



EPICUR
**European Partnership for an Innovative
Campus Unifying Regions**

**Design for a Virtual University
Registrar System (VURS)**

Task lead: AUTH

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WP4: Pave the way for an Inter-University Campus, using a student (and staff) centred approach

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1 Introduction

1.1 Context

1.1.1 European Universities Alliances initiative

At the European Council of 14 December 2017, Heads of State and Government called on Member States, the Council and the European Commission to take forward work on "European Universities", which are bottom-up networks of universities across the EU that will enable students to obtain a degree by combining studies in several EU countries and will contribute to the international competitiveness of European universities.

The Education Council Conclusions of 22 May 2018 further stressed the potential of 'European Universities' to "significantly enhance mobility and foster high quality and excellence in education and research, by strengthening the link between teaching, research and innovation and knowledge transfer, by demonstrating the benefits of multilingual learning, the recognition of qualifications and by developing joint education and research programmes and projects." They also highlighted that the European Universities "could play a flagship role in the creation of a European Education Area as a whole".

To achieve this objective, the European Commission proposes an unparalleled initiative which requires a quantum leap in cooperation between all types of higher education institutions from all regions in Europe and at all levels of the organisation, across all areas of activity, from teaching and learning to research and innovation.

Following two calls for Erasmus+ projects for European universities in 2019 and 2020, 41 alliances representing 280 higher education institutions have received funding of €5 million each from the European Commission for the three-year pilot phase.

European Universities' have an ambitious mandate to trigger unprecedented levels of institutionalised cooperation making it systemic, structural and sustainable. As such, European Universities aim at achieving the following two objectives:

- Promoting **common European values** as enshrined in article 2 of the Treaty on European Union and a **strengthened European identity** by bringing together a new generation of Europeans, who are able to cooperate and work within different European and global cultures, in different languages, and across borders, sectors and academic disciplines.
- Reach a substantial leap in **quality, performance, attractiveness and international competitiveness of European higher education institutions** and contributing to the European knowledge economy, employment, culture, civic engagement and welfare. 'European Universities' will be key drivers to boost the quality of higher education and where possible to strengthen its link to the research and innovation landscape in Europe and its outreach towards the society and economy.

The term "Universities" should be understood in its broadest sense, including all types of Higher Education Institutions. The European Universities initiative responds to a **long-term vision** that has the potential to transform the institutional cooperation between higher education institutions and bring it to the next level.

1.1.2 EPICUR: European Partnership for an Innovative Campus Unifying Regions

EPICUR, the European Partnership for an Innovative Campus Unifying Regions, is a first-generation European University Alliance, dedicated to shaping European Society in Transition through the development of collaborative inter- and transdisciplinary teaching and learning.

EPICUR's key objective is to become a role model for a European University in boosting the mobility (be it physical, virtual, or blended) of our students, teachers, researchers and staff across the alliance's Inter-University Campus. Thereby offering a broad student body access to innovative, research-inspired academic training programmes with a distinct European signature. During the pilot phase, EPICUR will adopt a step-by-step approach through testing enhanced levels of cooperation and integration on four key areas of activity: strategic policy development, innovative pedagogies, developing a platform for a virtual EPICUR campus, and connecting regional networks.

1.1.3 Partners of the alliance

Table 1: EPICUR Partners

| Institution name and acronym | Country |
|--|-----------------|
| Université de Strasbourg (UNISTRA) | France |
| Uniwersytet im. Adama Mickiewicza w Poznaniu (AMU) | Poland |
| Aristotelio Panepistimio Thessalonikis (AUTH) | Greece |
| Universität für Bodenkultur Wien (BOKU) | Austria |
| Karlsruher Institut für Technologie (KIT) | Germany |
| Université de Haute-Alsace (UHA) | France |
| Albert-Ludwigs-Universität Freiburg (ALU-FR) | Germany |
| Universiteit van Amsterdam (UvA) | The Netherlands |
| University of Southern Denmark (SDU) | Denmark |

1.2 Objective of this deliverable

This deliverable is an output of **Task 4.2.3: Guideline and design for a Virtual University Registrar System (VURS)** and it contains:

- 1 set of Technical and methodological guidelines on VURS for EPICUR members
- 1 set of guidelines for other HEI on how to design, develop and implement a VURS

Task 4.2.3, led by P3 AUTH, designs the functionalities of the pilot Virtual University Registrar System. The functionalities will satisfy and respond to the procedures presented in Activity 4.1, built on the needs of the WPs, and integrate the requirements of the Virtual Campus Learning Platform (Task 4.2.1).

It should be noted that the implementation of the VURS systems should:

- be based on open technologies, standards and specifications
- be agnostic about the current infrastructure of the participating universities
- explore innovative solution (like blockchain or others)

The definition of the guidelines for the Virtual University Registrar System, functionalities and prototype will be made through the following steps:

- Case study of existing systems within partner universities
- Identification of all the information needed to be integrated: accepted mobilities, ECTS gained, grades, contact details etc.
- Specification of necessary modifications in existing systems to comply with the outcome of Activity 4.1
- Design of the VURS infrastructure to be integrated into the VCLP but also to deliver transcripts back to the local (home) university

2 Case study of existing systems within partner universities

The following chapter provides the results of a mapping exercise that has been done to get information about the different Campus Management Systems / Student Information Systems / Student Registrar System that are used at each partner. The questions provided in the survey are focused on the integration of user directories, the integration of the CMS/SIS.

Table 2 presents the main findings concerning the current situation about the CMS and the user management in the partner universities. The detailed answers of the partners are presented as an Appendix of the current document.

According to this table the main results are the following:

- The CMSs of almost all universities are different/ Some of them are home-made, others are open source and some of them are commercial solution.
- The User management services are common, mainly based on Shibboleth Single Sign-On.

Therefore, it is obvious that a centralised Campus Management System for supporting the EPICUR students admission and registration could be a promising solution. To this direction, EPICUR consortium has decided to design and develop EPICUR tailor made functionality on top of the Universis Student Information System¹ by Aristotle University of Thessaloniki.

Table 2: Case study of existing CMS within partner universities

| Partner | CMS | User mangagement |
|----------------|--|---|
| UNISTRA | Custom (home-grown) | LDAP or Active Directory. Shibboleth Single Sign-On |
| AMU | University Study-Oriented System (called USOS) | LDAP, CAS - single sign on |
| AUTH | Universis (home-grown) | Single Sign-On or Universal Login (SAML2) and the LDAP Directory Server |
| BOKU | BOKU online, based on Campus Online | Shibboleth Single Sign-On |
| KIT | CAS Campus | Shibboleth Single Sign-On |
| UHA | AMUE/APOGEE | Shibboleth Single Sign-On |
| ALU-FR | HisinOne | LDAP and Shibboleth |
| UvA | Customized commercial platform (Peoplesoft) | LDAP or Active Directory |
| SDU | STADS | OAuth2 |

3 Towards VURS design

3.1 Information to be integrated in VURS

This section identifies all the information needed to be integrated in VURS, namely accepted mobilities, ECTS gained, grades, contact details etc.

The information needed to be integrated in to VURS has been extensively described in deliverable “**D4.1.2 Procedures for evaluating courses and monitor mobility**”. The following paragraph is presenting the data for the description of the main entities of the VURS according to this document.

3.1.1 Students' Data

- First name
- Last name
- Date of birth
- Gender
- Place of birth
- Home university Name
- Home university Faculty/Department
- Grade on EPICUR courses
- Total ECTS gained in home university
- Language skills certificates
- Proficiency in language of instruction
- Motivation

3.1.2 Data for Professor(s)/Instructors supporting a course

¹ <https://universis.gr/>

- Student received per university
- Courses offered per university
- Instructors' Name [additional instructors]
- Instructors' Email [additional instructors]
- Course evaluation by the students [in future]²
- Instructor evaluation by the students [in future]³

3.1.3 Data for Educational activities-Classes/Course(s) that are part of a mobility/Mobility structure

Table 3 is presenting data for mobilities/courses/classes.

Table 3: Data for mobilities/courses/classes

| Category | Data for every category |
|-----------------|--|
| Mobility/Module | Description |
| | Title* ⁴ |
| | Description* |
| | Start Date |
| | End Date |
| | Admission criteria (ToR, proof of language, how many ects, other)* |
| | Study type* |
| | Default Grading Scheme* |
| Course | Description |
| | Title* |
| | Description* |
| | Syllabus |
| | Learning Outcomes / General Competences |
| | ECTS* |
| | Language of instruction* |
| | Course area |
| | Focus Language |
| | Instructors' Name [supervisor]* |
| | Instructors' Email [supervisor]* |
| | Additional info |
| | Institutional course website |
| | Grading Scheme* |
| | Course type* |
| | Host institutions* |
| Class | Description |
| | Title* |
| | No of available spots (= EPICUR quota)* |

² It will be defined in future phase based on the results of the Task3.4.3 "Monitoring and reporting of WP3 & Quality assurance: 1 report on quality assurance" Date: M35.

³ It will be defined in future phase based on the results of the Task3.4.3 "Monitoring and reporting of WP3 & Quality assurance: 1 report on quality assurance" Date: M35.

⁴ *: Mandatory fields

| Category | Data for every category |
|----------|---|
| | Start date of the class (actual date, not semester label) |
| | End date of class (actual date, not semester label) |
| | Schedule [Meeting times, Meeting pattern (what days of week) and course start/end times on those days (or description of meeting pattern if irregular or asynchronous)] |
| | Instructors' Name [additional instructors] |
| | Instructors' Email [additional instructors] |
| | Virtual conference room |

3.1.4 Data for receiving University offering course(s) to the mobility

- Student received per university
- Courses offered per university
- Course evaluation by the students [to be implemented]⁵
- Instructor evaluation by the students [to be implemented]⁶

3.1.5 Data for Home University sending students to a mobility

- Student per university
- Courses offered per University

3.2 High level EUIC architecture and main VURS components

This paragraph is presenting a high-level architecture of the EPICUR Inter-University Campus and the main VURS components.

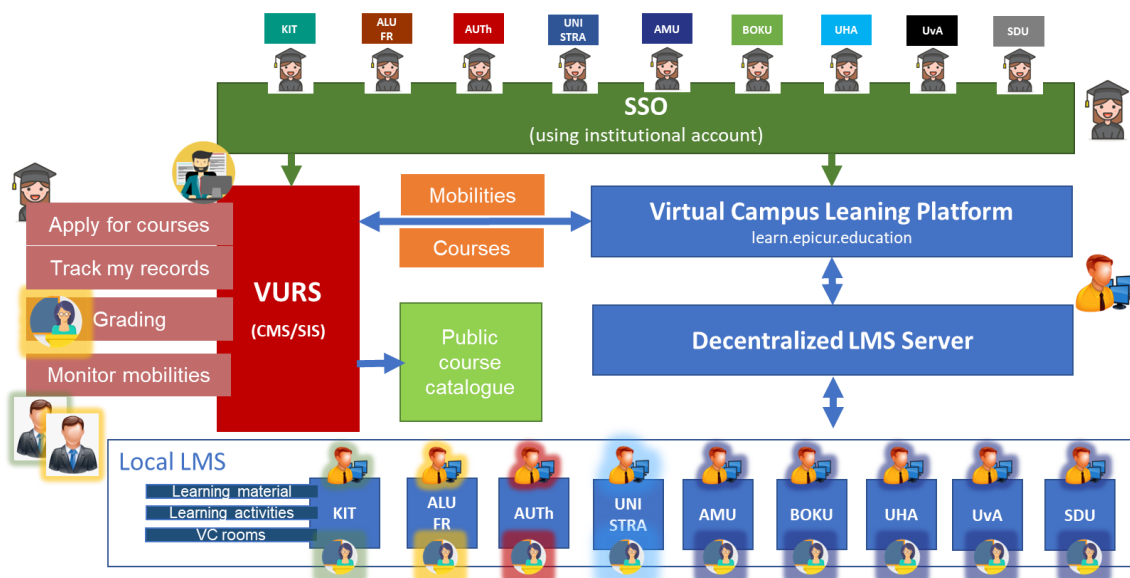


Figure 1: EUIC high level architecture

The main EUIC components are the following (Figure 1):

- Single Sign On (SSO) Services

⁵ It will be defined in future phase based on the results of the Task3.4.3 “Monitoring and reporting of WP3 & Quality assurance: 1 report on quality assurance” Date: M35.

⁶ It will be defined in future phase based on the results of the Task3.4.3 “Monitoring and reporting of WP3 & Quality assurance: 1 report on quality assurance” Date: M35.

- Virtual University Registrar System (VURS): Centralised Campus Management System/Student Information System (CMS/SIS) keeping the necessary information for the students' mobilities and services.
- Virtual Campus Learning Platform (VCLP)⁷: It is the Learning Management System (LMS) of EPICUR along with a Decentralised LMS server acting as gateway to local LMSs of the partners.

The main VURS Components are the following (Figure 2):

- Course Catalogue (<https://courses.epicur.auth.gr>): Public course catalogue of all learning pathways offered to the EPICUR students.
- Candidates App (<https://register.epicur.auth.gr/>): The application for the prospective students to apply for participation in the EPICUR learning pathways.
- Students App (<https://students.epicur.auth.gr/>): The application for the selected students attending the EPICUR learning pathways.
- Registrar App (<https://registrar.epicur.auth.gr/>): The application for the administrative staff to monitor EPICUR learning pathways and students mobilities.
- Faculty App (<https://faculty.epicur.auth.gr/>): The application for the teaching staff delivering a course that is part of an EPICUR learning pathway.
- Admin Panel (<https://registrar.epicur.auth.gr/>): A specific part of the application for the Registrar App to admin the rights and roles of the rest of the users.
- VURS API Server: The core service interacting with all the apps above and the VCLP component.

Figure 2: VURS components

3.3 Interface with local CMS and VCLP

This paragraph specifies of necessary modifications in existing systems to comply with the outcome of Activity 4.1 and namely to create an interface of VURS with local CMS of every partner. This interface should be based on open standards in order to facilitate the VURS-CMS interconnection in a robust and secure manner. VURS API server is supporting IMS OneRoster[®]: Specification⁸.

OneRoster is based on Learning Information Services (LIS)⁹, which is a standard that is maintained by IMS Global. The standard addresses the exchange of student data (about people, courses, enrollments and grades) between different educational systems. LIS has very wide adoption in Higher Education (HE). OneRoster is a considerably simplified LIS service and data model. The binding for OneRoster is either a pure data format using Comma Separated Value (CSV) files or as a service with data exchange between service providers and service consumers using a RESTful approach carrying Java Script Object Notation (JSON)-encoded data.

3.4 Description of the VURS supported use cases and functionality

This section briefly presents the methodology for describing the VURS supported use cases and functionality.

