UoC Career Event Guide

Empowering Researchers

This guide contains instructions on how to use the UoC Career Career Event Guide for both event seekers and event providers.

General information

With the UoC Career Event Guide, the University of Cologne offers its academic staff a cross-departmental presentation of interdisciplinary events, such as training seminars, workshops, networking events, information events, etc. The HR Development for Researchers provides this platform in cooperation with the RRZK and other central providers of human resources development measures for the various institutions, but does not guarantee the accuracy and actuality of the information. The respective institutions must maintain this information.

Information for User

How do I find a **suitable event**?

You can filter all events listed on the platform. Simply select the relevant options and click on *Apply Filter*. You will then get an overview of all offers that match your search criteria.

Please note that the UoC Career Event Guide is currently still in the development process and will only be updated gradually by the various institutions (January 2020).

How does **registration** for events work?

The UoC Career Event Guide provides a platform on which the various institutions of the UoC can present their events. A registration via the UoC Career Event Guide is not intended, therefore a link is only provided to the corresponding institution. Please follow the registration link to receive further information on the registration formalities.

What does **„Only few places left"** mean?

It is possible to participate in events that are primarily aimed at members of a particular institution. However, these institutions sometimes open their events to other interested parties. You can recognise these offers by an hourglass symbol, as in these cases registrations are only possible at short notice.

Contact persons for questions and problems:

If you have questions about the content of an event, please contact the institution offering the event. In case of technical problems, please contact the RRZK of the UoC (Regional Computing Centre). For questions about the UoC Career Event Guide, please contact amc.office@verw.uni-koeln.de.

Can I also participate in **events that are not open for me?**

In the event settings, the institutions can explain very specifically for whom the event is open. Please refrain from additional inquiries if you do not correspond to the specified target group.

Information for Provider

Apply for an account

To be able to add your events, you need an account. You can apply for this by sending an e-mail to https://kim.uni-koeln.de/ stating your name, your institution and, if applicable, your uniKIM user name (amc.office@verw.uni-koeln.de). After we have checked your details, we will set you up as an event provider and you can add your events. If you do not have a uniKIM account, we will be happy to assign you a user name and a corresponding password for the UoC Career Event Guide. In this case, please send an e-mail to amc.office@verw.uni-koeln.de, stating your name, your institution and your e-mail address.

As soon as you are confirmed by AMC (you will receive a confirmation by e-mail), you can add your events.

Add and manage events

To add an event, please click on *Add your event* at the bottom of the overview page.

Here you get to the login page and you can log in with your UniKim account and the corresponding password.

After logging in, click on *Create offer* at the top of the page.

This takes you to the page for setting up a new event. Here you can enter all relevant information.

Create Offer

Title (german) [   ]

Title (english)* [   ]

Text (german)
[   ]
[   ]
[   ]
[   ]

Text (english)*
[   ]
[   ]
[   ]
[   ]

Event format* [   ]

Only few places left ☐

Competence category* [▾]

Target group* [   ]

Open for members of the following institutions* [   ]

Restrictions [   ]

Number of available places [⬍]

Gender [× divers | × female | × male   ]

Language of the event* [   ]

Registration link [   ]

Your institution* [▾]

[Cancel] [Save]

Please note: since the Career Event Guide is bilingual, two pages (English and German) have to be created. This means that even if your event is only available in German, you should enter the German version in the input fields provided (for the English version).

When selecting the fields of competencies, you have the possibility to assign your event to a category. The fields of competencies are based on the UniWIND Competence Clusters for Early Researchers (UniWIND Volume 10, 2019). If, however, you are still missing a decisive field of competencies or you are unsure which field of competence to assign your event to, please contact us by sending an e-mail to amc.office@verw.uni-koeln.de.

When selecting the fields of competence, you have the possibility to assign your event to a category. We have tried to map all the required categories as best as possible, but if you are missing a decisive one, please contact us by e-mail to amc.office@verw.uni-koeln.de.

When entering the event, you have the option of specifying if there are any remaining places (only a few places left). If you click on this selection, your offer will be marked in the overview with an hourglass symbol and will automatically move up in the order of the listed events.

When specifying *Open to members* of the following institutions, you can limit the target group at faculty level. If you want to make a more precise restriction, you can make further entries in the field.

Important: You can only enter the date of the event after it has been saved! To do so, click in the field next to *Day* and add the relevant days individually. For a multi-day event, each event day have to be added individually. The system automatically recognizes which is the first and which is the last date and inserts them accordingly at *Start and End*. There is no need to save the data additionally.

Once you have entered the date, you can activate the event directly. An event is only displayed in the user view if it has been activated. This enables you to create and edit planned events and activate them at a later date. Once the end date of the event has expired, it is automatically removed from the user view. However, it is still available under your account. For recurring events, all you have to do is adjust the date and reactivate the event.

You can also use the *Copy* button to copy existing events and save them as new events.

Contact in case of problems

If you have problems registering with your account or if you have any questions about the setting and administration of the events, please contact amc.office@verw.uni-koeln.de. We will check whether you have been granted the correct access rights in the system and furthermore we will be happy to help you become familiar with the system.

In case of problems with your UniKim Account or technical problems (example: page no longer accessible) please contact the RRZK.

Password forgotten

If you want to log into the system with your uniKIM account, but have forgotten your password, please contact RRZK. Please click here to request a change of your password. If you received a user name by the AMC team, please contact amc.office@verw.uni-koeln.de. We will then be happy to assign you a new password.