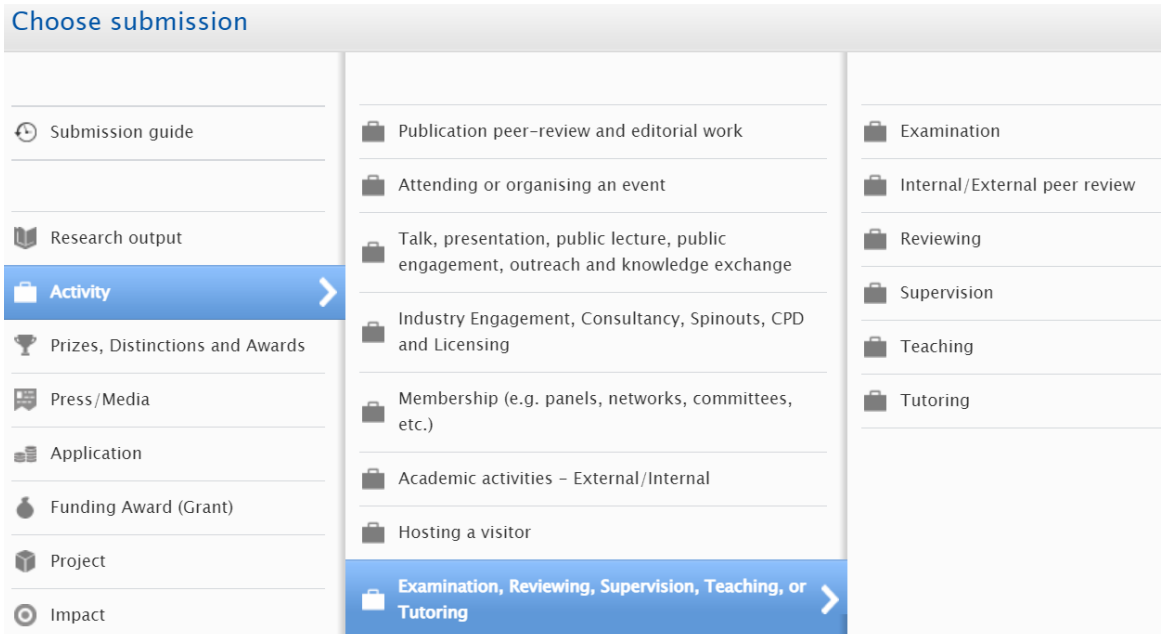


## Adding Activities – Examination, Reviewing, Supervision, Teaching

1. Log into Pure with your University of Aberdeen Login at <https://pure.abdn.ac.uk/admin/login.xhtml>
2. Click on the add content button and then select activities, then the examination, supervision, teaching or tutoring. Then select the best sub-type for describing the activity.

Choose submission



Submission guide

Research output

**Activity**

Prizes, Distinctions and Awards

Press/Media

Application

Funding Award (Grant)

Project

Impact

Publication peer-review and editorial work

Attending or organising an event

Talk, presentation, public lecture, public engagement, outreach and knowledge exchange

Industry Engagement, Consultancy, Spinouts, CPD and Licensing

Membership (e.g. panels, networks, committees, etc.)

Academic activities – External/Internal

Hosting a visitor

Examination

Internal/External peer review

Reviewing

Supervision

Teaching

Tutoring

**Examination, Reviewing, Supervision, Teaching, or Tutoring**

3. Add the title of the associated activity.
4. Provide a summary of the activity or describe your contribution to the activity – if the record is public this information will be shown on the University’s Research Portal.
5. Enter a date or time period for the activity.
6. Select the degree of recognition that is best suited to the activity.

### Activity information

Title \*

Activity

Description

Period \*

Specific date

Period of time

Degree of recognition

No value

No value

International

National

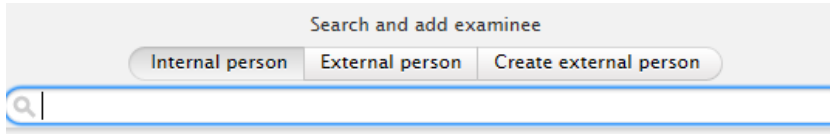
Regional

Local

Examination of

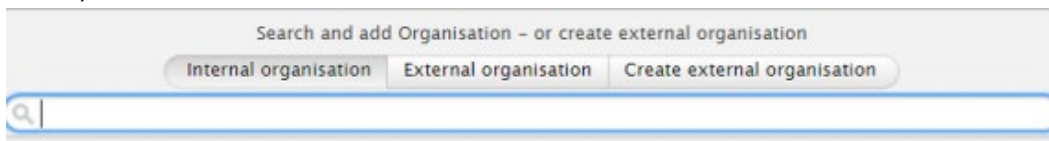
Examination at

7. Add the examinee if the examination was of one person. Search for the internal individual if they were a student or staff member of the University of Aberdeen.



