FindAPhD

Quick start guide for Administrators with an institution-wide projects account

The FindAPhD.com Administrator Control Panel allows you to login and maintain your department/school's PhD projects on the site. This means that you can make real-time changes to your listings or add new ones instantly! As your institution has paid centrally to list on FindAPhD, there is no cost to you to add new projects.
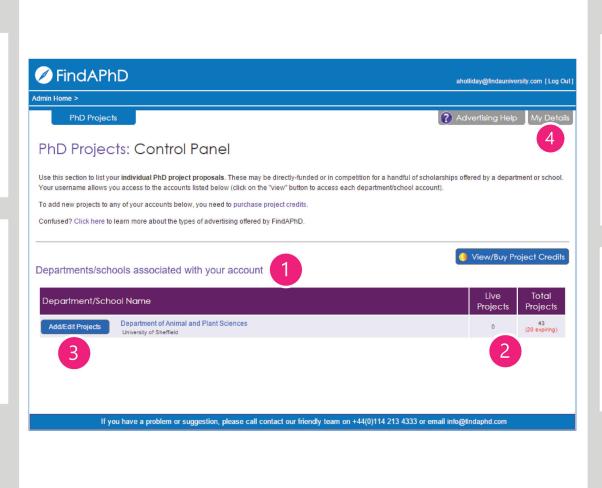
1 ASSOCIATED ACCOUNTS

We can associate you with any number of different departments or schools at a university. You associated depts/schools will appear here.

2 YOUR PROJECTS

You can see the number of 'Live' projects and total projects within each account here.

As you are able to re-use project spaces for up to 12 months, expired/dormant listings will also appear here.

3 VIEW YOUR ACCOUNTS

Clicking on the 'add/edit projects' button will take you to all the PhD projects listed within that particular dept/school account. Here you can add new ones or edit existing ones.

4 YOUR DETAILS

Update your name, password and contact preferences here. Please note, if you need to update your email address, you'll need to contact us.

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aholliday@findauniversity.com [Log Out]

Admin Home >

PhD Projects

❓ Advertising Help | My Details

PhD Projects: Control Panel

Use this section to list your **individual PhD project proposals**. These may be directly-funded or in competition for a handful of scholarships offered by a department or school. Your username allows you access to the accounts listed below (click on the "view" button to access each department/school account).

To add new projects to any of your accounts below, you need to purchase project credits.

Confused? Click here to learn more about the types of advertising offered by FindAPhD.

🪙 View/Buy Project Credits

Departments/schools associated with your account

Department/School Name	Live Projects	Total Projects
Add/Edit Projects Department of Animal and Plant Sciences University of Sheffield	0	43 (20 expiring)

If you have a problem or suggestion, please call contact our friendly team on +44(0)114 213 4333 or email info@findaphd.com
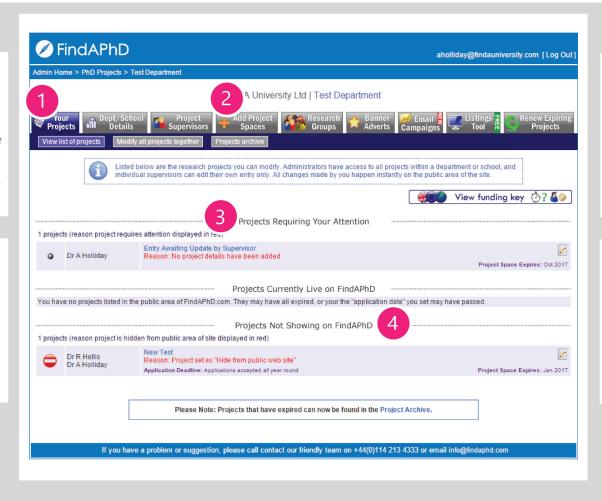
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Manage your PhD projects

Once you have accessed one of your department/school's account (by clicking on the 'view' button) you will be taken to the 'Your Projects' section. Here you will be able to view all the projects in your account and you will be given the opportunity to add a new project or modify/view your existing project listings.

