

## The Presentation of the PhD Students on the Web

On our web page ([www.uni-marburg.de/gsw-graduiertenzentrum](http://www.uni-marburg.de/gsw-graduiertenzentrum)) we make it possible for every member to present their academic profile. The presentation of PhD Students on the Web is an important marketing tool for young academics. With this tool, the young researcher has the opportunity to present their academic profile to a wider public by means of an electronic visiting card. This way, it becomes possible to network both within and outside Marburg University during all phases of the PhD research and also to find like-minded people for scientific exchange. To this end, you can create a project description, a list of publications, a short Curriculum Vitae, contact details, etc.

For reasons of privacy, the default entry on the members' page (<http://www.tzm-marburg.de/gsw/db.cfm>) only covers the name of the relevant PhD student. This entry is generated automatically when one logs in to the Graduate Centre (<http://www.tzm-marburg.de/gsw/formular.cfm>) and identifies oneself as a member. All other data sent to us on registration are only used internally and cannot be seen publicly until the user changes that. It follows then that more than one option is available to you as to which data you make available publicly. An example of the 'maximal version' can be found on my personal visiting card: [http://www.tzm-marburg.de/gsw/web.cfm?D\\_Nr=101](http://www.tzm-marburg.de/gsw/web.cfm?D_Nr=101).

Further down we take you step by step through the creation of your electronic visiting card.

## Your Publicly Visible Entry – Your Academic Visiting Card!

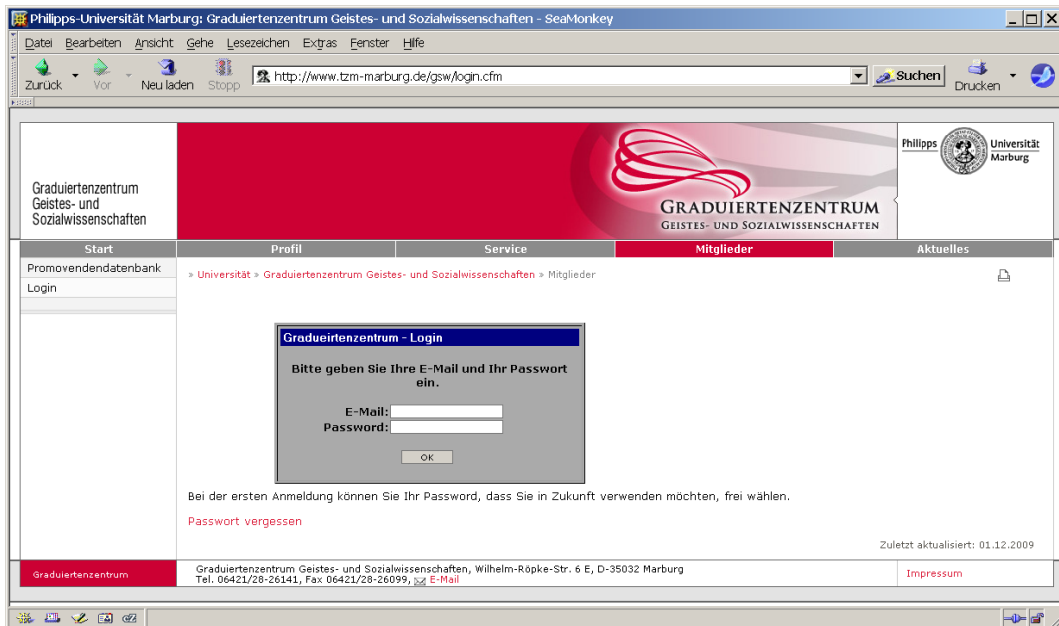
### Creation/Editing of your visiting card

You access the presentation of the PhD Students on the Web through the members' page of the homepage: <http://www.uni-marburg.de/gsw-graduiertenzentrum/mitglieder> or directly through <http://www.tzm-marburg.de/gsw/db.cfm>:



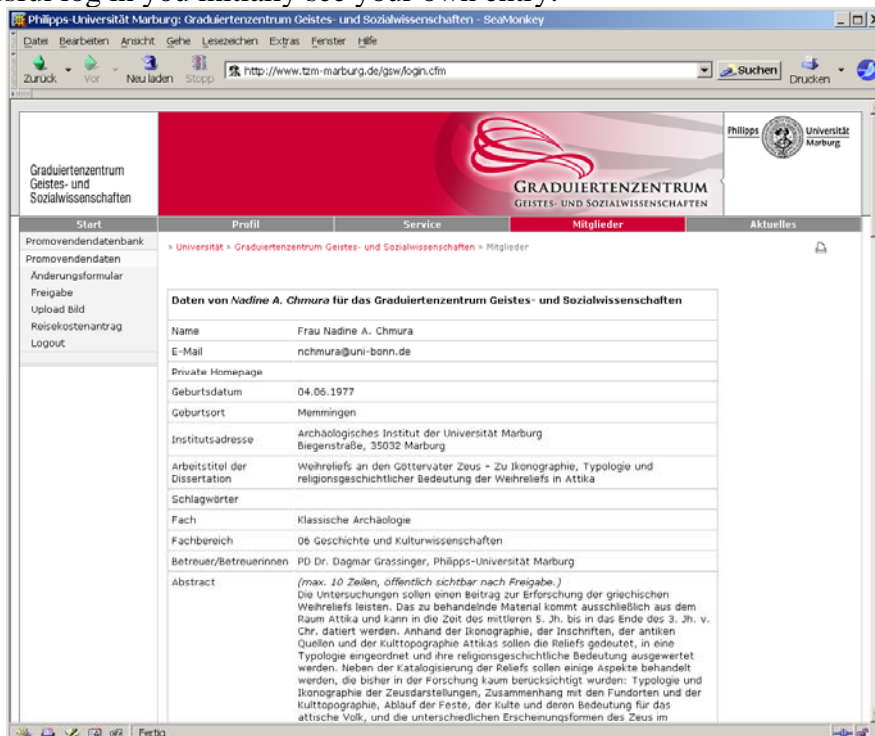
By clicking on the name you reach the visiting card of each PhD student. The names which are not highlighted have not yet been activated by the owner.

In order to edit your own entry click **Login** on the left menu bar on the cover page.



Your user ID is the email address you provided at registration (unfortunately PhD students who have not provided an email address cannot benefit from this option). You can freely choose your password the first time you log in. Please make sure to make a note of it in a safe place. In the case that you forget your password it is both difficult and time-consuming to activate your account anew.

After successful log in you initially see your own entry.



This entry was generated from the data you provided us with and is not publicly available yet. It only shows you which entries you can potentially activate.

First you should edit and/or update your data set. You can do that through the **Änderungsformular** option on the left menu bar.

The screenshot shows a web browser window with the following content:

- Browser title: Philipps-Universität Marburg: Graduiertenzentrum Geistes- und Sozialwissenschaften - SeaMonkey
- Address bar: http://www.tzm-marburg.de/gw/formular\_promovend.cfm?ID=101
- Page header: Graduiertenzentrum Geistes- und Sozialwissenschaften, PHILIPPS UNIVERSITÄT MARBURG, GRADUIERTENZENTRUM GEISTES- UND SOZIALWISSENSCHAFTEN
- Navigation menu: Start, Profil, Service, Mitglieder (highlighted), Aktuelles
- Left sidebar menu: Promovendendatenbank, Promovendendaten, Änderungsformular, Freigabe, Upload Bild, Reisekostenantrag, Logout
- Main form title: Formular für Promovendinnen und Promovenden
- Form fields: Anrede (Frau), Titel, Vorname (Nadine A.), Name (Chmura), E-Mail (nadmrad@uni-marburg.de), Private Homepage, Geburtsort (Memmingen), Geburtsdatum (04.06.1977), Institut (Archäologisches Institut der Universität Marburg), Strasse (Biegenstraße), PLZ, Ort (35032 Marburg), Arbeitstitel der Dissertation (Wehrzettel an den Göttervater Zeus - Zu Ikonographie, Typologie und religionsgeschichtlicher Bedeutung der Wehrzettel in Adikia), Schlagwörter (1-5), Fach (Klassische Archäologie)

Here you can provide the following information, if not already available:

- Name
- Email
- Private homepage or member of staff page at the university
- Date of birth
- Institute address
- Title of dissertation
- Field of study
- Faculty
- Supervisor
- Abstract of the thesis (max. 10 lines)
- Short description of the project (max. 1 page, ca. 4000 characters)
- Newsletter-subscription (an easy way to unsubscribe when you do not want to receive it for some time, such as during a longer absence)
- Workgroup in the Graduate Centre
- Short biography
- Publications
- Other activities

Do not forget to submit the form when you finish!

Please note that formatting such as italics etc. is lost when you copy from texts which have been written in word processors. However, paragraph markings are preserved. The integration of footnotes is also not possible. The maximum length of the abstract and the short description of the project should not be exceeded. The rest of the fields available for writing free text do not have a length limitation and can for example also accommodate extensive publication lists. Empty fields are not shown in the web version as viewed by outside users.

**Important:** We strictly separate access to private data and those which are potentially appropriate for publishing. For this reason you can still inform us on the change of your private address and other confidential data through the **Änderungsformular:**

<http://www.unimarburg.de/gsw-graduierzentrum/mitglieder/mitglieder>.