3.4.1 About the Use cases

The section on Use Cases (Section “4 VURS Use Cases”) describes the context of the system and the problem(s) that it solves. The aim is to provide an introduction to the system that is accessible to non-domain experts. The problem description enumerates the key features of with the system and how the system provides value to them. The focus of this section is on the features concerned with and communicating with the system, and on the roles of these features, not on the system itself.

⁷ This component is described in detail in the Deliverable of Task 4.2.1 with title : Initial design and creation of the Virtual Campus Learning Platform (VCLP)”

⁸ <http://www.imsglobal.org/oneroster-v11-final-specification>

⁹ <https://www.imsglobal.org/ims-learning-information-services-overview>

Use cases have been adopted to extract the main components resulting (mainly) from the previous WP4 tasks:

We use these use cases in order to capture the intended behavior of the system without having to specify how that behavior is implemented. These use cases will provide a way for developers and users to come to a common understanding on the functionality of the intended system.

The use cases are divided into basic groups concerning the different end user target groups and entities. The agreed format for the use cases, as decided by the EPICUR partners, is presented at Table 4.

Table 4: Template for Use Cases

| | |
|-----------------------|---|
| Use Case | Use case identifier and reference number and modification history |
| Description | Goal to be achieved by use case |
| Actors | List of actors involved in use case |
| Assumptions | Conditions that must be true for use case to terminate successfully |
| Steps | Interactions between actors and system that are necessary to achieve goal |
| Variations | Any variations in the steps of a use case |
| Non-Functional | List any non-functional requirements that the use case must meet |
| Issues | List of issues that remain unresolved |

3.4.2 About System Interface and System functionality

The section on system interface and System Functionality (Section “5 VURS Functionality”) documents the services that the system provides in terms of responsibilities. Often the system interface may be organized into a set of sub-interfaces, each sub-interface corresponding to a distinct usage of the system, e.g., there may be specific interfaces for system configuration, for normal system use, and for system management. This document is mainly focused on the normal system use. The most important system interfaces will be presented as they have been **already** developed according to the required functionality. Along with the system interfaces the specific system functionality are described using the template presented in Table 5.

Table 5: Template for Functionalities

| | |
|-----------------------------|--|
| Functionality Name | Name of the functionality |
| Relative Use Case(s) | Use Case(s) where the functionality could contribute |
| Relative Element | Feature that this functionality corresponds to (e.g. Forum) |
| Actors | Users or system components that will use this functionality |
| Input Data | Data needed for the implementation |
| Description | Process that will be followed for the achievement of the functionality |
| Output Data | Expected result |

3.5 Definition of VURS actors

The platform is divided in the following parts:

- Course Catalogue
- Candidates App
- Students App
- Registrar App
- Faculty App
- Admin Panel

Each of those application can be accessed by its specific webpage.

Table 6 presents and overview of VURS Roles and Rights per Component.

Table 6: Overview of VURS Roles and Rights per Component

| Component | Roles/Rights |
|-----------|--------------|
|-----------|--------------|

| | |
|-------------------------|--|
| Course Catalogue | Guest / Open access to everyone |
| Candidates App | Candidate /Every user of the local partner universities; S/he can apply for a mobility |
| Students App | EPICUR student / Student that has been selected to at least one EPICUR mobility and can track his records and communicate with the professors. |
| Registrar App | Administrative staff / Creation of mobilities and courses; admission of students |
| Faculty App | Teaching staff / Grading and communication with the students |
| Admin Panel | Administrator / Responsible for: <ul style="list-style-type: none"> • data consistency. • bug fixes. • analytics reports. site reliability. |

4 VURS Use Cases

This section describes the VURS supported use cases.

4.1 Access and Registration / Login

This section describes the basic use cases for the creation of a user account.

4.1.1 User Login

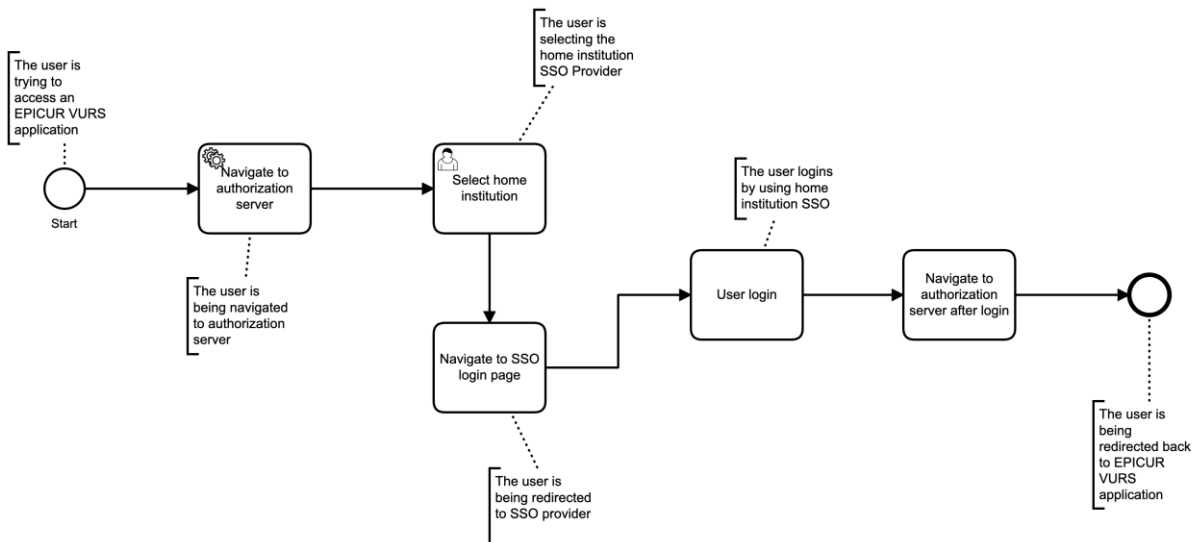


Figure 3: Use Case - User Login

Table 7: Use Case - User Login (description)

| Use Case | User Login |
|-------------|---|
| Description | A mechanism to authenticate EPICUR members in order to access the platform |
| Actors | All Users |
| Assumptions | A member of any partner of EPICUR wishes to login into VURS. |
| Steps | The user <ul style="list-style-type: none"> • clicks on a link to access an application of EPICUR VURS • is being redirected to Authorization Server of VURS • selects its home institution SSO Service and is being redirected to the login |

| | |
|-----------------|--|
| | <p>page of the selected provider</p> <ul style="list-style-type: none"> • After login it's returning back to the authorization server and finally it's being redirected to EPICUR VURS application. <p>Required form fields are: Email address and Password. After filling the correct information in the form, by pressing the Login In button, the user is redirected to the main</p> |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2 Registrar

This section describes the uses cases for the EPICUR administrative staff (registrars) monitoring and creating the mobilities.

4.2.1 Registrar dashboard

Table 8: Use Case - Registrar dashboard

| Use Case | dashboard |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users to view and manage all the available entities of EPICUR VURS based on the permissions they have upon them |
| Actors | Administrators, Registrar Users |
| Assumptions | A user wants to have an interface with extended tools in order to view and manage EPICUR VURS entities. |
| Steps | The user logs in to registrar dashboard which provides a set of actions to manage the available entities. A sidebar should contain the list of the core entities of EPICUR VURS, and a toolbar should have common actions made by the user. |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.2 View Lecturers

Table 9: Use Case - View Lecturers

| Use Case | View Lecturers |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to view lecturers |
| Actors | Administrators, Registrar Users |
| Assumptions | A user wants to manage lecturers |
| Steps | <p>The user can</p> <ul style="list-style-type: none"> • see a list of lecturers • filter lecturers by using specific criteria like name, email, status etc • sort lecturers by name or any other available attribute • add a new lecturer or edit an existing one |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.3 Edit Lecturer

Table 10: Use Case - Edit Lecturer

| Use Case | Edit Lecturer |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage lecturers |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage lecturers. |
| Steps | The user can: <ul style="list-style-type: none"> • navigate to the list of lecturers • have an overview of information related to a lecturer • connect a lecturer with a specific class • connect a lecturer with a specific course exam |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.4 View Students

Table 11: Use Case - View Students

| Use Case | View Students |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to view students |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with wants to view students. |
| Steps | The user can <ul style="list-style-type: none"> • see a list of students • see a list of active students • filter students by using specific criteria like name, email, status etc • sort students by name, status or any other available attribute |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.5 Edit Student

Table 12: Use Case - Edit Student

| Use Case | Edit Student |
|-------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to edit student records |
| Actors | Administrators, Registrar Users |
| Assumptions | A user wants to add or edit a student |
| Steps | The user can <ul style="list-style-type: none"> • navigate to student's overview page • view and edit student personal information • view a list of student courses • view a list of student grades • view a list of student registrations |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • view student requests • view student documents • view student internships • communicate with student by sending and receiving messages |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.6 Application on behalf of a student

Table 13: Use Case - Application on behalf of a student

| Use Case | Application on behalf of a student |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to apply for on behalf of a student |
| Actors | Administrators, Registrar Users |
| Assumptions | A user wants to apply for on behalf of a student |
| Steps | The user can <ul style="list-style-type: none"> • navigate to student's overview page • select an application type like a student request for a transcript of records • complete the form provided • submit the application |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.7 Export a report

Table 14: Use Case - Export a report

| Use Case | Export a report |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to export/print a report |
| Actors | Administrators, Registrar Users |
| Assumptions | A user wants to export/print a report for the selected student |
| Steps | The user can <ul style="list-style-type: none"> • navigate to student's overview page • select the report type like a transcript of records • export report |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.8 View Courses

Table 15: Use Case - View Courses

| Use Case | View Courses |
|-------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to view courses |
| Actors | Administrators, Registrar Users |

| | |
|-----------------------|--|
| <i>Assumptions</i> | A user with elevated privileges wants to view available courses. |
| <i>Steps</i> | The user can <ul style="list-style-type: none"> • view a list of courses • view a list of active courses • filter courses by using specific criteria like course status, category etc • sort courses by name or any other available attribute • create a new course or editing an existing one. |
| <i>Variations</i> | - |
| <i>Non-Functional</i> | - |
| <i>Issues</i> | - |

4.2.9 Edit Course

Table 16: Use Case - Edit Course

| Use Case | Edit Course |
|-----------------------|--|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to manage courses |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage available courses. |
| <i>Steps</i> | The user can <ul style="list-style-type: none"> • navigate to course's overview page • edit course attributes like name, course category, description etc. • view list of course classes • add a new course class for a specific academic year and period • view list of course exams • add a new course exa, for a specific academic year and period • view list of study programs connected with a course |
| <i>Variations</i> | - |
| <i>Non-Functional</i> | - |
| <i>Issues</i> | - |

4.2.10 View Classes

Table 17: Use Case - View Classes

| Use Case | View Classes |
|--------------------|---|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to view course classes |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage available classes. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • see a list of classes • filter classes by using specific criteria like status, academic year and period etc. • create a new or edit an existing one • associate a class with a lecturer • see the list of registered students • have a set of actions like change the status of one or more classes • create a new class or editing an existing one |

| | |
|-----------------|---|
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.11 Edit Class

Table 18: Use Case - Edit Class

| Use Case | Edit Class |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage classes for a specific academic period |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to edit a course class. |
| Steps | The user can: <ul style="list-style-type: none"> • navigate to overview page of a course class • edit course class attributes like title, start and end date, status etc. • view a list of lecturers associated with the class • associate a class with a lecturer • see the list of registered students |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.12 View Course Exams

Table 19: Use Case - View Course Exams

| Use Case | View Course Exams |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to view course exams for a specific academic period |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage course exams. |
| Steps | The user can: <ul style="list-style-type: none"> • view a list of exams • filter exams by using specific criteria like status, academic year or period • create a new or edit an existing one • have a set of actions like change the status of one or more exams |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.13 Edit Course Exam

Table 20: Use Case - Edit Course Exam

| Use Case | Edit Course Exam |
|-------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage course exams for a specific academic period |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage course exams. |

| | |
|------------------------|---|
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • navigate to overview page • edit course exam attributes like title, date etc • associate an exam with a lecturer • view the list of students • view a list of grade submissions made by lecturers |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.14 Accept Grade Submission

Table 21: Use Case - Accept Grade Submission

| Use Case | Accept Grade Submission |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to manage grade submissions |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to accept or reject grade submissions. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • navigate to overview page • view a list of grade submissions made by lecturers • accept or reject a grade submission |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.15 View Mobilities

Table 22: Use Case - View Mobilities

| Use Case | View Mobilities |
|------------------------|---|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to view EPICUR mobilities |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to view the available mobilities. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • view a list of mobilities • view active mobilities • filter mobilities by using specific criteria like name, status etc • sort mobilities by name or any other available attribute • create a new mobility or editing an existing one |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.16 Edit Mobility

Table 23: Use Case - Edit Mobility

| Use Case | Edit Mobility |
|------------------------|---|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to manage EPICUR mobilities |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage mobilities. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • navigate to overview page • edit mobility attribute like title, description, status, learning outcomes etc. • view a list of learning pathways • add a new learning pathway or edit an existing one • associate courses and set course attributes like ECTS etc |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.17 View Applications

Table 24: Use Case - View Applications

| Use Case | View Applications |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to view the candidates of EPICUR mobilities |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to view applications submitted by the candidates. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • view a list of applications • filter applications by using specific criteria like candidate personal information, status, mobility etc • sort application by date submitted or any other available attribute • have a set of actions like change the status of one or more applications, send messages etc • communicate with candidates by sending messages |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.18 View Application

Table 25: Use Case - View Application

| Use Case | View Application |
|--------------------|---|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to manage the candidates of EPICUR mobilities |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage applications submitted by the candidate. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • navigate to overview page |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • view course preferences • view internship preferences for applications which refer to a mobility which offers internships • view attached documents • review an application by adding comments or a rating • accept or reject an application • communicate with candidates by sending and receiving messages |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.19 View Student Requests

Table 26: Use Case - View Student Requests

| Use Case | View Student Requests |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage student requests like a request for a transcript of record, a request for dropping a course etc |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage candidates. |
| Steps | <p>The user can:</p> <ul style="list-style-type: none"> • view a list of student requests • view a list of document requests • filter student requests by using specific criteria like student personal information, status, mobility etc • sort student requests by request type, date submitted or any other available attribute • have a set of actions like change the status of one or more requests |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.20 View Student Request

Table 27: Use Case - View Student Request

| Use Case | View Student Request |
|-------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage student requests like a request for a transcript of record, a request for dropping a course etc |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to view a student request. |
| Steps | <p>The user can:</p> <ul style="list-style-type: none"> • navigate to overview page • claim student request • view attached documents • accept or reject a student request • publish a document produced by completing a document request • communicate with student by sending and receiving messages |

| | |
|-----------------|---|
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.21 View Student Registrations