1 YOUR PROJECTS

To ensure you are in the right section, the 'Your Projects' tab should be highlighted in blue. The sub menu allows you to change what you see in this section, for example, displaying all projects or your old archived projects.

2 ADD PROJECT SPACE

If you are looking to add a new project you need to click this tab so that you can set up a new space in the relevant academic supervisor's name. See the next page for more on this.

3 NEW PROJECTS

Once you have set up a new space you will see it appear here in the 'Projects requiring your attention' section.

Simply click on the project to start adding the project description.

4 LIVE/NOT SHOWING

Below your new projects you will see any 'live' projects and any expired/old projects here.

You will be able to edit these in the same way by clicking on the relevant project.
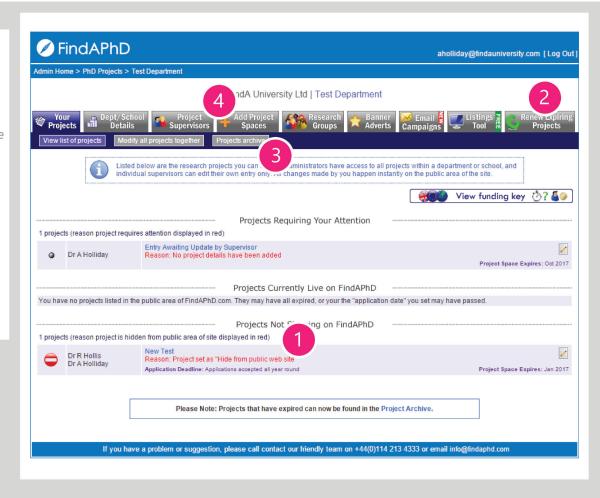

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Admin Home > PhD Projects > Test Department

1 | A University Ltd | **Test Department** **2**

| Your Projects | Dept/School Details | Project Supervisors | Add Project Spaces | Research Groups | Banner Adverts | Email Campaigns | Listings Tool | Renew Expiring Projects |

View list of projects | Modify all projects together | Projects archive

> *i* Listed below are the research projects you can modify. Administrators have access to all projects within a department or school, and individual supervisors can edit their own entry only. All changes made by you happen instantly on the public area of the site.

View funding key ⏱?🥇🏅

3 Projects Requiring Your Attention

1 projects (reason project requires attention displayed in red)

	Dr A Holliday	Entry Awaiting Update by Supervisor Reason: No project details have been added	✏️
			Project Space Expires: Oct 2017

Projects Currently Live on FindAPhD

You have no projects listed in the public area of FindAPhD.com. They may have all expired, or your the "application date" you set may have passed.

Projects Not Showing on FindAPhD **4**

1 projects (reason project is hidden from public area of site displayed in red)

⛔	Dr R Hollis Dr A Holliday	New Test Reason: Project set as "Hide from public web site" Application Deadline: Applications accepted all year round	✏️
			Project Space Expires: Jan 2017

> **Please Note:** Projects that have expired can now be found in the **Project Archive**.

If you have a problem or suggestion, please call contact our friendly team on +44(0)114 213 4333 or email info@findaphd.com

FindAPhd — Adding new PhD projects

There are a few ways to make a project live on FindAPhD. Quite often it's easier to 'tweak' an old project and reinstate it instead of adding a brand new entry. The various methods are described below.

1 ACTIVE BUT NOT SHOWING

First check to see if the lead supervisor has a valid (less than 12 months old) project space here. If so, click on the project title and edit the entry to make it live again. You can change everything but the lead supervisor on an existing project space.

IMPORTANT: Check the expiry date on the project. If it is due to expire before the end of your campaign, you need to renew the space first to extend it by 12 months. Click the 'Renew Expiring Projects' tab to do this. 2

3 PROJECTS ARCHIVE

When projects are over 12 months old, if they haven't been renewed they are automatically removed from the public area of the site and they show up in your 'Projects Archive'.