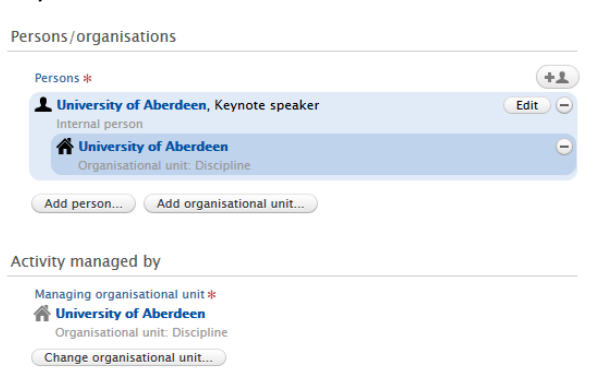
The screenshot shows a search interface titled "Search and add examinee". It has three tabs: "Internal person", "External person", and "Create external person". Below the tabs is a search input field with a magnifying glass icon on the left.

8. Add the organisation here the exam took place. Search for internal organisation if this took place at the University of Aberdeen. If not, search for external organisation and if not listed, create a new one.



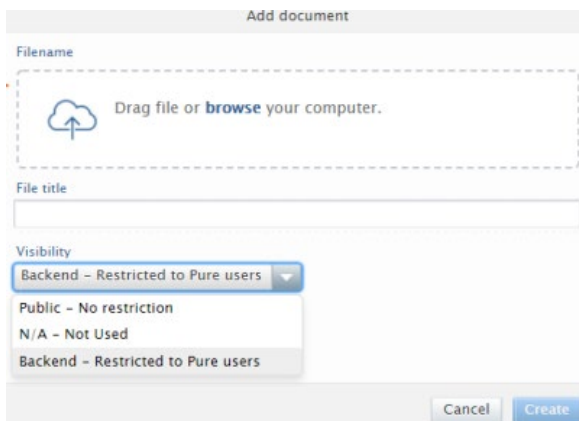
The screenshot shows a search interface titled "Search and add Organisation - or create external organisation". It has three tabs: "Internal organisation", "External organisation", and "Create external organisation". Below the tabs is a search input field with a magnifying glass icon on the left.

9. Add the name of the examiner, supervisor, or internal/external individuals who took part in the activity.



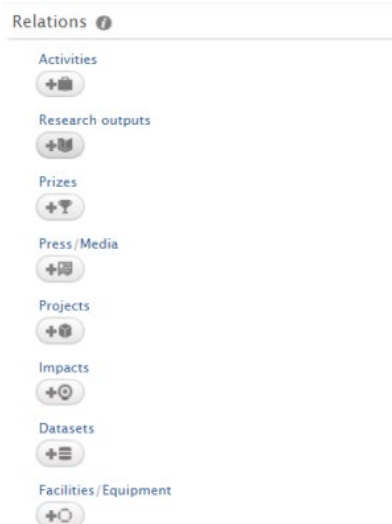
The screenshot shows two sections. The first section, "Persons/organisations", has a search bar and a list of results. One result is highlighted: "University of Aberdeen, Keynote speaker" (Internal person) with an "Edit" button. Below it is "University of Aberdeen" (Organisational unit: Discipline). There are "Add person..." and "Add organisational unit..." buttons. The second section, "Activity managed by", has a search bar and a list of results. One result is highlighted: "University of Aberdeen" (Organisational unit: Discipline) with a "Change organisational unit..." button.

10. Attach any relevant documents or web links. You can add different file types such as PDF and PNG. Ensure that you are authorised to upload these files. Put the visibility as **backend – restricted to Pure users** if the files should not be seen by the public on the University’s Research Portal. Please note that the main record can be public even if added files are restricted. Ensure the web links added are active and archived.



The screenshot shows the "Add document" interface. It has a "Filename" section with a dashed box containing a cloud icon and the text "Drag file or browse your computer.". Below that is a "File title" input field. The "Visibility" section has a dropdown menu with three options: "Backend - Restricted to Pure users" (selected), "Public - No restriction", and "N/A - Not Used". At the bottom are "Cancel" and "Create" buttons.

11. Relate the activity to other content types such as a journal article to showcase the different parts of your research and network.



12. Choose the option '**public – no restriction**' for the visibility if you want the record to be displayed on the Research Portal.



13. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.

