03a_Basic information on the functions of PolyU Scholars Hub

1. Introduction of The Roles of a Department Admin

Department admins are responsible for maintaining the quality of data in PolyU Scholars Hub, in terms of comprehensiveness and accuracy. Various information fields are available when creating publication or award records in PolyU Scholars Hub. Therefore, the roles of department admins are:

- Communicate with academic staff on improving research data quality
- Validate the output records from academic staff when all necessary data are inputted
- Contact PolyU Scholars Hub support on any technical issues

2. Admin rights of a Department Admin

In usual practices, department admins could edit PolyU Scholars Hub records that are affiliated to their department, while enjoying the rights of:

i.   Editor of Activities
ii.   Editor of Curriculum vitae
iii.   Editor of Press/media
iv.   Editor of Prizes
v.   Editor of Research Outputs
vi.   Submitter of Research Outputs
vii.   Validator of Research Outputs

Note that the coverage of admin rights may be varied in some cases.

3. Manageable PolyU Scholars Hub Contents for a Department Admin

Managed by you	Managed by central units (only viewable)
☑ Activities ☑ Prizes (including honorary awards) ☑ Press / Media ☑ Research output (except those on the right) ☑ An organizational unit **(only for SEO & AO)**	🚫 Projects-related: Applications, Awards[1], and Projects 🚫 Research output-related: Patents, IP Agreements, Companies, Student theses 🚫 Facilities / Equipment

As for manageable content types, you would see a "+" sign when you hover over them.
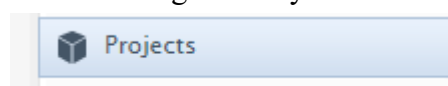
🏆 Prizes **+**	📦 Projects
Editable ✓	Non-editable ✗

Note: Department admins could only edit the records that belong to their department, i.e. managing organizational unit

Publication managed by ⓘ

Managing organisational unit ✱
🏠 **Institutional Research and Planning Office**
Organisational unit: Office

(Change organisational unit...)

Some of the contents (usually the old ones) are managed by a central unit (The Hong Kong Polytechnic University), in which department admins could only view them. Please contact us if you would like to edit any of them, or would like a transfer of ownership.

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[1] The term "Awards" in PolyU Scholars Hub means the funds awarded to projects. For honorary awards, use Prizes instead

4. Contents that are already synchronized into PolyU Scholars Hub

Some PolyU Scholars Hub basic contents are auto-imported from other internal units, in which you may need to contact related departments if you wish to amend the synchronized information.

Content type in OPUS	Pull Data to OPUS (Department / Stakeholder)	Platform
Research Outputs	Academic staff	
Activities	Academic staff	
Prizes	Academic staff	
Press/Media	Academic staff	
Awards	RIO	PGMS
Projects	RIO	PGMS
Facilities/Equipment	/	
Student theses		
Curricula Vitae	Academic staff	
Persons & organization (i.e. Researcher profile)	HRO – Staff; AR/GS – Student; HRO – Organization List	HRO- CHRIS AR-SRS GS-RIS

Addition of research centres/labs into PolyU Scholars Hub

HRO / other data source does not have information on departmental research centres and labs. If you have the right to manage your organization profile in PolyU Scholars Hub, you may add them back. Else you can contact us and we will add it for you. If in the future a research centres / lab is no longer in service, just set an end date to its record.

5. Alert Reports

PolyU Scholars Hub administrators will generate alert reports for departments regularly (usually on monthly basis). The report highlights possible problematic cases and records. These reports will be shared via OneDrive. Please contact us if you have not been granted access to the alert report files.

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