

Instructions for members

EU-China IP Academic Network
www.eucipan.org

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Member access

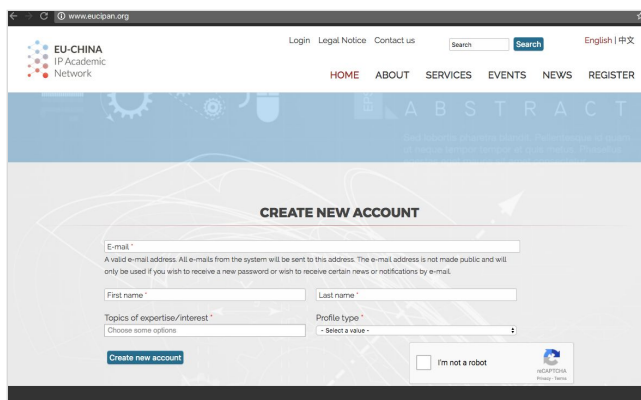
Non registered users may browse the eucipan.org website. Most services will be available, with the exception of creation of content and member contact form.

Becoming a member is free of charge and can be easily done through the following steps.

Registration Process

You can register as members in two ways:

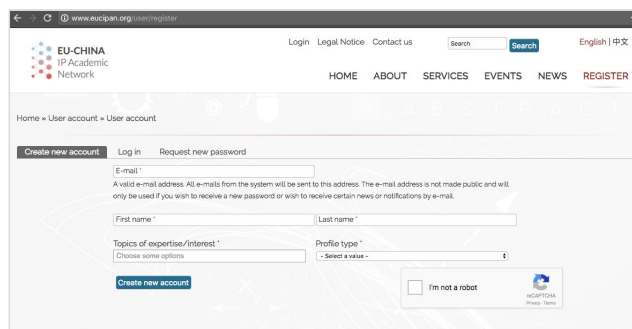
- Through the 'create new account' section at the bottom of the main page.



The screenshot shows the 'CREATE NEW ACCOUNT' form on the eucipan.org website. The form includes the following fields and options:

- E-mail *
- A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- First name *
- Last name *
- Topics of expertise/interest * (Choose some options)
- Profile type * (- Select a value -)
- I'm not a robot
-

- Through the registration page: <http://www.eucipan.org/user/register>



The screenshot shows the registration page on the eucipan.org website. The page includes the following elements:

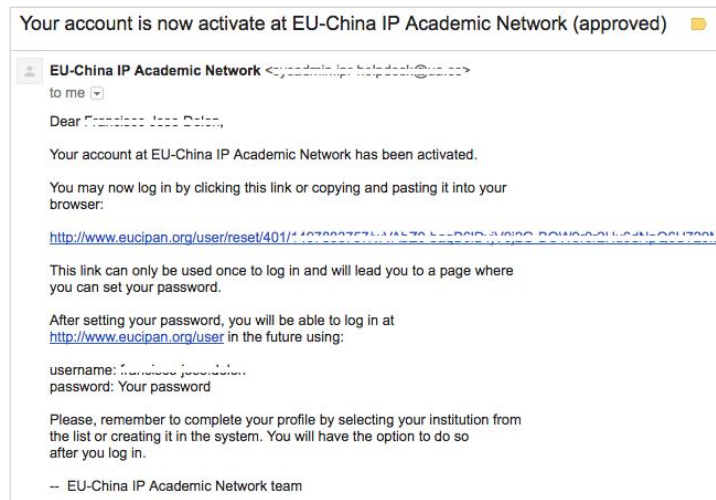
- Navigation menu: HOME, ABOUT, SERVICES, EVENTS, NEWS, REGISTER
- Breadcrumbs: Home > User account > User account
- Form fields and options: E-mail *, First name *, Last name *, Topics of expertise/interest *, Profile type *, I'm not a robot, and a Create new account button.

In both cases the required fields are the same: e-mail address, first name, last name, topics of expertise/interest and profile type (from student, academic, researcher or non-expert).

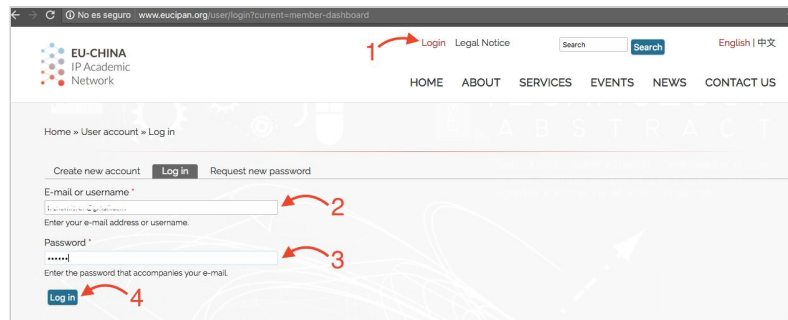
Once you have submitted your registration form, you will receive a welcome message indicating that your account is currently pending approval by the site administrator.