If a supervisor has ever listed a project on FindAPhD, you are likely to find it here. Simply follow the instructions to reinstate the project and then edit it to update the details.

4 ADD PROJECT SPACES

If you can't find a project under the lead supervisor's name in the hidden/archive sections, you can set up a new project space here. You can also add a second supervisor at this stage. See the next page of the guide for more details.

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Admin Home > PhD Projects > Test Department

FindA University Ltd | Test Department

Your Projects | Dept/School Details | Project Supervisors | Add Project Spaces | Research Groups | Banner Adverts | Email Campaigns NEW | Listings Tool FREE | Renew Expiring Projects

View list of projects | Modify all projects together | Projects archive

Listed below are the research projects you can ... Administrators have access to all projects within a department or school, and individual supervisors can edit their own entry only. All changes made by you happen instantly on the public area of the site.

View funding key ⏱ ? 🔵🟡

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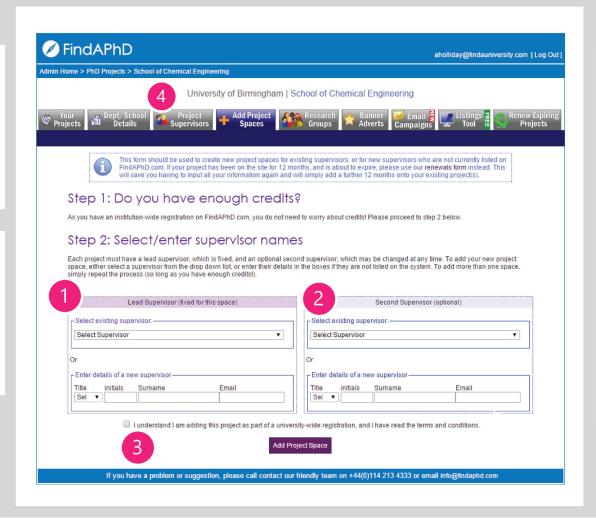
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Adding a new project space

If you need to add a new project to your account on FindAPhD.com you can do this via the 'Add project spaces' tab. Just make sure you have the academic supervisor's Title, Name and Email address ready as you will need this to set up a new space.

① LEAD SUPERVISOR

All PhD projects will have a supervisor. You need to either select the supervisor from the dropdown of existing supervisors or add their details in the box provided.

② SECOND SUPERVISOR

Some PhD projects will have a second supervisor. If you wish to add a second supervisor to a project then you can do this at the same time.

③ CONFIRM

We don't want you to add a new space by accident so please just click the confirmation box before you commit to adding the new project space. As soon as you do this the new space will appear in the 'Your projects' section.

What's next?

You can either enter the project details yourself (see next page), or if you would prefer the lead supervisor to fill out the project space you can send them their login details by clicking on the 'Project Supervisors' tab after adding the space. ④

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Admin Home > PhD Projects > School of Chemical Engineering

④ University of Birmingham | School of Chemical Engineering

| Your Projects | Dept/School Details | Project Supervisors | Add Project Spaces | Research Groups | Banner Adverts | Email Campaigns NEW | Listings Tool FREE | Renew Expiring Projects |

This form should be used to create new project spaces for existing supervisors, or for new supervisors who are not currently listed on FindAPhD.com. If your project has been on the site for 12 months, and is about to expire, please use our renewals form instead. This will save you having to input all your information again and will simply add a further 12 months onto your existing project(s).

Step 1: Do you have enough credits?

As you have an institution-wide registration on FindAPhD.com, you do not need to worry about credits! Please proceed to step 2 below.

Step 2: Select/enter supervisor names

Each project must have a lead supervisor, which is fixed, and an optional second supervisor, which may be changed at any time. To add your new project space, either select a supervisor from the drop down list, or enter their details in the boxes if they are not listed on the system. To add more than one space, simply repeat the process (so long as you have enough credits!).