Table 28: Use Case - View Student Registrations

| Use Case | View Student Registrations |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage student registrations for a specific academic year and period |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage mobilities. |
| Steps | The user can: <ul style="list-style-type: none"> • see a list of registrations • see a list of registrations of the current academic period • filter registrations by using specific criteria like student, academic year and period etc • sort registrations by student name, status or any other available attribute • have a set of actions like change the status of one or more student registrations • synchronize one or more student registrations with VCLP |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.22 View Internships

Table 29: Use Case - 4.2.22 View Internships

| Use Case | View Internships |
|-----------------|--|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to view internships |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to view available internships. |
| Steps | The user can: <ul style="list-style-type: none"> • view a list of internships • view a list of available internships • filter internships by using specific criteria like student, academic year and period, organization etc • sort internships by student name, status, or any other available attribute • create a new internship or editing an existing one |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.2.23 Edit Internship

Table 30: Use Case - Edit Internship

| Use Case | Edit Internship |
|----------|-----------------|
|----------|-----------------|

| | |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to view internships |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to view available internships. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • navigate to overview page • edit internship attributes like status, start date, title etc • associate an internship with a specific mobility |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.24 View Companies/Organizations

Table 31: Use Case - View Companies/Organizations

| Use Case | View Companies/Organizations |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to view companies/organizations |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage available companies/organizations. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • View a list of companies/organizations • add a new company/organization or editing an existing one • edit internship attributes like status, start date, title etc • view a list of companies/organizations • add a new company/organization or edit an existing one • view a list of company/organization types • add a new company/organization type or edit an existing one |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.2.25 View Archived Documents

Table 32: Use Case - View Archived Documents

| Use Case | View Archived Documents |
|------------------------|---|
| <i>Description</i> | A set of services and interfaces that allows authenticated users with the required privileges to manage archived documents |
| <i>Actors</i> | Administrators, Registrar Users |
| <i>Assumptions</i> | A user with elevated privileges wants to manage archived documents published by EPICUR VURS. |
| <i>Steps</i> | The user can: <ul style="list-style-type: none"> • view a list of documents • filter documents by using specific criteria like document number, description, status etc • sort documents by date created status or any other available attribute |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |

| | |
|--------|---|
| Issues | - |
|--------|---|

4.2.26 View Lists/Enumerations

Table 33: Use Case - View Lists/Enumerations

| Use Case | View Lists/Enumerations |
|-----------------|---|
| Description | A set of services and interfaces that allows authenticated users with the required privileges to manage lists and enumerations like academic years and periods, course categories, course types etc |
| Actors | Administrators, Registrar Users |
| Assumptions | A user with elevated privileges wants to manage enumerations provided by EPICUR VURS. |
| Steps | The user can: <ul style="list-style-type: none"> view a list of the available enumerations like Academic Years, Academic Periods, Course Types, Course Categories etc. filter list by name view enumeration items like a list of academic years create a new item or edit an existing one |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.3 Students

This section describes the uses cases for the EPICUR students (already selected for at least a mobility).

4.3.1 Dashboard

Table 34: Use Case - Dashboard

| Use Case | Dashboard |
|-----------------|---|
| Description | A set of services and interfaces that allows students to view and manage their personal data |
| Actors | Students |
| Assumptions | A user wants to have an interface with extended tools in order to view and manage its personal data. |
| Steps | The student can: <ul style="list-style-type: none"> view registered courses view recent grades view active study profile switch study profile have a toolbar with common actions |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.3.2 Grades

Table 35: Use Case - Grades

| Use Case | Grades |
|-----------------|--|
| Description | A set of services and interfaces that allows students to view their grades |
| Actors | Students |
| Assumptions | A user wants to have an interface to view and filter course grades |
| Steps | The student can: <ul style="list-style-type: none">• view recent grades• view a list of course grades |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.3.3 Requests

Table 36: Use Case - Requests

| Use Case | Requests |
|-----------------|--|
| Description | A set of services and interfaces that allows students to view requests |
| Actors | Students |
| Assumptions | A user wants to have an interface to view and filter requests sent to the registrar office like a request for a transcript of records etc |
| Steps | The student can: <ul style="list-style-type: none">• view a list of requests sent to the registrar office• apply for a document request like a transcript of records, learning agreement etc• apply for dropping a course• send a message to registrar office• view completed requests• download attached documents |
| Variations | - |
| Non- Functional | - |
| Issues | - |

4.4 Lecturers

This section describes the uses cases for the EPICUR teaching staff that is delivering an EPICUR course.

4.4.1 Dashboard

Table 37: Use Case - Dashboard

| Use Case | Dashboard |
|-------------|--|
| Description | A set of services and interfaces that allows lecturers to have an overview of their account. |
| Actors | Lecturers |
| Assumptions | A user wants to have an interface in order to view active courses and recent activity like grade submissions etc |

| | |
|------------------------|--|
| <i>Steps</i> | The lecturer can: <ul style="list-style-type: none"> • view active courses • view recent grade submissions • have a toolbar with common actions |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.4.2 Courses

Table 38: Use Case - Courses

| Use Case | Courses |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows lecturers to view and manage their courses |
| <i>Actors</i> | Lecturers |
| <i>Assumptions</i> | A user wants to have an interface with extended tools in order to view active courses and recent activity like grade submissions. |
| <i>Steps</i> | The lecturer can: <ul style="list-style-type: none"> • view a list of course group by academic year and period • view a list of active courses • have a toolbar with common actions |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.4.3 Classes

Table 39: Use Case - Classes

| Use Case | Classes |
|------------------------|---|
| <i>Description</i> | A set of services and interfaces that allows lecturers to view and manage their classes |
| <i>Actors</i> | Lecturers |
| <i>Assumptions</i> | A user wants to have an interface to view active classes |
| <i>Steps</i> | The lecturer can: <ul style="list-style-type: none"> • navigate to a course class • view a list of students • communicate by sending messages to one or more students • view candidates |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.4.4 Grading

Table 40: Use Case - Grading

| Use Case | Grading |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows lecturers to submit grades |
| <i>Actors</i> | Lecturer |
| <i>Assumptions</i> | A lecturer want to have an interface to submit course grades |
| <i>Steps</i> | The lecturer can: <ul style="list-style-type: none"> • navigate to a course • download a list of students • upload a list of students with grades • view grade submission status |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.5 Candidates

This section describes the uses cases for the EPICUR prospective students.

4.5.1 Candidate dashboard

Table 41: Use Case - Candidate dashboard

| Use Case | Candidate dashboard |
|------------------------|--|
| <i>Description</i> | A set of services and interfaces that allows candidates to view and manage their applications |
| <i>Actors</i> | Candidates |
| <i>Assumptions</i> | A candidate wants to have an interface to view its applications |
| <i>Steps</i> | The candidate can: <ul style="list-style-type: none"> • view a list of applications • view application status • navigate to a specific application • have a button to apply for a mobility • have a toolbar with common actions |
| <i>Variations</i> | - |
| <i>Non- Functional</i> | - |
| <i>Issues</i> | - |

4.5.2 Apply for a mobility

Table 42: Use Case - Apply for a mobility

| Use Case | Apply for a mobility |
|--------------------|---|
| <i>Description</i> | A set of services and interfaces that allows candidates to manage their applications |
| <i>Actors</i> | Candidates |
| <i>Assumptions</i> | A candidate wants to have an interface to apply for a mobility |
| <i>Steps</i> | The student can: <ul style="list-style-type: none"> • apply for a mobility by adding personal information like first and last name, current institution, a short motivation letter etc • select courses • select internships |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • upload the required documents • submit application • communicate with registrar office by sending and receiving messages |
| Variations | - |
| Non- Functional | - |
| Issues | - |

5 VURS Functionality

5.1 Access and Registration / Login

5.1.1 Access to the VURS

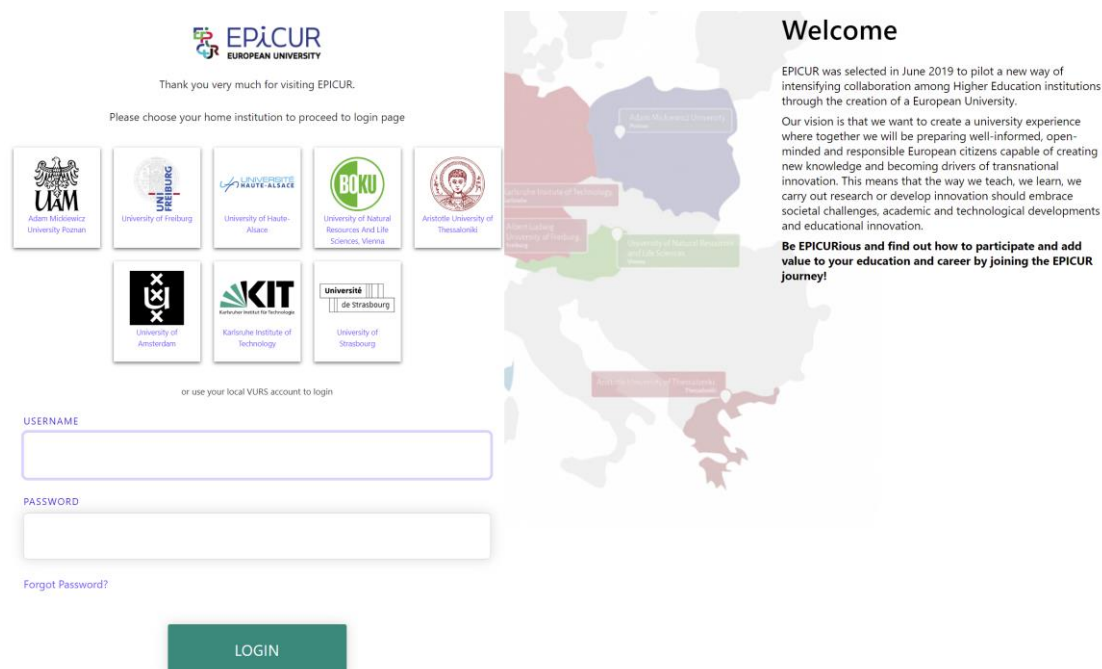


Figure 4: Access to the VURS functionality

Table 43: Access to the VURS functionality

| | |
|-----------------------------|---|
| Functionality Name | Access to the VURS |
| Relative Use Case(s) | User Login |
| Relative Element | - |
| Actors | All Users |
| Input Data | Credentials in any institution of EPiCUR partners |
| Description | <p>The user</p> <ul style="list-style-type: none"> • visits the application of EPiCUR VURS that corresponds to the user group to which he/she belongs • is being redirected to Authorization Server of VURS in order to get access to the VURS functionalities where there are buttons icons of all the EPiCUR partners' institutions and a login form • selects the institution in which has an account, and he/she is being redirected to the login page of the selected institution |

| | |
|--------------------|--|
| | <ul style="list-style-type: none"> After filling the correct credentials, is being redirected to the main page of VURS |
| Output Data | When the user clicks on an institution the message “Redirecting, please wait.” appears until he/she is being redirected to the institution’s login page. After validating user’s credentials, the loading page displays to redirect the user to the main page (dashboard) of the VURS EPICUR. If the user puts invalid credentials in the login form, the message “Invalid username or password.” appears. |

5.2 Registrar

5.2.1 Preview Main Information

The screenshot displays the EPICUR SIS Administration Dashboard for the Fall Semester of 2021-2022. The dashboard is titled "Dashboard" and includes a navigation sidebar on the left with options like Instructors, Students, Teaching, Study Programs, Candidates, Requests, Registrations, and More. The main content area features three key sections:

- Latest messages via applications:** A list of five messages from various email addresses (e.g., lisa.moore@students.uva.nl, lisa.thomas@students.uva.nl, alan.barnes@student.uva.nl, maria.engels@student.uva.nl) with timestamps ranging from 2/16/21 to 5/9/22. Each message includes a subject line (e.g., "<No subject>", "Test", "Test message from candidate...") and a brief preview of the content.
- Active Requests: 8:** A table listing active requests with columns for Date, Title, Type, Status, and a View link. The table shows three entries:

| Date | Title | Type | Status | View |
|------------------|--|---------------------|--------|------|
| 5/10/22, 1:28 PM | I would like to inform you that I am ... | General request | Active | View |
| 5/3/22, 12:57 PM | | Certificate request | Active | View |
| 2/8/22, 4:51 PM | | Certificate request | Active | View |
- Active upload grades: 0:** A section indicating that there are no records for active upload grades.

Figure 5: Preview Main Information functionality

Table 44: Preview Main Information functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Main Information |
| Relative Use Case(s) | Dashboard |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | - |
| Description | The user can view main entities of EPICUR VURS by following the steps: <ol style="list-style-type: none"> selects the home icon from the VURS’s menu bar |

| | |
|--------------------|---|
| Output Data | The page with the main entities of EPICUR VURS is loaded which are: latest messages via applications, active requests, exam participate requests, active upload grades. |
|--------------------|---|

5.2.2 Search Lecturer

Figure 6: Search Lecturers functionality: a) List of Lecturers, b) Full search criteria

Table 45: Search Lecturers functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Lecturers |
| Relative Use Case(s) | View Lecturers |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Full name, Status, Category. Email Send message action : – <u>Required</u> : Subject, Write a short message |
| Description | The user can search a group of lecturers or a specific lecturer by following the steps: <ol style="list-style-type: none"> 1. selects the Instructors option from the VURS's sidebar menu 2. selects between current department lecturers (default option) and all lecturers from the tabs section 3. finds the group of lecturers or a specific lecturer on the list of instructors by searching/filtering lecturers (by Full name, Status, Category. Email) and by sorting them (by Full name, Department, Category. Email, Work Phone) To communicate with lecturer(s) : <ol style="list-style-type: none"> 4. check box next to each lecturer 5. clicks arrow button next to Actions 6. selects Send message option 7. completes the message form (Subject, Write a short message) and sends it |
| Output Data | The list of the lecturers that satisfy the defined requirements appears in the Instructors page. For “Send message” action, a loading bar appears and after the completion the popup form closes. |