Once it has been approved, you will receive another email containing information about how to log in, set your password, and other details.



You will be able to log in to the site using the information provided and through the login link in the top secondary menu.



Once your are logged in to the site, you will be able to complete your profile with your password, experience, and select your institution from the list or creating it in the system.

Logging in

You can [log in](#) to the website with the link in the secondary menu on the header of every web page.



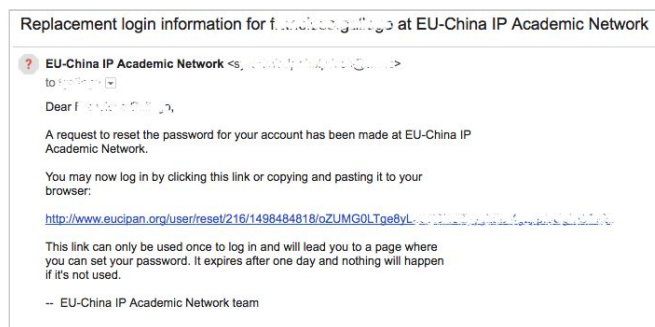
The log-in form asks for your username (e-mail address) and password that you previously entered in order to create a session in the website.

After logging in, you will be redirected to the dashboard presenting an account summary, the list of [services for members](#) and a list of existing contributed materials from your account.

Password reset

You can [request a new password](#) from a specific tab in the log-in form.

After entering a valid email address, you will receive an email with instructions and a one time use link to direct log in (no password) to be able to enter a new password value.



Logging out

When logged in, you will be able to close your session by clicking on the 'log out' link on top. This link will be in place of the 'log in' link.



Services for members

The following services are available for anonymous users but only members will be able to interact with the network.

Directory of experts

Are you a researcher or are you looking for an academic? This dynamic database provides access to the most important academics and researchers in the field of intellectual property (IP) in the European Union and China.

Members can be listed in the public directory of experts by choosing an expert profile type in the registration form. This option can be avoided by choosing a non-expert profile type from the list.

Directory features

Contact members

A member get in contact with any expert through the contact form.

A list of members' contributions will appear

Directory of Universities

Looking for a university that offers IP courses? This database provides a list of universities in Europe and China in an easy to use searchable format.

IP Information Centre

Looking for research in your field or interested in IP? Would like to include your research paper? This repository of research papers, reference documents and other teaching materials related to Intellectual Property allows you to support your studies or research.

Scholarships on IP

Resources for college and university students wishing to study IP in the EU and China including a comprehensive listing of grants, scholarships, and other information to assist in their pursuit to study IP.

Events on IP

Managing content

Member users can add universities, IP information centre resources, scholarships, events and news. Once the content has been created, it has to be approved by a user with permissions for it.

Each member user has permissions to edit its own content until it is approved.

Adding universities

The information needed to fill in the university form is:

- **Title**, name of the institution
- **Acronym** or short name of the university
- City or **cities** where the university has its facilities
- **Country** of the university
- **Logo** image in PNG format. GIF or JPG are allowed too
- Specific web **link** to IP department, when possible, or generic university link
- Representative **topics** of the university
- **Programmes** related to IP offered by the university
- **Description** of the university

Adding IP information resources

The information needed to fulfil the resource form is:

- **Title** of the resource
- **Link** to original resource
- Resource **file** in txt, png, jpg, pdf, doc or docx format with a maximum of 64Mb.
- **Author(s)** of the resource
- **IP topics** of the resource
- **Description** of the resource
- Choose one **resource type** of the list

Adding scholarships

The information needed to fulfil the resource form is:

- **Title** of the resource
- **Further information link** to original resource
- **Requirement** for access to the scholarship offer
- **Institution** that offers the scholarship
- **Submission deadline** to register for the scholarship
- **Attachment** file in txt, png, jpg, pdf, doc or docx format with a maximum of 64Mb.
- **IP topics** of the scholarship
- **Duration** of the scholarship. If it is unlisted, select other and specify **start** and **end dates**.
- **Description** of the scholarship offer