

Dear partners,

Here you can find instructions on how to upload your documents through the MARDS website.

Open the MARDS website using Google chrome, and in the homepage you will find icon "upload/download files". It will direct you to submit documents on MARDS Google drive. Go to Google chrome settings in the upper right corner → settings in the upper left corner → advanced → privacy and security → content settings → pop-ups and redirects → allowed. If you use another browser then you need to allow pop-ups and redirects. Insert your password and sign in with your Gmail account. The password will be sent to you by our administrator. It will allow you to access the folder of your institution. Inside it there are 6 subcategories where you will upload your documents.

In the page: <https://www.mards.ucg.ac.me//documents.html> you will find examples of the documents that we prepared as templates, and there you can find explanation on how to name the documents for each category of the costs. Please upload your documents inside the appropriate folder/subcategory.

Our officer will do audit of the uploaded documents every two weeks.

We hope that you will find this information useful.

In case of any questions or problems, feel free to contact us.

Sincerely,

MARDS team

REFORMING DOCTORAL STUDIES IN MONTENEGRO AND ALBANIA – GOOD PRACTICE PARADIGM

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