5.2.3 Preview Lecturer

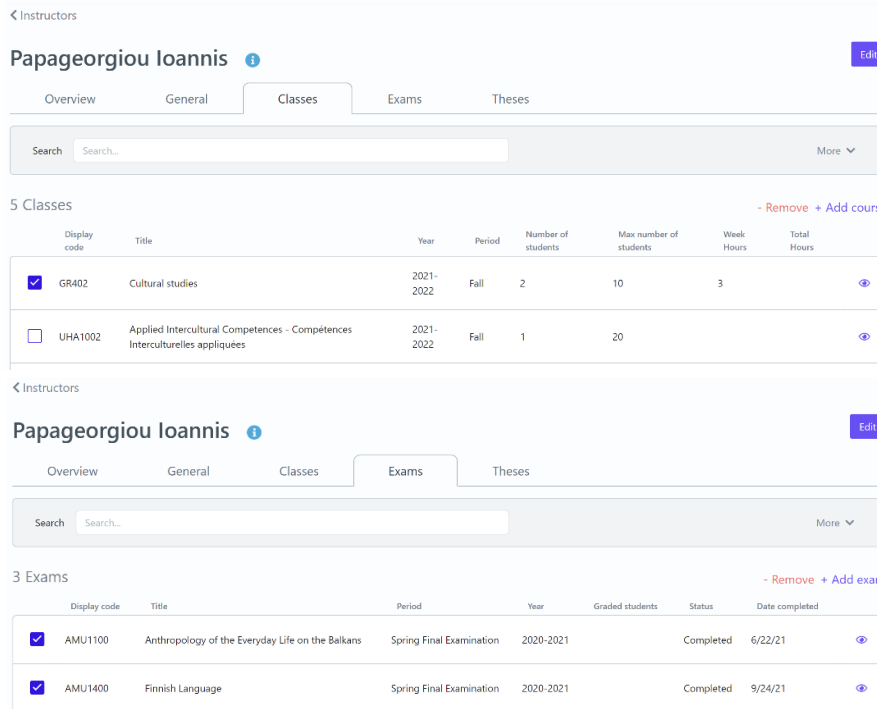
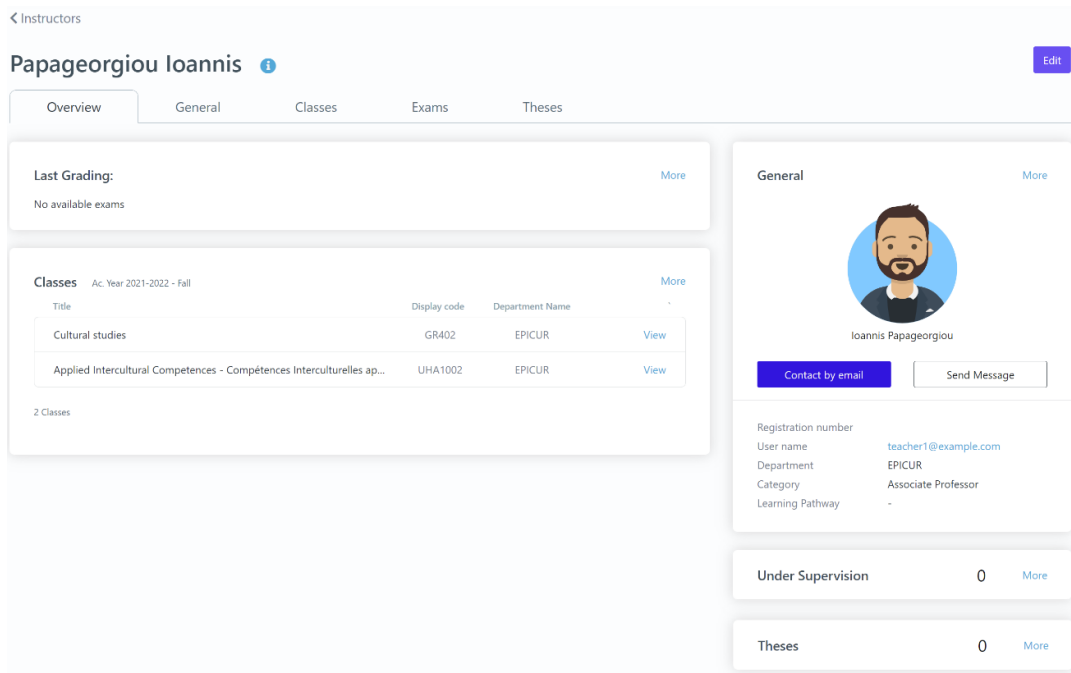


Figure 7: Preview Lecturer functionality: a) Overview tab, b) Classes tab, c) Exams tab

Table 46: Preview Lecturer functionality

| | |
|-----------------------------|--|
| Functionality Name | Preview Lecturer |
| Relative Use Case(s) | View Lecturers, Edit Lecturer |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Full name, Status, Category. Email |
| Description | The user can view a lecturer's information by following the steps: <ol style="list-style-type: none"> 1. searches for a specific lecturer on Instructors page 2. clicks on the 3 dots next to the lecturer's name 3. selects Preview option |

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| | |
|--------------------|---|
| | <p>Add class action:</p> <ol style="list-style-type: none"> 4. selects Classes tab 5. clicks + Add course button 6. selects course(s) by checking box(es) and clicks Apply button <p>Remove class action:</p> <ol style="list-style-type: none"> 4. selects Classes tab 5. selects course(s) by checking box(es) 6. clicks - Remove button 7. clicks OK button on the confirmation popup window <p>Add exam action:</p> <ol style="list-style-type: none"> 4. selects Exams tab 5. clicks + Add exam button 6. selects exam(s) by checking box(es) and clicks Apply button <p>Remove exam action:</p> <ol style="list-style-type: none"> 4. selects Exams tab 5. selects exam(s) by checking box(es) and click Apply button 6. clicks - Remove button 7. clicks OK button on the confirmation popup window |
| Output Data | <p>The page with all the lecturer's information is loaded where there are four tabs: Overview, General, Classes, Exams, Theses.</p> <p>Upon adding or removing classes/exams to a lecturer, a completion message appears and the list of classes/exams is updated.</p> |

5.2.4 Insert Lecturer

Figure 8: Insert Lecturer functionality

Table 47: Insert Lecturer functionality

| | |
|---------------------------|-----------------|
| Functionality Name | Insert Lecturer |
|---------------------------|-----------------|

| | |
|-----------------------------|--|
| Relative Use Case(s) | View Lecturers, Edit Lecturer |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • User Information: <ul style="list-style-type: none"> – <u>Required:</u> Given Name, Family Name, Email – <u>Optional:</u> Middle Name, Title, Gender • Rating Information: <ul style="list-style-type: none"> – <u>Required:</u> Status, Department – <u>Optional:</u> Section, Registration Number, Specialty, Category • Contact Details: <ul style="list-style-type: none"> – <u>Optional:</u> Home Address, Postal Code, City, Country, Home Phone Number, Work Address, Postal Code, City, Work Country, Work Phone Number |
| Description | <p>The user can add a lecturer by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Instructors option from the VURS's sidebar menu 2. clicks the button New 3. completes the new instructor form and submits it <p>To be enabled the submit button, at least the required fields of the form needs to be completed.</p> |
| Output Data | A completion popup message is shown after the user's submission and the lecturer would be in the instructors list. If the user has given an invalid email, he/she cannot process to the submission and an indication "Email must be a valid email." appears. |

5.2.5 Edit Lecturer

< Instructors

Papageorgiou Ioannis Edit

General Information Other languages

User Information

Given Name * Family Name * Middle Name

Title Email * Gender *

Rating Information

Status * Department Name Section

Registration Number Specialty Category

Contact Details

Home Address Postal Code City Country

Home Phone Number

Work Address Postal Code City Work Country

Work Phone Number

Figure 9: Edit Lecturer functionality

Table 48: Edit Lecturer functionality

| | |
|-----------------------------|--|
| Functionality Name | Edit Lecturer |
| Relative Use Case(s) | View Lecturers, Edit Lecturer |
| Relative Element | Insert Lecturer |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • User Information: <ul style="list-style-type: none"> – <u>Required:</u> Given Name, Family Name, Email – <u>Optional:</u> Middle Name, Title, Gender • Rating Information: <ul style="list-style-type: none"> – <u>Required:</u> Status, Department – <u>Optional:</u> Section, Registration Number, Specialty, Category • Contact Details: <ul style="list-style-type: none"> – <u>Optional:</u> Home Address, Postal Code, City, Country, Home Phone Number, Work Address, Postal Code, City, Work Country, Work Phone Number |
| Description | <p>The user can change a lecturer’s information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific lecturer on Instructors page 2. clicks on the 3 dots next to the lecturer’s name 3. selects Edit option. There is also an Edit button in the lecturer’s preview page. 4. changes lecturer’s information by editing his/her form and submits it |
| Output Data | A completion popup message is shown after the user’s submission and the lecturer’s preview page appears. |

5.2.6 Search Students

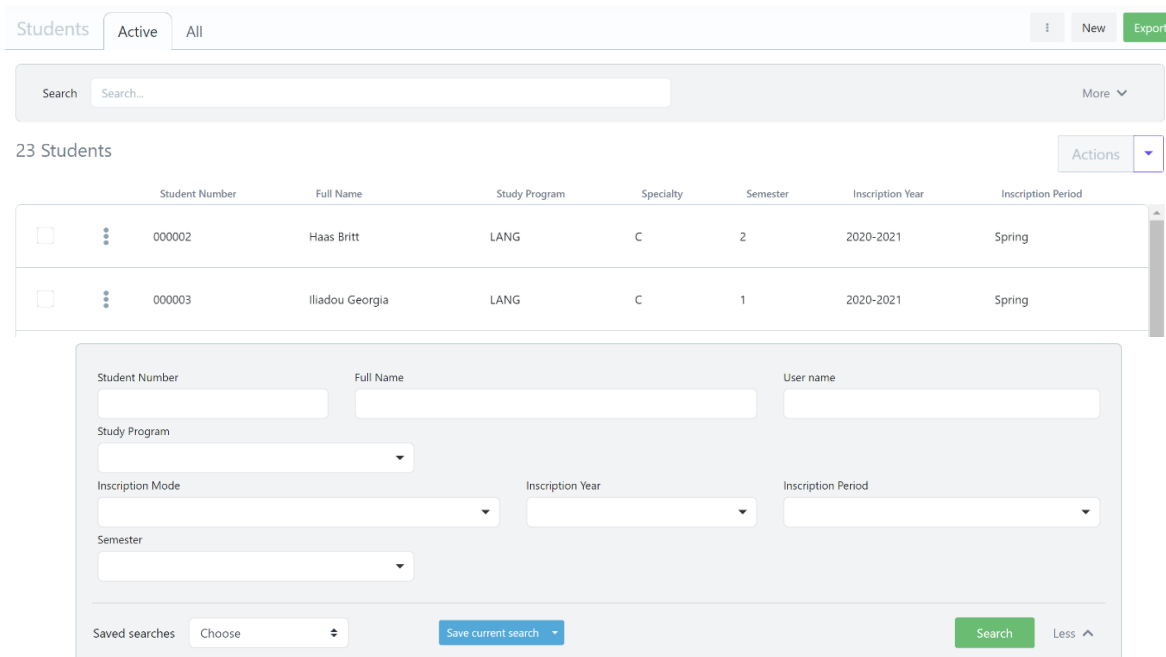


Figure 10: Search Students functionality: a) List of Students, b) Full search criteria

Table 49: Search Students functionality

| | |
|-----------------------------|-----------------|
| Functionality Name | Search Students |
| Relative Use Case(s) | View Students |
| Relative Element | - |

| | |
|--------------------|--|
| Actors | Administrators, Registrar Users |
| Input Data | <p><u>Optional</u>: Student number, Full name, User name, Study program, Inscription mode, Inscription year, Inscription Period, Semester</p> <p>Send message action:</p> <ul style="list-style-type: none"> – <u>Required</u>: Subject, Write a short message |
| Description | <p>The user can search a group of lecturers or a specific lecturer by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Students option from the VURS’s sidebar menu 2. selects between active students (default option) and all students from the tabs section 3. finds the group of students or a specific student on the list of students by searching/filtering students (by Student number, Full name, User name, Study program, Inscription mode, Inscription year, Inscription Period, Semester) and by sorting them (by Student number, Full name, Study program, Specialty, Semester, Inscription year, Inscription Period) <p>To communicate with student(s):</p> <ol style="list-style-type: none"> 4. check box next to each student 5. clicks arrow button next to Actions 6. selects Send message option completes the message form (Subject, Write a short message) and sends it <p>The user can also perform the actions for student(s) (by selecting student(s) and clicking arrow button next to Actions): Calculate semester Change study program, Change specialty, Add program group, Request document.</p> |
| Output Data | <p>The list of the students that satisfy the defined requirements appears in the Students page.</p> <p>For “Send message” action, a loading bar appears and after the completion, the popup form closes.</p> |

5.2.7 Preview Student

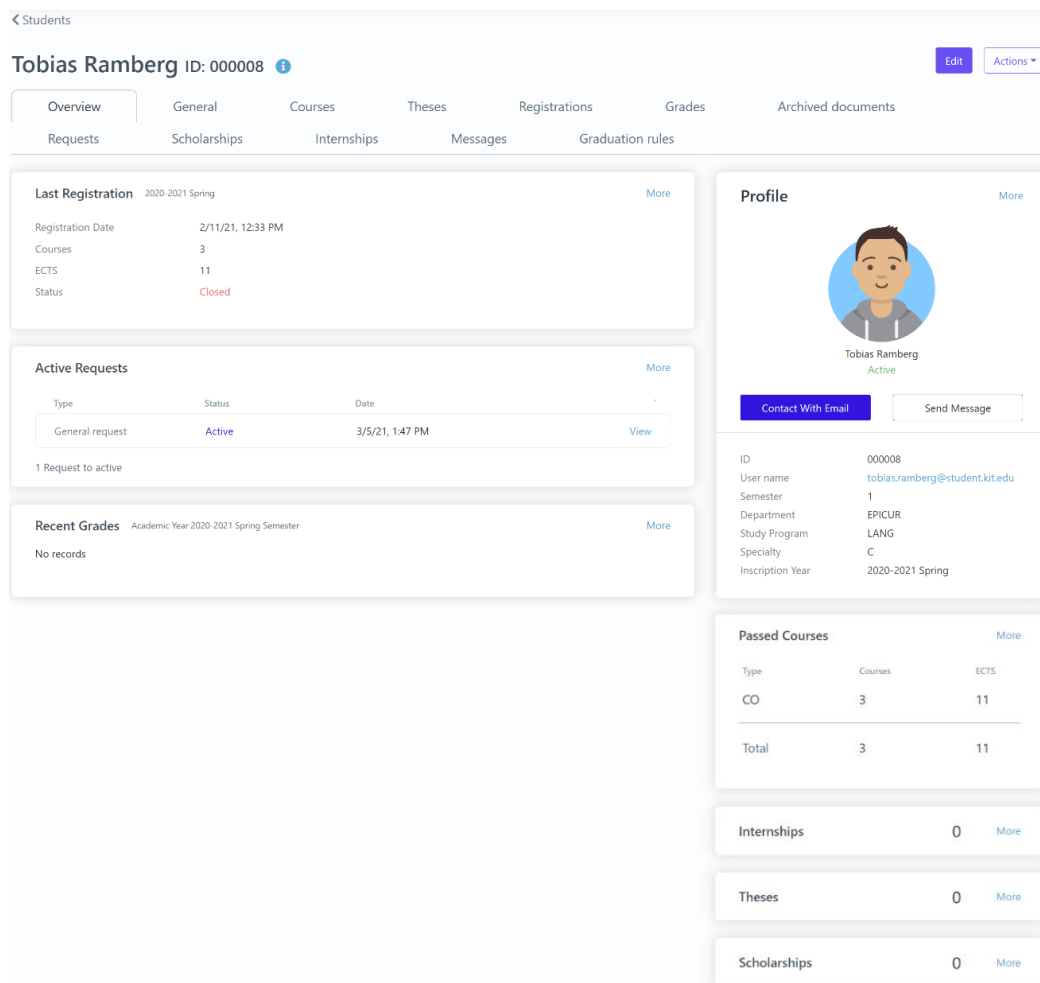


Figure 11: Preview Student functionality

Table 50: Preview Student functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Student |
| Relative Use Case(s) | View Students, Edit Student |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <p><u>Optional</u>: Student number, Full name, User name, Study program, Inscription mode, Inscription year, Inscription Period, Semester</p> <p>Send message action:</p> <ul style="list-style-type: none"> - <u>Required</u>: Subject, Body - <u>Optional</u>: Attach files |
| Description | <p>The user can view a student's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific student on Students page 2. clicks on the 3 dots next to the student's name 3. selects Preview option <p>To communicate with student:</p> <ol style="list-style-type: none"> 4. clicks Send message button on Profile section 5. completes the message form (Subject, Body, Attach files) and sends it 6. clicks OK button on confirmation window. There is the option to send email to student by clicking Contact With Email button, too <p>The user can also perform the actions (by clicking Actions button): Preview</p> |

| | |
|--------------------|--|
| | study program, Request for student removal, Request for student suspension, Export report, New internship, Request document. |
| Output Data | The page with all the student's information is loaded where there are twelve tabs: Overview, General, Courses, Theses, Registrations, Grades, Archived documents, Requests, Scholarships, Internships, Messages, Graduation rules. For "Send message" action, a completion popup message shows up. |