① Lead Supervisor (fixed for this space)	② Second Supervisor (optional)
Select existing supervisor: [Select Supervisor ▼]	Select existing supervisor: [Select Supervisor ▼]
Or	Or
Enter details of a new supervisor	Enter details of a new supervisor
Title [Sel ▼] Initials Surname Email	Title [Sel ▼] Initials Surname Email

☐ I understand I am adding this project as part of a university-wide registration, and I have read the terms and conditions.

③ [Add Project Space]

If you have a problem or suggestion, please call contact our friendly team on +44(0)114 213 4333 or email info@findaphd.com

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Adding project details

Once you have set up a project space it's time to start adding the information. There are a number of fields to fill in and we recommend taking some time to make sure you have all the details included that the students are looking for. Making the most of these will also help how well indexed your projects are on the site.
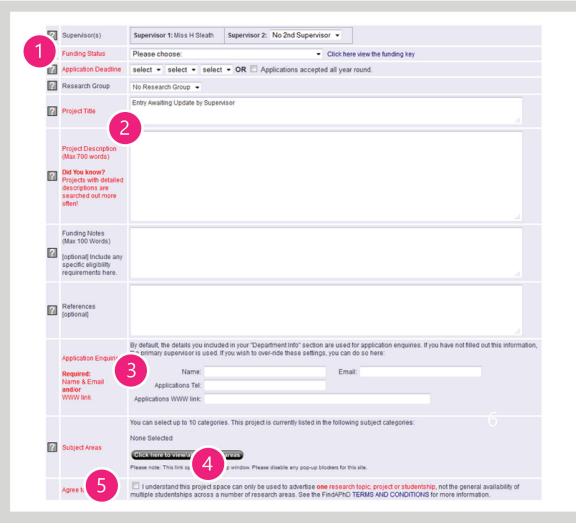
1 ADD PROJECT DETAILS

Start adding information like Funding Status. Is it available to ALL students or just UK/EU? Is it fully funded or in competition for funding?

Also you need to set a deadline for applications. Your listing will be hidden from the public after this date. If there's no deadline you can set it as "all year round" and log in to manually hide this once it has been filled.

2 TITLE AND DESCRIPTION

Please make sure you add the actual research title rather than just "PhD studentship". This will ensure users can see the actual topic when browsing.

Make sure you make use of the 700 word limit for the project description as all the words are indexed when students are searching. The more words you use, the better indexed it will be.

3 APPLICATION DETAILS

Make sure the details you put here are correct so that you do not miss any application enquiries. Giving students more than one way of contacting you may help increase your applications.

4 ASSIGN SUBJECT AREAS

Click here to choose up to 10 relevant subject areas to the PhD project you are adding. If it crosses multiple subject areas, great, select them all. Students searching for those areas will then find your listings under each subject area search.

5 TERMS AND CONDITIONS

It's important that the T&Cs are understood before posting your listing. We insist that each one only details one PhD project available for one student only.

CLICK HERE to view the project rules

Supervisor(s) | Supervisor 1: Miss H Sleath | Supervisor 2: No 2nd Supervisor

Funding Status | Please choose: | Click here view the funding key

Application Deadline | select select select OR ☐ Applications accepted all year round.

Research Group | No Research Group

Project Title | Entry Awaiting Update by Supervisor

Project Description (Max 700 words)

Did You know? Projects with detailed descriptions are searched out more often!

Funding Notes (Max 100 Words)

[optional] Include any specific eligibility requirements here.

References [optional]

Application Enquiries

By default, the details you included in your "Department Info" section are used for application enquiries. If you have not filled out this information, the primary supervisor is used. If you wish to over-ride these settings, you can do so here:

Required:
Name & Email and/or WWW link

Name: | Email:
Applications Tel:
Applications WWW link:

Subject Areas

You can select up to 10 categories. This project is currently listed in the following subject categories:

None Selected

Click here to view/add areas

Please note: This link opens a pop up window. Please disable any pop-up blockers for this site.

Agree to | ☐ I understand this project space can only be used to advertise **one research topic, project or studentship**, not the general availability of multiple studentships across a number of research areas. See the FindAPhD **TERMS AND CONDITIONS** for more information.