma)			
Confe	erence de	tails:							
Conferenc	e: The	1st WSEA	S Internationa	al Conf	erence o	n Informa	ition Technology an	d	
Conferenc	e topic: Info	rmation T	echnology an	d Com	puter Ne	tworks			
Acronym:	ITCM	V '12						* max. 20 ch	aracters
Conferenc	e date: 10/1	11/2012	Ē	-	10/12/20	012	Ē		
Country:	Aust	tria				•			
Locality:	Vier	nna							
Conferenc	e type: Inter	rnationala				•			
Website (v	with http://) http	n://							
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Proceedin	g name:		The Proceed	ings of	the 1st \	NSEAS In	ternational Confere	nce on Informat	ic
Paper pag	es:		123		- 128				
Proceedin	g ISBN:		OR						
	g E-ISSN/ISSN (x)					1			
Proceedin	9 0 0.0								

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)

Edit	Title	Conference	Acronym	Data	Country	Delete
1	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	×

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.

C 🗋 portal.doctora	t.ase.ro/Student/P	rezentari_en.asj	xc				53	ABP
**** POR	Add a new present	ation					×	
Acasa Doctorand	Presentatio	on details:						
Results of the resea	Title: Add pap	er title						
	Keywords: Enter key	ywords separated by						
	Abstract:							
Oral presentations	A shall be seen	er authors separated	by				15	
*PhD students in 2r	Authors:		o be separated by , (co	omma)			/-June)	
	Conference	e details:						
+ Add new record	Conference:	Add conference n	ame				C Refres	h
Edit Title	Topic:	Add conference to	opic				Dele	te
No records to display.	Acronym:	Add conference a	cronym					
+ Add new record	Conference date:		· ·		Ē		C Refres	sh
	Country:	Select country		*				
	Locality:							
	Conference type:	Select conference t	ype					
	Website (with http://	/) http://						
						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:
 - 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.

- Institutul de Studii Docto X							<u>tuliana</u>		×
← → C 🗋 portal.doctorat.ase.r	ro/Student/Proiecte	_en.aspx					53	ABP 💁	E
Acasa Doctorand R Results of the research	Add a new project Project detail		0		×) Student			•
	Project No.:	Add project number							
	Title:	Add project title							
Participation in scientifi	Start date: End date:					past year:			
+ Add new record	Project value:	Add project value	*.				C Refres		
Edit Project No	Project type:	Select project type			*	-	Delet	e	
No records to display.	Geographical Coverage:	Select the geographica	l coverage		*	-			
+ Add new record	Project manager:	Add project manager					C Refres	n	
	Role in the project:	Select your role in the	project		-				
				Insert	Cancel				

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
 - \circ 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.

C b portal.doctorat.ase.re	o/Student/SeminariiStiintifice_en.aspx		公 ●
Participations at scientific + Add new record	seminars organized within the doctoral schoo	ols in the current academic year:	C Refresh
Edit Doctoral School	Add a new presentation	×	Delete
No records to display. Add new record	Scientific seminar title: Add title of the scientific seminar Scientific seminar date: Doctoral school: Select doctoral school Paper description: Add paper description	T T Insert Cancel	C Refresh

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.

		Add internship				×		
eesek int	ernships abroad (insti							
search int	ernsnips abroad (insu	Institution:	Add institution					
Add new red	20090	Internship start date:					C Re	
dit Institut		Internship end date:					D	elete
records to disp	play.	Country:	Select country		-			
		Internship results:						
				Insert	Cancel			

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.

				☆ 💩 🕏
	Add a new act	/ity	×	
Add new record	at the Course:	Add course		₿ Refresh
Edit Course	Main p	Add the main professor		Faculty Delete
o records to display.	Professor:	1915 Herburg and An Analis Subble Bold en ryskinger och		
 Add new record 	Activity type: Academic year: Semester: Faculty:	Select activity type Select academic year Select the semester Select a faculty	•	3 Refresh
		Insert Cance	el	

Hints:

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

K. Unpublished papers

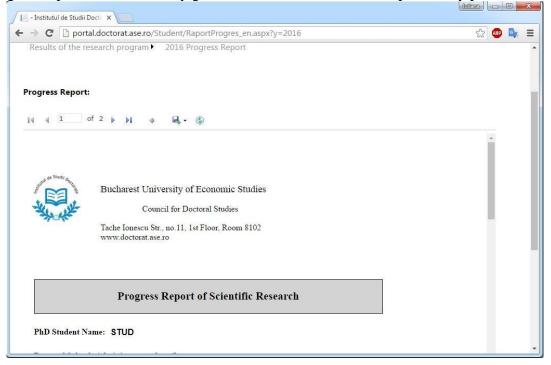
This option allows adding scientific papers that are not published in journals with or without peer review. Paper information is loaded in the form opened when *Add new record* is selected.

	Add a new pape	r	×	
apers in publishing process (hD students in 2nd and 3rd year will	D	Add paper title		
Add new record	Event (journal or conference):	Add the name of the journal or confer	ence	C Refresh
Edit Title		Add paper abstract (max. 200 words)		Delete
o records to display.				
Add new record				C Refresh
	Abstract:			
		* maxim 300 cuvinte		
		Insert	Cancel	

Once you have completed the scientific research results, you must select **2016 Progress Report** menu option.

/ 🔚 - İnstitutul de Studii Doct: 🗙			
← → C D portal.doctorat.ase.ro/Student/RaportProgres_en.aspx?y=2016	☆ 🐵	GR	≡
PORTAL.doctorat.ase.ro	Log off		
Acasa Doctorand Rezultate program cercetare. Raport Progres 2016 Cont Contact Home PhD Student Results of the research program. 2016 Progress Report			
Progress Report:			
Cancel			
			•

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**.

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C portal.doctorat.ase.ro/Student/RaportProgres_en.aspx?y=2016	☆ 💩 🗳
Progress Report:	
4 4 1 of 2 ▶ ▶ ♦ 🛼 🚯	
Estimated date to support the thesis: 5 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	
stsvoid(0)	