5.2.8 Edit Student

Figure 12: Edit Student functionality

Table 51: Edit Student functionality

| | |
|-----------------------------|---|
| Functionality Name | Edit Student |
| Relative Use Case(s) | View Students, Edit Student |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • Student Information: <ul style="list-style-type: none"> – <u>Required:</u> Given Name, Family Name, Gender, Status – <u>Optional:</u> Student Institute Number, Father's Name, Mother's Name, Nationality • Inscription Information: <ul style="list-style-type: none"> – <u>Required:</u> Inscription Year, Inscription Period, Inscription semester, Inscription date, Inscription mode – <u>Optional:</u> Inscription Mode Category, Inscription index, Inscription decision, Inscription Number, Inscription points, Home institute, Home department/faculty, Home department/faculty description, Inscription Comments • Study Program: <ul style="list-style-type: none"> – <u>Required:</u> Department – <u>Optional:</u> Study Program • Personal Data: <ul style="list-style-type: none"> – <u>Optional:</u> Citizen Information (Identity Card, Identity Type, Identity Date, Identity Authority, Citizen Registrar, Citizen Registrar Place, Citizen Registrar Region, Vat Number, Vat Office, SSN), Personal Information (Birth Date, Birth Place, Country, Birth Place Region, Spouse Name, Family Status, Military Status) • Contact Details: |

| | |
|--------------------|---|
| | <ul style="list-style-type: none"> – <u>Optional</u>: Home Contact Details (Country, Region, Postal Code, City, Address, Phone, Mobile Phone, Email), Temporary Contact Details (Country, Region, Postal Code, City, Address, Phone) |
| Description | <p>The user can change a student’s information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific student on Students page 2. clicks on the 3 dots next to the student’s name 3. selects Edit option. There is also an Edit button in the student’s preview page. 4. changes student’s information by editing his/her form and submits it |
| Output Data | A completion popup message is shown after the user’s submission and the student’s preview page appears. |

5.2.9 Document request on behalf of student

The image shows two parts of the user interface. The top part is a 'New document request' form with input fields for Student Number (8), Given Name (Tobias), and Family Name (Ramberg). Below these are a dropdown for Document template and a text area for Description. The bottom part shows a 'Certificate request' card for a 'Message Request' (Learning Agreement) created on 2/8/22 at 4:51 PM. A sidebar on the right provides 'Application Details' and 'Student Details'.

Figure 13: Document request on behalf of student functionality: a) request form, b) incomplete request

Table 52: Document request on behalf of student functionality

| | |
|-----------------------------|--|
| Functionality Name | Document request on behalf of student |
| Relative Use Case(s) | Application on behalf of a student |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> – <u>Required</u>: Document Template – <u>Optional</u>: Description |
| Description | The user can request for a document on behalf of a student by following the steps: |

| | |
|--------------------|--|
| | <ol style="list-style-type: none"> 1. searches for a specific student on Students page 2. clicks on the 3 dots next to the student's name 3. selects Preview option 4. selects Request document option from Actions button 5. completes the form and submits it |
| Output Data | If the user has not selected the document template which is necessary, the message "Document type is missing" appears and the submission is not completed. Otherwise, the request page is loaded and the message "This action has not be claimed by someone user. Press [Claim action] to complete this request." is shown. Claim action button finalize the document request. |

5.2.10 Export student's report

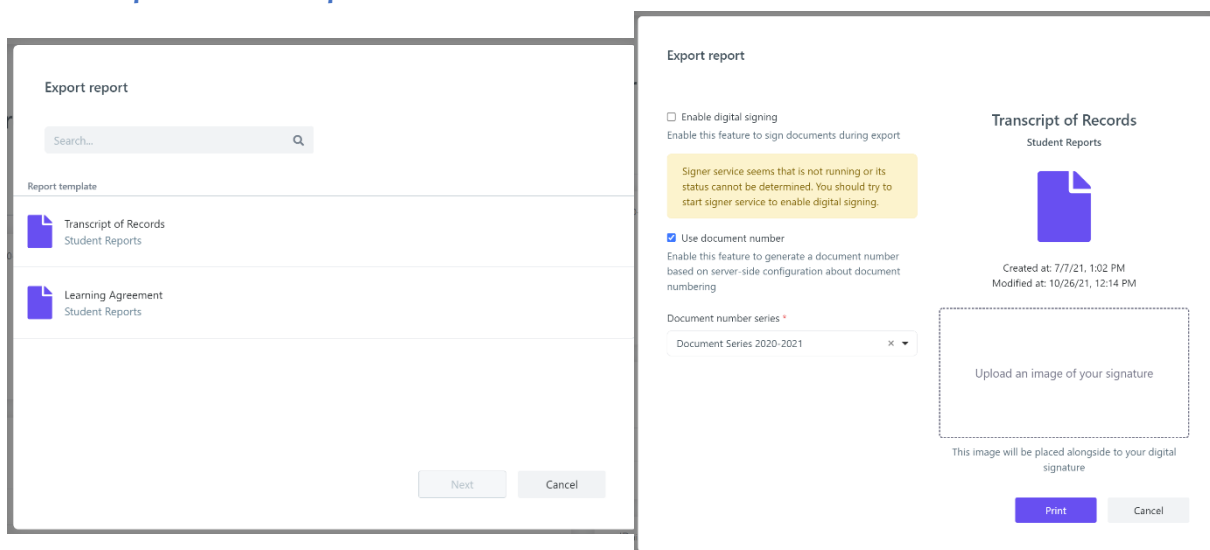


Figure 14: Export student's report functionality

Table 53: Export student's report functionality

| | |
|-----------------------------|--|
| Functionality Name | Export student's report |
| Relative Use Case(s) | Export a report |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> - <u>Required</u>: Report Template, Document number series - <u>Optional</u>: Digital signing, Document number, Image of signature |
| Description | <p>The user can export a student's report by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific student on Students page 2. clicks on the 3 dots next to the student's name 3. selects Preview option 4. selects Export report option from Actions button 5. selects report template and the Next button is enabled 6. chooses if wants to enable digital signing, use of document number and upload an image of signature. Then, clicks Print button to export the report. If the feature use document number is enabled the document number series is required and the print button is disabled. |
| Output Data | The report is loaded and there are three options: download file, print file or close it to return in the previous page. |

5.2.11 Search Courses

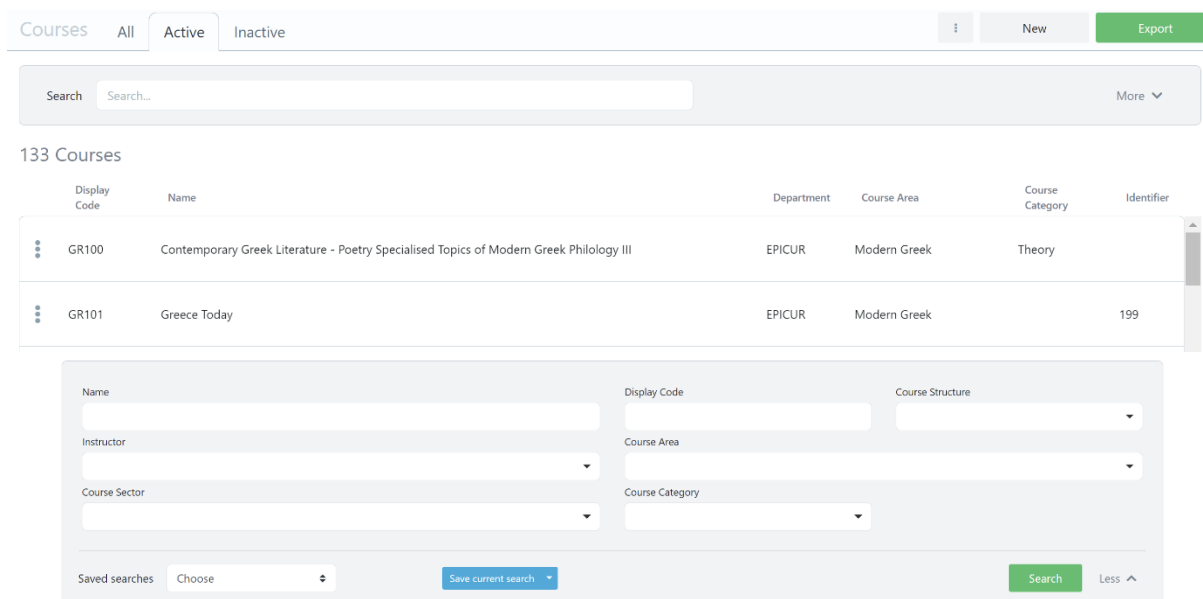
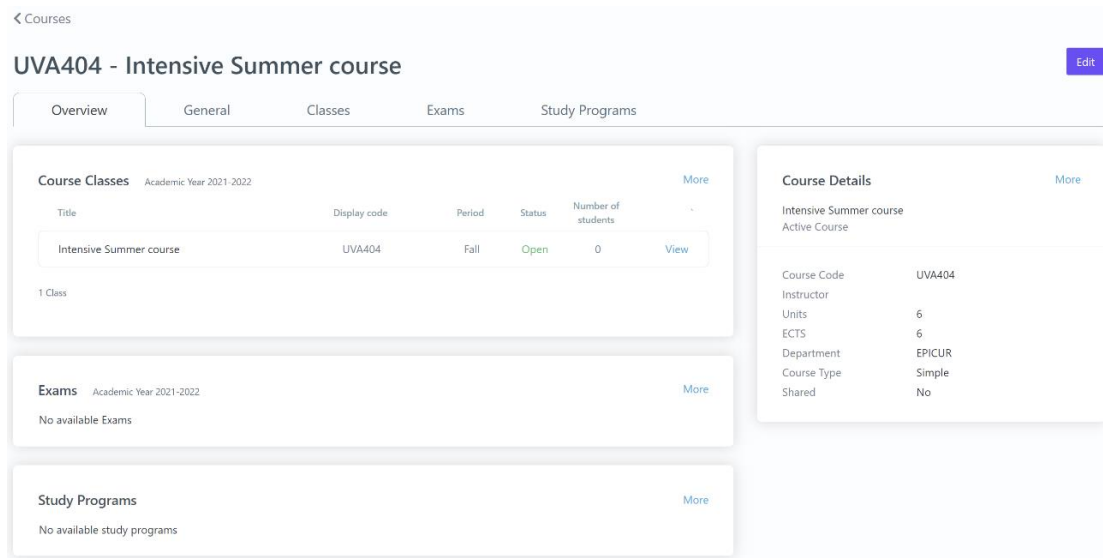


Figure 15: Search Courses functionality: a) List of Courses, b) Full search criteria

Table 54: Search Courses functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Courses |
| Relative Use Case(s) | View Courses |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Name, Display Code, Course Structure, Instructor, Course Area, Course Sector, Course Category |
| Description | <p>The user can search a group of courses or a specific course by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Teaching->Courses option from the VURS's sidebar menu 2. selects between all courses, active courses (default option) and inactive courses from the tabs section 3. finds the group of courses or a specific course on the list of courses by searching/filtering courses (by Name, Display Code, Course Structure, Instructor, Course Area, Course Sector, Course Category) and by sorting them (by Display Code, Name, Department, Course Area, Course Category, Identifier) |
| Output Data | The list of the courses that satisfy the defined requirements appears in the Courses page. |

5.2.12 Preview Course



Course class details

Class Title *

Period * Academic Year *

Fall x Academic Year 2021-2022 x

Maximum number of students Week hours Total hours

Class URL Start date End date

Set a URL for this course class e.g. a URL about virtual conference room Set the start date of this course Set the end date of this course

Schedule information

Normal B I U L Link

A document which contains information about course class schedule like meeting pattern etc.