The log-in process corresponds to the one described above and also requires the same password. Please note that you cannot be logged into both edit forms (**Änderungsformulare**) at the same time.

## Activation of your entry

Even the smartest visiting card is only of use when it can be read. As such, you have to decide how large its contents should be. You can choose between three options on the activating form. Again, you access the form by the menu at the upper left.

Philipps-Universität Marburg: Graduiertenzentrum Geistes- und Sozialwissenschaften - SeaMonkey

http://www.tzm-marburg.de/gsw/datenfreigabe.cfm?ID=101

Graduiertenzentrum Geistes- und Sozialwissenschaften

Philipps Universität Marburg

GRADUIERTENZENTRUM GEISTES- UND SOZIALWISSENSCHAFTEN

Start Profil Service Mitglieder Aktuelles

Promovendendatenbank  
Promovendendaten  
Änderungsformular  
Freigabe  
Upload Bild  
Reisekostenantrag  
Logout

> Universität > Graduiertenzentrum Geistes- und Sozialwissenschaften > Mitglieder

Für die öffentliche Webdatenbank müssen die Daten von Ihnen frei gegeben werden, sonst erscheint nur Ihr Name. Sie können zwischen dem Standardeintrag und einem erweiterten Eintrag auswählen.

Der Standardeintrag umfasst neben Vorname und Name folgende Informationen:

- E-Mail
- Fach
- Fachbereich
- 1. Betreuer
- Institutsadresse
- Arbeitstitel
- Arbeitsgruppe im Promotionskolleg

Der erweiterte Eintrag umfasst zusätzlich noch folgende Informationen:

- 2. und 3. Betreuer
- Abstract
- Disputationstermin
- Postdoc
- Habilitationsthema
- Schlagwörter
- Veröffentlichungen
- Kurzbiographie
- Sonstige Aktivitäten
- pers. Bild
- Link zur Homepage

Bitte wählen Sie die Art Anzeige in der öffentlichen Webdatenbank aus:  
Bei der Doktorandenpräsentation werden nur die ausgefüllten Felder angezeigt. Felder, die keinen Inhalt haben, werden auch nach Freigabe für die Öffentlichkeit nicht angezeigt.

Nur Name  
 Standardeintrag  
 Erweiterter Eintrag

Only your name entry is publicly visible by default. You can expand this if you want. The standard entry contains the following fields:

- Email
- Field of study
- Faculty
- Supervisor
- Institute address
- Title of the dissertation
- Workgroup at the Graduate Centre

The screenshot shows a web browser window with the address [http://www.tzm-marburg.de/gsw/web.cfm?D\\_Nr=101](http://www.tzm-marburg.de/gsw/web.cfm?D_Nr=101). The page header features the logo of the Graduate Centre of the Philipps-Universität Marburg. Below the header, there are navigation tabs: Start, Profil, Service, Mitglieder (highlighted), and Aktuelles. The main content area displays the profile of Nadine A. Chmura, including her job title, faculty, supervisor, and contact information. The footer contains the contact details of the Graduate Centre and a link to the Impressum.

Apart from this you have the possibility to create an expanded entry which along with the information mentioned above will also contain the following data (if the fields are filled)

- 2<sup>nd</sup> and 3<sup>rd</sup> supervisor
- Abstract
- Date of defence
- Post doc
- Topic of habilitation
- Key words
- Publications
- Short biography
- Other activities
- Photograph
- Link to homepage

You can find an example of this on my personal visiting card ([http://www.tzmmarburg.de/gsw/web.cfm?D\\_Nr=101](http://www.tzmmarburg.de/gsw/web.cfm?D_Nr=101)) the upper part of which looks like this:

At the end of the form you can choose the kind of entry you want by clicking on the appropriate option. Do not forget to submit your request.

### Embedding a photo

Of course you can also illustrate your visiting card. This way you personalise your entry more. You can upload an image through the form on the left menu bar.

With the 'Durchsuchen/Browse-Button' you can choose a file from a list in your computer and with the button 'Upload' you can send it to us. The image should have a resolution of 272 x 337 pixels and be a gif, jpeg or png file.

Your electronic visiting card as a young researcher is now ready!

### **Error messages/Problems**

Naturally, we extensively tested this system before launching it onto the web. However, occasional glitches and bugs cannot be avoided. Should you encounter any problems, please contact the creator of the Presentation of the PhD Students system directly, the Ms. Renate Meyer, who with her technical expertise still supervises and maintains it:

[Renate.Meyer@tzm.uni-giessen.de](mailto:Renate.Meyer@tzm.uni-giessen.de)

Along with your email, please copy the error message appearing on the screen. This way you help contribute toward a speedy solution to the problem. Thank you!