Submit Cancel

Course Details

Course ID Course Name

UVA404 Intensive Summer course

Exam details

Status * Exam title *

Open x Intensive Summer course

Period * Academic Year *

2021-2022 x

Notes

Submit Cancel

Figure 16: Preview Course functionality: a) Overview tab, b) Add class form, c) Add exam form

Table 55: Preview Course functionality

| | |
|-----------------------------|--|
| Functionality Name | Preview Course |
| Relative Use Case(s) | View Courses, Edit Course, View Classes, View Course exams |
| Relative Element | - |

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| | |
|--------------------|--|
| Actors | Administrators, Registrar Users |
| Input Data | <p><u>Optional</u>: Name, Display Code, Course Structure, Instructor, Course Area, Course Sector, Course Category,</p> <p>Add class action:</p> <ul style="list-style-type: none"> – <u>Required</u>: Class Title, Period, Academic Year – <u>Optional</u>: Maximum number of students, Week hours, Total hours, Class URL, Start date, End date, Schedule information <p>Add exam action:</p> <ul style="list-style-type: none"> – <u>Required</u>: Status, Exam title, Period, Academic Year – <u>Optional</u>: Notes |
| Description | <p>The user can view a course's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific course on Courses page 2. clicks on the 3 dots next to the course 3. selects Preview option <p>Add class action:</p> <ol style="list-style-type: none"> 4. selects Classes tab 5. clicks + Add class button 6. completes course class details form and clicks Submit button <p>Add exam action:</p> <ol style="list-style-type: none"> 4. selects Exams tab 5. clicks + Add exam button 6. completes exam details form and clicks Submit button |
| Output Data | <p>The page with all the course's information is loaded where there are five tabs: Overview, General, Classes, Exams, Study Programs.</p> <p>Upon adding classes/exam, a completion message appears and the list of classes/exams is updated.</p> |

5.2.13 Create Course

Figure 17: Create Course functionality

Table 56: Create Course functionality

| | |
|-----------------------------|--|
| Functionality Name | Create Course |
| Relative Use Case(s) | View Courses |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> Course info: <ul style="list-style-type: none"> Required: ID, Course code, Course Name, Enabled, Shared, Local, Grade Scale, Calculated In Registration, Calculated In Scholarship Optional: Subtitle, Units, ECTS, Course URL, Identifier, Description Details: <ul style="list-style-type: none"> Required: Department, Course Structure Type Optional: Provider (Provider department/faculty), Instructor, Course Area, Sector |
| Description | <p>The user can create a new course by following the steps:</p> <ol style="list-style-type: none"> selects the Teaching->Courses option from the VURS's sidebar menu clicks the button New completes the new course form and submitting it <p>To be enabled the submit button, at least the required fields of the form needs to be completed.</p> |
| Output Data | A completion popup message is shown after the user's submission and the course would be in the courses list. |

5.2.14 Edit Course

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← Courses

GR100 - Contemporary Greek Literature - Poetry Specialised Topics of Modern Greek Philology III

Edit

General information | Course description | Other languages

ID: 100 | Course code: GR100

Course Name: Contemporary Greek Literature - Poetry Specialised Topics of Modern Greek Philology III

Subtitle: | Enabled: Yes | Units: 6

ECTS: 6 | Shared: Yes | Local: Yes | Grade Scale: 0-10

Course URL: https://learn.epicur.education/ | Calculated In Registration: Yes | Calculated In Scholarship: Yes | Identifier: |

Description

Normal | B | I | U | | | |

With the occasion of the 200th anniversary of the Greek Revolution of 1821, the course will explore its footprint in Modern Greek poetry, as well as on the European and universal literature by examining a series of poems, beginning with the work of Kalvos and Solomos who are considered to be the representative poets of the Greek Revolution. More specifically, the course will examine the ideological and aesthetic reflections of ideologies and concepts related to the Greek revolution (e.g. freedom, heroism, European politics, ancient and modern Greeks, etc.) on the poetic genre.

Details

Department: EPICUR European University | Provider: Aristotle University of Thessaloniki

Provider department/faculty: | Instructor: 19

Course Area: Modern Greek | Sector: | Course Category: Theory

Course Structure Type: Simple

Submit

Figure 18: Edit Course functionality

Table 57: Edit Course functionality

| | |
|-----------------------------|---|
| Functionality Name | Edit Course |
| Relative Use Case(s) | View Courses, Edit Course |
| Relative Element | Create Course |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • General information: <ul style="list-style-type: none"> – <u>Required:</u> ID, Course code, Course Name, Enabled, Shared, Local, Grade Scale, Calculated In Registration, Calculated In Scholarship, Details (Department, Course Structure Type) – <u>Optional:</u> Subtitle, Units, ECTS, Course URL, Identifier, Description, Details (Provider, Instructor, Course Area, Sector) • Course description: <ul style="list-style-type: none"> – <u>Optional:</u> Course syllabus, Learning outcome, General competencies, Additional information, Additional course url, Language of instruction, Focus language, Bibliography |
| Description | <p>The user can change a course's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific course on Courses page 2. clicks on the 3 dots next to the specific course 3. selects Edit option. There is also an Edit button in the course's preview page. |

| | |
|--------------------|--|
| | 4. changes course's information by editing the form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the course's preview page appears. |

5.2.15 Search Classes

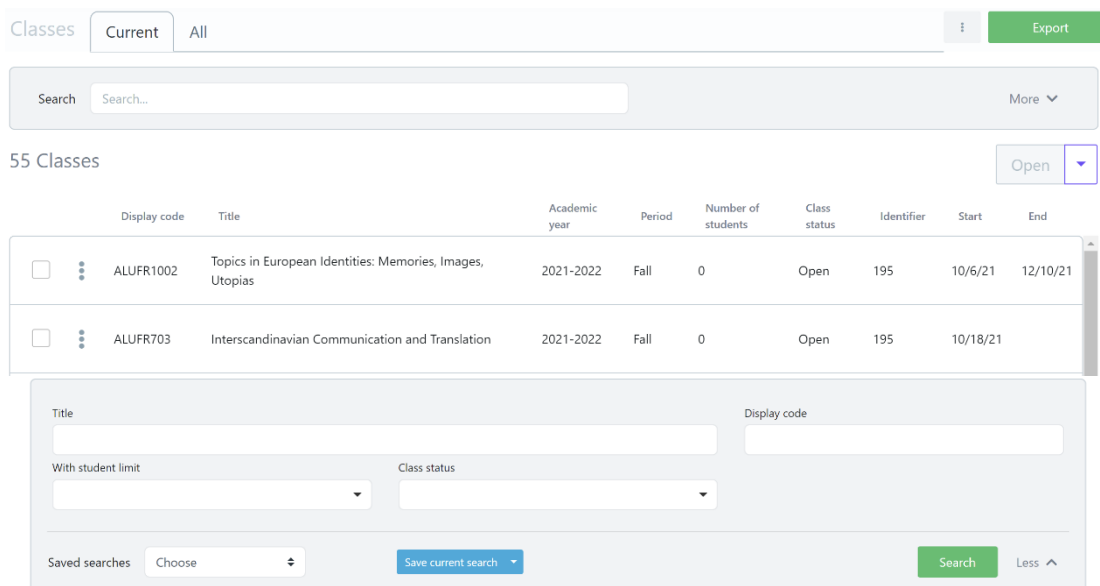


Figure 19: Search Classes functionality: a) List of Classes, b) Full search criteria

Table 58: Search Classes functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Classes |
| Relative Use Case(s) | View Classes |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Title, Display Code, With student limit, Class status |
| Description | <p>The user can search a group of classes or a specific class by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Teaching->Classes option from the VURS's sidebar menu 2. selects between current classes (default option) and all classes from the tabs section 3. finds the group of classes or a specific class on the list of classes by searching/filtering classes (by Title, Display Code, With student limit, Class status) and by sorting them (by Display Code, Title, Academic year, Period, Number of students, Class status, Identifier, Start, End) <p>The user can also perform the actions for class(es) (by selecting class(es) and clicking arrow button next to Open): Open, Close, Copy, Delete, Create exams.</p> |
| Output Data | The list of the classes that satisfy the defined requirements appears in the Classes page. |

5.2.16 Preview Class

The image shows two screenshots of a software interface for managing classes. The top screenshot (a) shows the 'Overview' tab for class 'GR402 - Cultural studies 2021-2022 - Fall'. It includes tabs for Overview, Students, Instructors, Exams, Candidates, and Sections. The Overview section contains: 'Class Sections' (No Sections), 'Exams' (No available Exams), 'Allocation of Registrations per year/period' (a bar chart showing 2 students in Fall and 0 in Spring for 2021-2022), 'Class Details' (Class status: Open, Number of students: 2, Min - Max student number: ? - 10, Hours per week / period: 3 / ?), 'Course Details' (Active Course, Course Code: GR402, Instructor, Units: 6, Department, Course Type: Simple, Shared: No), and 'Registered students' (a donut chart showing 100% from students).

The bottom screenshot (b) shows the 'Instructors' tab for the same class. It displays '1 Instructor' with a table of instructor details:

| Full Name | Department | Category | Email | Work Phone | Status |
|--|----------------------------|---------------------|----------------------|------------|--------|
| <input checked="" type="checkbox"/> Papageorgiou Ioannis | EPICUR European University | Associate Professor | teacher1@example.com | | 1 |

Figure 20: Preview Class functionality: a) Overview tab, b) Instructors tab

Table 59: Preview Class functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Class |
| Relative Use Case(s) | View Classes, Edit Class |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Title, Display Code, With student limit, Class status |
| Description | <p>The user can view a class's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific class on Classes page 2. clicks on the 3 dots next to the class 3. selects Preview option <p>Add lecturer action:</p> <ol style="list-style-type: none"> 4. selects Instructors tab 5. clicks + Add instructor button 6. selects lecturer(s) by checking box(es) and clicks Apply button |

| | |
|--------------------|---|
| | <p>Remove lecturer action:</p> <ol style="list-style-type: none"> 4. selects Instructors tab 5. selects lecturer (s) by checking box(es) 6. clicks - Remove button 7. clicks OK button on the confirmation popup window |
| Output Data | <p>The page with all the class's information is loaded where there are six tabs: Overview, Students, Instructors, Exams, Candidates, Sections.</p> <p>Upon adding or removing lecturers to a class, a completion message appears and the list of lecturers is updated.</p> |

5.2.17 Edit Class

Figure 21: Edit Class functionality

Table 60: Edit Class functionality

| | |
|-----------------------------|---|
| Functionality Name | Edit Class |
| Relative Use Case(s) | View Classes, Edit Class |
| Relative Element | Create Class |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • Class Details: <ul style="list-style-type: none"> – <u>Required:</u> Title – <u>Optional:</u> Maximum number of students, Week hours, Total hours, Class URL, Start date, End date, Schedule information |
| Description | <p>The user can change a class's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific course on Classes page 2. clicks on the 3 dots next to the specific class 3. selects Edit option. There is also an Edit button in the class's preview page. 4. changes class's information by editing the form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the class's preview page appears. |

5.2.18 Search Course Exams

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Exams Current academic year All Completed New Export

Search Search... More ▾

8 Exams Open ▾

| | Display code | Title | Year | Period | Graded students | Status | Date completed | Completed by |
|--------------------------|--------------|--|-----------|--------------------------|-----------------|-----------|----------------|----------------------|
| <input type="checkbox"/> | AMU1100 | Anthropology of the Everyday Life on the Balkans | 2020-2021 | Spring Final Examination | | Completed | 6/22/21 | teacher1@example.com |
| <input type="checkbox"/> | GR203 | Communication for Development and Social Change | 2020-2021 | Spring Final Examination | | Open | | |

Title: Type part of the title
 Display code:
 Status:
 Year:
 Period:
 Saved searches: Choose ▾ Save current search Search Less ^

Figure 22: Search Course Exams functionality: a) List of Course Exams, b) Full search criteria

Table 61: Search Course Exams functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Course Exams |
| Relative Use Case(s) | View Course Exams |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Title, Display Code, Status, Period |
| Description | <p>The user can search a group of course exams or a specific course exam by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Teaching->Exams option from the VURS's sidebar menu 2. selects between current academic year exams (default option), completed exams and all exams from the tabs section 3. finds the group of course exams or a specific course exam on the list of course exams by searching/filtering exams (by Title, Display Code, Status, Period) and by sorting them (by Display Code, Title, Year, Period, Graded students, Status, Date completed, Completed by) <p>The user can also perform the actions for exam(s) (by selecting exam(s) and clicking arrow button next to Open): Open, Close, Delete.</p> |
| Output Data | The list of the course exams that satisfy the defined requirements appears in the Exams page. |

5.2.19 Preview Course Exam

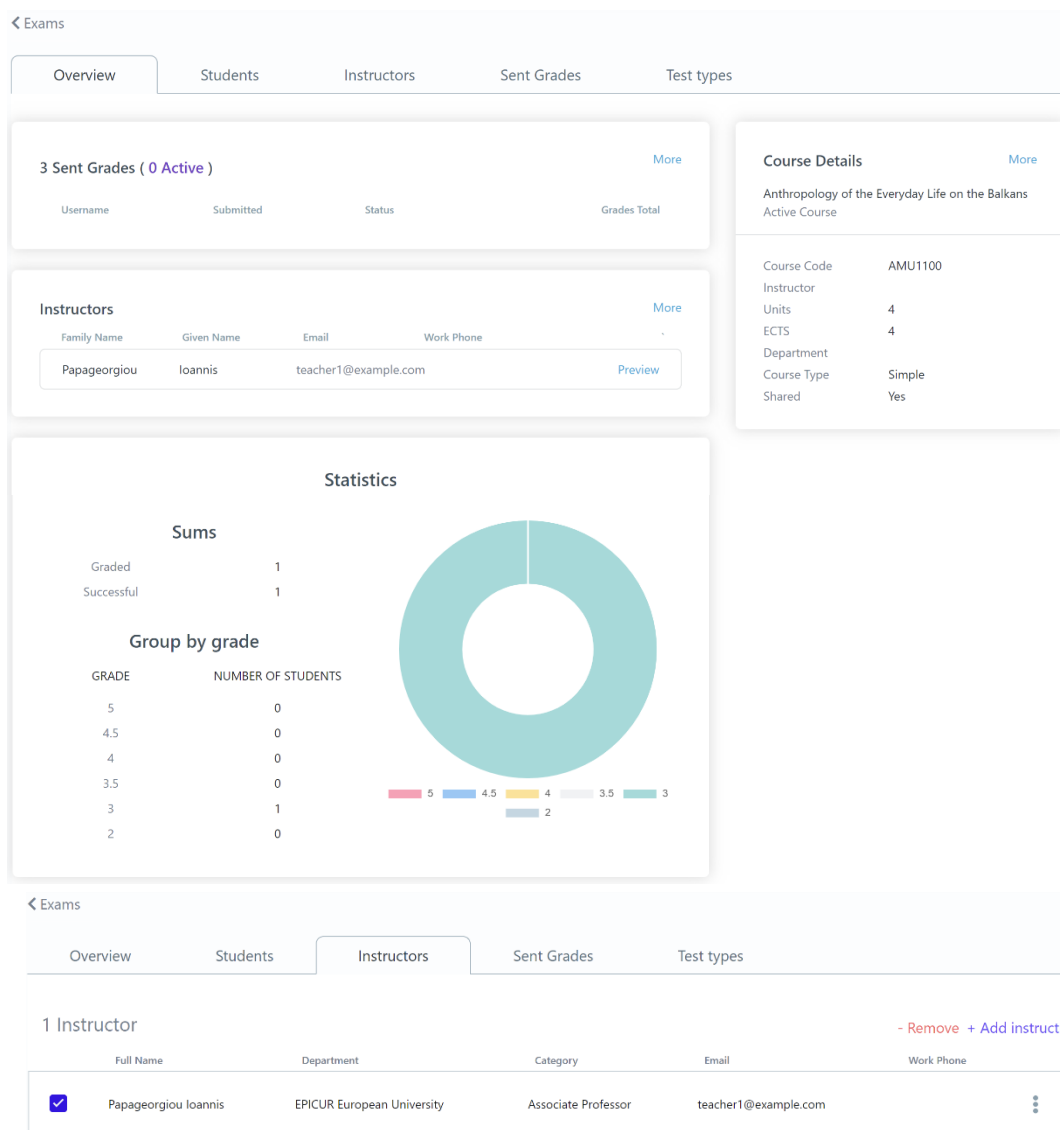


Figure 23: Preview Course Exam functionality a) Overview tab, b) Instructors tab

Table 62: Preview Course Exam functionality

| | |
|-----------------------------|--|
| Functionality Name | Preview Course Exam |
| Relative Use Case(s) | View Course Exams, Edit Course Exam |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Title, Display Code, Status, Period |
| Description | <p>The user can view a course exam’s information by following the steps:</p> <ol style="list-style-type: none"> searches for a specific course exam on Exams page clicks on the 3 dots next to the class selects Preview option <p>Add lecturer action:</p> <ol style="list-style-type: none"> selects Instructors tab clicks + Add instructor button selects lecturer(s) by checking box(es) and clicks Apply button <p>Remove lecturer action:</p> <ol style="list-style-type: none"> selects Instructors tab selects lecturer (s) by checking box(es) |

| | |
|--------------------|---|
| | 6. clicks - Remove button 7. clicks OK button on the confirmation popup window |
| Output Data | The page with all the course exam's information is loaded where there are five tabs: Overview, Students, Instructors, Sent Grades, Test types. Upon adding or removing lecturers to a course exam, a completion message appears and the list of lecturers is updated |

5.2.20 Edit Course Exam

< Exams

Accompanying Anthropocene-Related Transitions (Societal, Environmental, Digital...): Intercultural Approaches i

Edit Actions ▾

2021-2022 - Winter Final Examination

Exam Information

| | | | |
|---|--|---|--------------------------------|
| Course ID | Course title | | |
| <input type="text" value="UHA1001"/> | <input type="text" value="Accompanying Anthropocene-Related Transitions (Societal, Environmental, Digital...): Intercultural Approaches"/> | | |
| Status | Exam name | | |
| <input type="text" value="Open"/> | <input type="text" value="Accompanying Anthropocene-Related Transitions (Societal, Environmental, Digital...): Intercultural Approaches"/> | | |
| Period | Year | Completion date | Completed by |
| <input type="text" value="Winter Final Examination"/> | <input type="text" value="2021-2022"/> | <input type="text" value="dd/MM/yyyy"/> | <input type="text"/> |
| Exam date | Result date | Grade Scale * | Decimal digits |
| <input type="text" value="dd/MM/yyyy"/> | <input type="text" value="dd/MM/yyyy"/> | <input type="text" value="Percentage"/> | <input type="text" value="2"/> |
| Graded students | <input type="text"/> | | |
| Notes | <input style="height: 30px;" type="text"/> | | |

Submit

Figure 24: Edit Course Exam functionality

Table 63: Edit Course Exam functionality

| | |
|-----------------------------|--|
| Functionality Name | Edit Course Exam |
| Relative Use Case(s) | View Course Exam, Edit Course Exam |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • Exam Information: <ul style="list-style-type: none"> – <u>Optional</u>: Exam name, Exam date, Result date, Decimal digits, Notes |
| Description | The user can change a course exam's information by following the steps: <ol style="list-style-type: none"> 1. searches for a specific course on Exams page 2. clicks on the 3 dots next to the specific course exam 3. selects Edit option. There is also an Edit button in the course exam's preview page. 4. changes course exam's information by editing the form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the course exam's preview page appears. |

5.2.21 Grade Submission action

< Back to list

Lambropoulos Konstantinos
(teacher2@example.com)

Submitted
5/23/22, 10:14 PM

Status
Active

Digital Signature
Exam document does not contain a digital signature

Upload Number
WZBCUFWBvTZVRmun9WsUM8v6XwUce9Ko

Croatian Language for Beginners
Exam Period - Spring Final Examination 2020-2021

Spring 2020-2021 EPICUR European University
AMU1200 Units: 6 ECTS: 6

Attachment
2020-2021_Spring Final Examination_AMU1200_Croatian Language for Beginners.xlsx

Grades Total : 1

| Full Name | Student Number | Grade |
|----------------|----------------|-------|
| Ramberg Tobias | 000008 | 4.5 |

Reject

Approve

Figure 25: Grade Submission action functionality

Table 64: Grade Submission action functionality

| | |
|-----------------------------|---|
| Functionality Name | Grade Submission action |
| Relative Use Case(s) | Accept Grade Submission |
| Relative Element | Preview Course Exam |
| Actors | Administrators, Registrar Users |
| Input Data | - |
| Description | <p>The user can accept/reject a grade submission by following the steps:</p> <ol style="list-style-type: none"> 1. visits the preview page of a specific course exam 2. selects Sent Grades tab 3. clicks on grades submission with an active status by selecting More option and Show button in Submitted Grades category. 4. clicks Approve or Reject button 5. clicks YES button on confirmation popup window |
| Output Data | A completion message shows up. If the user selects to approve the grades submission, the status changes to Completed . Otherwise, the status changes to Failed . |

5.2.22 Search Mobilities

Figure 26: Search Mobilities functionality: a) List of Mobilities, b) Full search criteria

Table 65: Search Mobilities functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Mobilities |
| Relative Use Case(s) | View Mobilities |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Title, Study Level, Abbreviation |
| Description | <p>The user can search a group of mobilities or a specific mobility by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Study Programs option from the VURS's sidebar menu 2. selects between active mobilities (default option) and all mobilities from the tabs section 3. finds the group of mobilities or a specific mobility on the list of study programs by searching/filtering mobilities (by Title, Study Level, Abbreviation) and by sorting them (by Active, Title Department Name, Study Level, Semesters, Abbreviation, Grade Decimal Digits) |
| Output Data | The list of the mobilities that satisfy the defined requirements appears in the Study Programs page. |

5.2.23 Preview Mobility

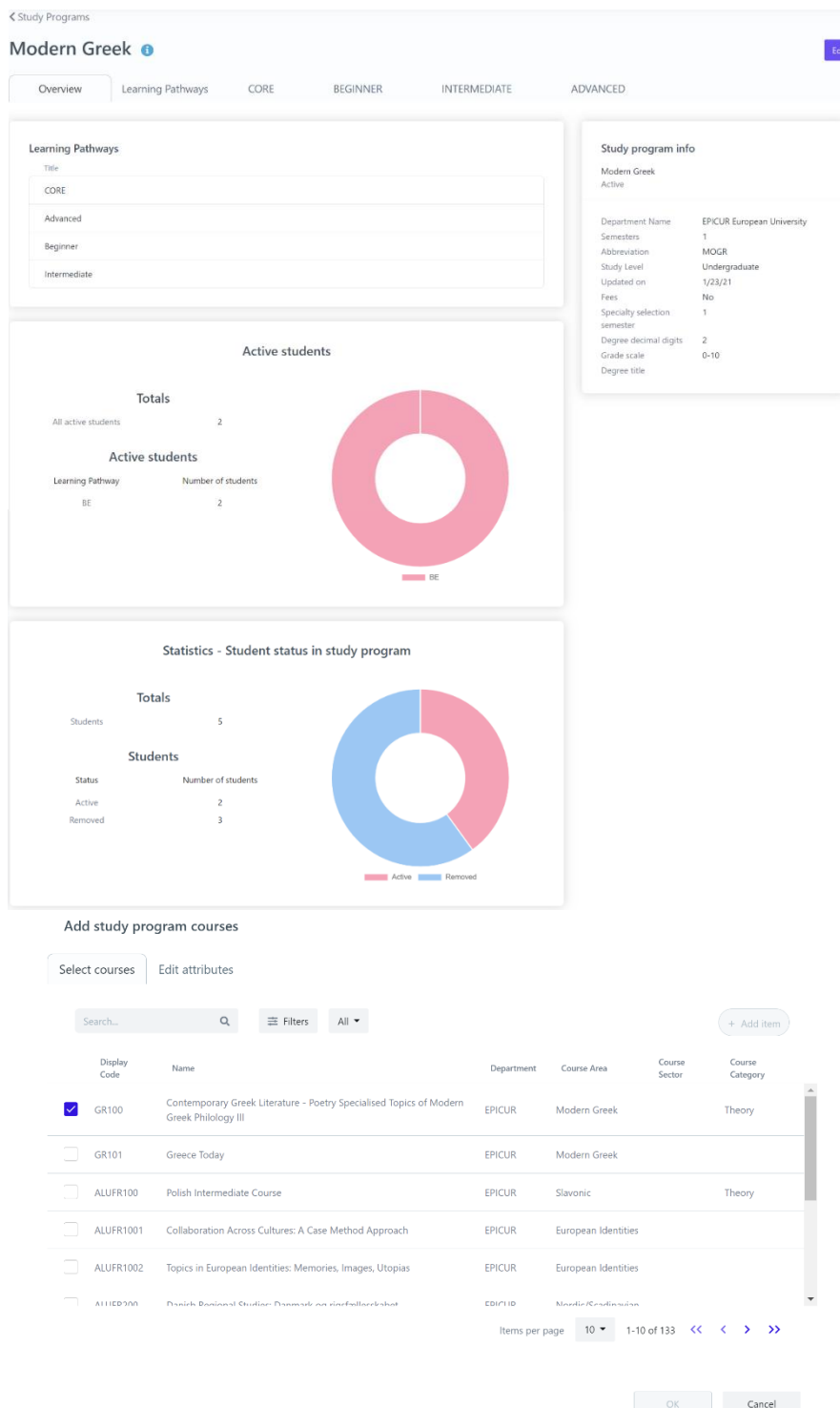


Figure 27: Preview Mobility functionality: a) Overview tab, b) add course form

Table 66: Preview Mobility functionality

| | |
|-----------------------------|--|
| Functionality Name | Preview Mobility |
| Relative Use Case(s) | View Mobilities, Edit Mobility |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Title, Study Level, Abbreviation Add/Edit learning pathway action: |

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| | |
|--------------------|--|
| | <ul style="list-style-type: none"> – <u>Required</u>: Name, Abbreviation – <u>Optional</u>: Write a short description for this learning pathway <p>Add/Edit course action:</p> <ul style="list-style-type: none"> – <u>Required</u>: Type, Units, Coefficient, ECTS – <u>Optional</u>: Semester |
| Description | <p>The user can view a mobility's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific mobility on Study Programs page 2. clicks on the 3 dots next to the mobility 3. selects Preview option <p>Add learning pathway action:</p> <ol style="list-style-type: none"> 4. selects Learning Pathways tab 5. clicks + New button 6. completes new learning pathway form and clicks Submit button <p>Remove learning pathway action:</p> <ol style="list-style-type: none"> 4. selects Learning Pathways tab 5. selects learning pathway(s) by checking box(es) 6. clicks – Remove item button 7. clicks OK button on the confirmation popup window <p>Edit learning pathway action:</p> <ol style="list-style-type: none"> 4. selects Learning Pathways tab 5. clicks edit icon next to the learning pathway 6. changes learning pathway's information by editing learning pathway form and clicks Submit button <p>Add course action:</p> <ol style="list-style-type: none"> 4. selects a specific learning pathway tab 5. clicks arrow button next to Edit 6. selects Add course option 7. selects courses 8. selects Edit attributes tab 9. completes attributes form and clicks OK button <p>Remove course action:</p> <ol style="list-style-type: none"> 4. selects a specific learning pathway tab 5. selects course(s) by checking box(es) 6. clicks arrow button next to Edit 7. selects Remove course option 8. clicks YES button on the confirmation popup window <p>Edit course action:</p> <ol style="list-style-type: none"> 4. selects a specific learning pathway tab 5. clicks edit icon next to the learning pathway or selects course by checking box and clicks Edit button 6. changes course's attributes by editing study program course form and clicks Submit button |
| Output Data | <p>The page with all the mobility's information is loaded where there are some tabs: Overview, Learning pathways and a tab for each learning pathway. Upon adding, removing or editing learning pathways/courses to a mobility, the list of learning pathways/courses and the tabs are updated.</p> |

5.2.24 Create Mobility

Figure 28: Create Mobility functionality

Table 67: Create Mobility functionality

| | |
|-----------------------------|---|
| Functionality Name | Create Mobility |
| Relative Use Case(s) | View Lecturers, Edit Lecturer |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • General Information: <ul style="list-style-type: none"> – <u>Required:</u> Name, Degree description, Printable display name, Active, Abbreviation, Study Level, Semesters, Grade Scale, Study title type, Decimal digits – <u>Optional:</u> Alternate name, Color, Notes • Study program description: <ul style="list-style-type: none"> – <u>Optional:</u> Official duration, Access requirements, Mode of study, Grading system, Degree requirements, Access to further study, Language of instruction, Additional information, Further information |
| Description | <p>The user can create a mobility by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Study Programs option from the VURS's sidebar menu 2. clicks the button New 3. completes the new mobility form and submits it <p>To be enabled the submit button, at least the required fields of the form needs to be completed.</p> |
| Output Data | A completion popup message is shown after the user's submission and the mobility would be in the study programs list. |

5.2.25 Edit Mobility

The screenshot shows a web form titled 'Modern Greek' under the 'Study Programs' section. The form is divided into several sections: 'General Information', 'Study program description', and 'Other languages'. The 'General Information' section contains the following fields: 'Name' (Modern Greek), 'Department' (EPICUR European University), 'Degree description' (Modern Greek), 'Printable display name' (Modern Greek), 'Abbreviation' (MOGR), 'Active' (true), 'Study Level' (Undergraduate), 'Semesters' (1), 'Decimal digits' (2), 'Grade Scale' (0-10), and 'Study title type' (Degree). There are also fields for 'Alternate name' and 'Color'. A rich text editor is provided for the 'Description' field. A 'Submit' button is located at the bottom left of the form.

Figure 29: Edit Mobility functionality

Table 68: Edit Mobility functionality

| | |
|-----------------------------|--|
| Functionality Name | Edit Mobility |
| Relative Use Case(s) | View Mobilities, Edit Mobility |
| Relative Element | Create Mobility |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> • General Information: <ul style="list-style-type: none"> – <u>Required:</u> Name, Degree description, Printable display name, Abbreviation, Active, Semesters, Decimal digits, Study title type – <u>Optional:</u> Study Level, Alternate name, Color, Description • Study program description: <ul style="list-style-type: none"> – <u>Optional:</u> Official duration, Access requirements, Mode of study, Grading system, Degree requirements, Access to further study, Language of instruction, Additional information, Further information |
| Description | <p>The user can change a mobility's information by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific mobility on Study Programs page 2. clicks on the 3 dots next to the mobility 3. selects Edit option. There is also an Edit button in the mobility's preview page. 4. changes mobility's information by editing his/her form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the mobility's preview page appears. |

5.2.26 Search Applications

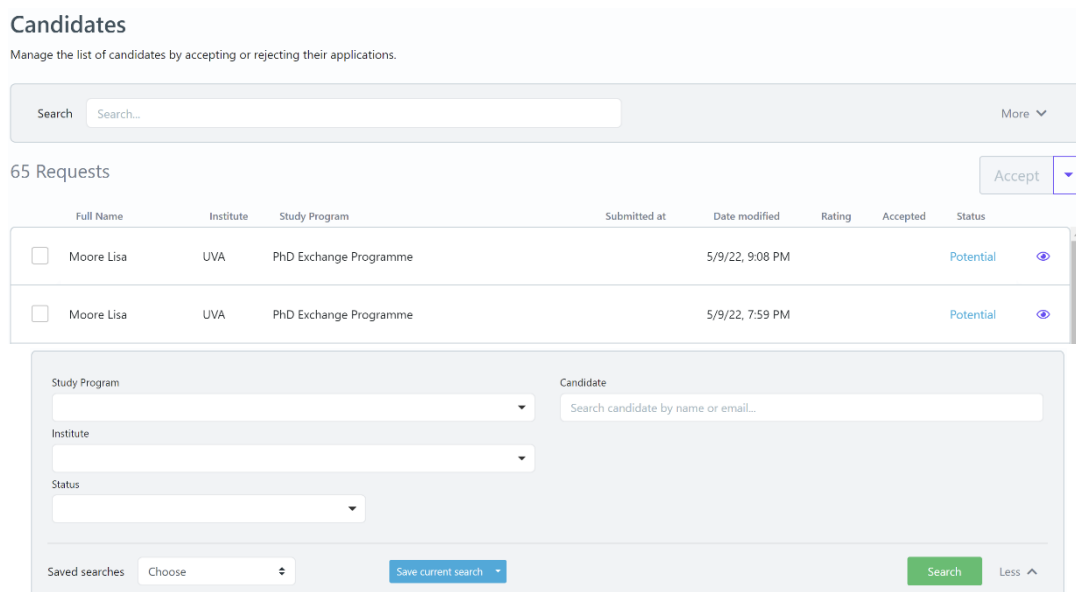


Figure 30: Search Applications functionality: a) List of Applications, b) Full search criteria

Table 69: Search Applications functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Applications |
| Relative Use Case(s) | View Applications |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Study Program, Candidate (name or email), Institute, Status Send message action : – Required: Subject, Write a short message |
| Description | <p>The user can search a group of applications or a specific application by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Candidates option from the VURS's sidebar menu 2. finds the group of applications or a specific application on the list of candidates by searching/filtering applications (by Study Program, Candidate (name or email), Institute, Status) and by sorting them (by Full Name, Institute, Study Program, Submitted at, Date modified, Rating, Accepted, Status) <p>To communicate with student(s):</p> <ol style="list-style-type: none"> 3. selects application(s) by checking box(es) 4. clicks arrow button next to Accept 5. selects Compose new message or Send a direct message to candidate 6. completes the message form (Subject, Write a short message) and sends it by clicking Start button <p>The user can also perform the actions for an application (by clicking arrow button next to Accept): Accept, Reject, Export.</p> |
| Output Data | The list of the mobilities that satisfy the defined requirements appears in the Candidates page. For "Send message" action, a loading bar appears and after the completion the popup form closes. |

5.2.27 Preview Application

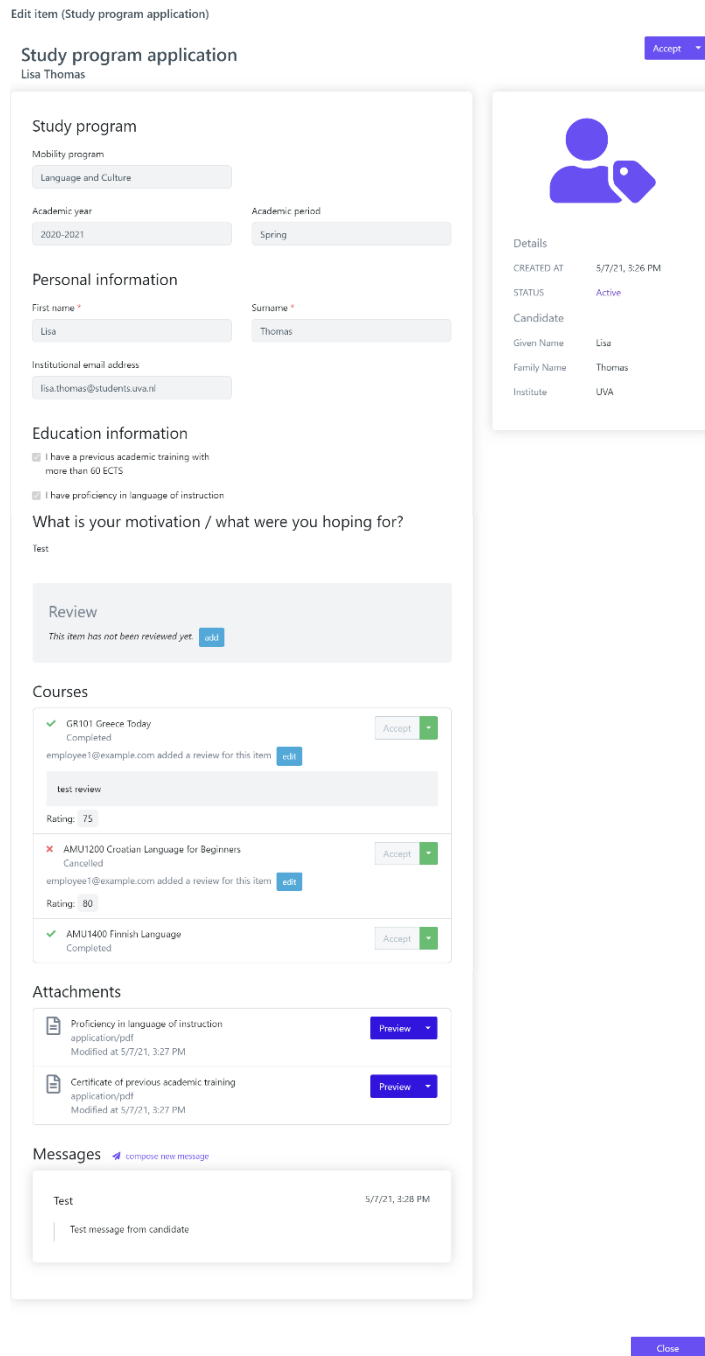


Figure 31: Preview Application functionality

Table 70: Preview Application functionality

| | |
|-----------------------------|--|
| Functionality Name | Preview Application |
| Relative Use Case(s) | View Applications, View Application |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Study Program, Candidate (name or email), Institute, Status |
| Description | The user can view an application by following the steps: <ol style="list-style-type: none"> 1. searches for a specific application on Candidates page 2. clicks on the eye button next to the application |
| Output Data | The page with all the application's information is loaded, including: Details, Study program, Personal information, Education information, What is your |

5.2.28 Application Actions

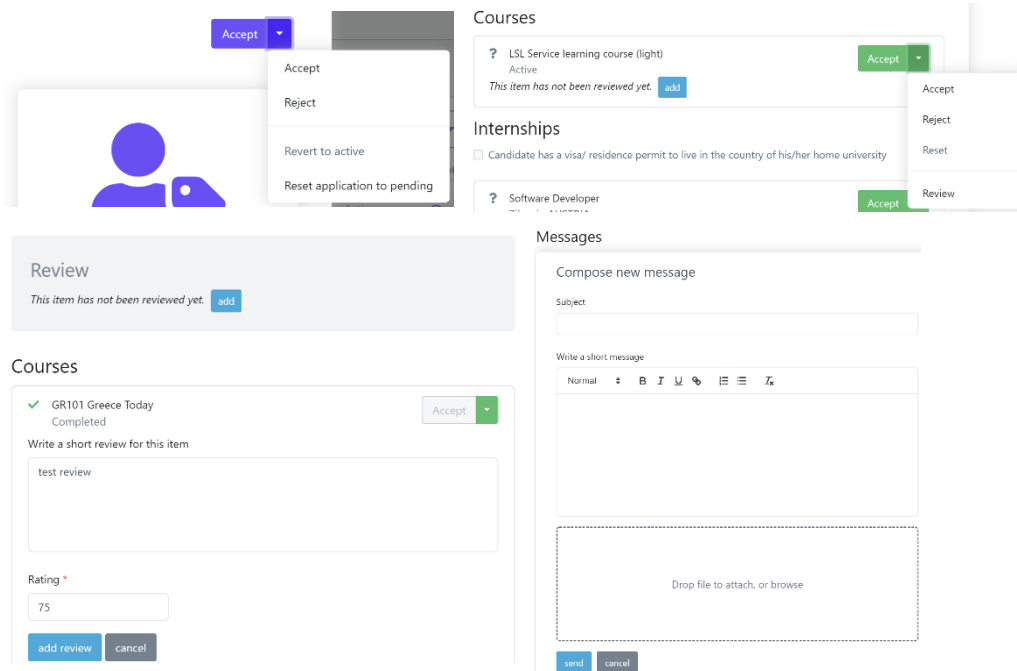


Figure 32: Application Actions functionality

Table 71: Application Actions functionality

| | |
|-----------------------------|--|
| Functionality Name | Application Actions |
| Relative Use Case(s) | View Application |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Review (Write a short review for this item, Rating (<u>Required</u>)), Message (Subject, Write a short message, file) |
| Description | <p>The user can review an application, update its status (accept, reject, revert to active, reset to pending) and communicate with the candidate by following the steps:</p> <p>To review an application:</p> <ol style="list-style-type: none"> visits the preview page of a specific application clicks add button next to the message “This item has not been reviewed yet.” on Review section or on each course. For a course, there is the option to review it by selecting Review option on the arrow button next to Accept button. There is also, the option to edit an existing review completes the review form (Write a short review for this item, Rating) and submits it <p>To update status:</p> <ol style="list-style-type: none"> visits the preview page of a specific application for a course, next to it, selects Accept, Reject or Reset option. For the whole application, next to “Study program application”, selects Accept, Reject, Revert to active or Reset application to pending <p>To communicate with the candidate:</p> <ol style="list-style-type: none"> visits the preview page of a specific application clicks compose new message on Message section completes the message form (Subject, Write a short message, attach |

| | |
|--------------------|--|
| | file) and sends it |
| Output Data | For “Review” and “Send message” actions, the result is shown in the application. For “Change status” action, a confirmation box appears first to finalize this action. |

5.2.29 Search Student Requests

Figure 33: Search Student Requests functionality: a) List of Student Requests, b) Full search criteria

Table 72: Search Student Requests functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Student Requests |
| Relative Use Case(s) | View Student Requests |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Student Number, Full Name, Student Status, Study Program |
| Description | The user can search a group of student requests or a specific student request by following the steps: <ol style="list-style-type: none"> 1. selects the Requests option from the VURS's sidebar menu 2. selects between active requests (default option), all (this department) requests and document requests from the tabs section 3. finds the group of student requests or a specific student request on the list of requests by searching/filtering student requests (by Student Number, Full Name, Student Status, Study Program) and by sorting them (by Additional Type, Student Identifier, Full Name, Student Status, Request date, Request Status) |
| Output Data | The list of the student requests that satisfy the defined requirements appears in the Requests page. |

5.2.30 Preview Student Request

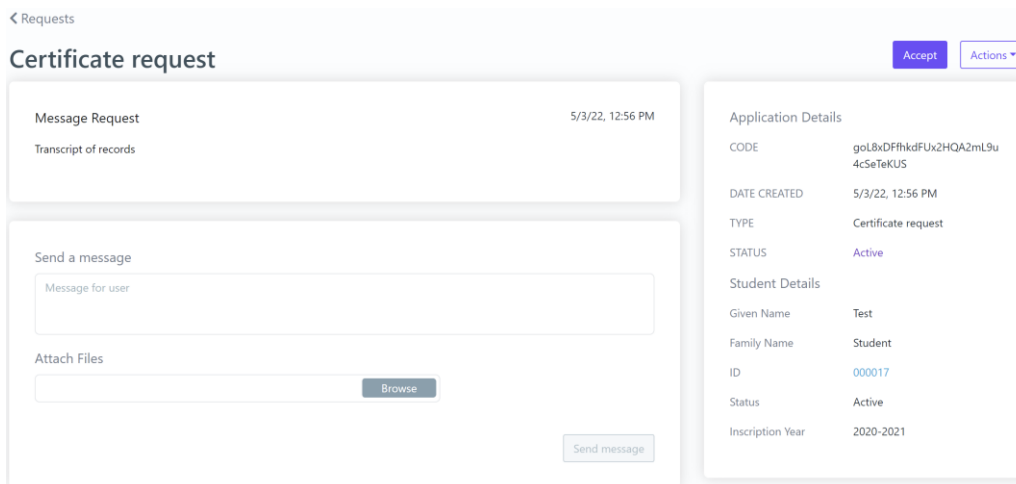


Figure 34: Preview Student Request functionality

Table 73: Preview Student Request functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Student Requests |
| Relative Use Case(s) | View Student Requests, View Student Request |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <p><u>Optional</u>: Student Number, Full Name, Student Status, Study Program</p> <p>Send message action:</p> <ul style="list-style-type: none"> - <u>Required</u>: Message for user - <u>Optional</u>: Attach files |
| Description | <p>The user can view an application by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific student request on Requests page 2. clicks on the 3 dots next to the request 3. selects Preview option <p>To communicate with student:</p> <ol style="list-style-type: none"> 4. completes the message form on Send a message section 5. clicks Send message button <p>The user can also perform the actions (by clicking Actions button): Accept, Reject, Release.</p> |
| Output Data | <p>The page with all the student request's information is loaded, including: all the available actions.</p> <p>For "Send message" action, the result is shown in the Response section. The other actions change requests' status.</p> |

5.2.31 Search Student Registrations

Figure 35: Search Student Registrations functionality: a) List of Student Registrations, b) Full search criteria

Table 74: Search Student Registrations functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Student Registrations |
| Relative Use Case(s) | View Student Registrations |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Student Name, Student Identifier, Status, Academic period |
| Description | <p>The user can search a group of student registrations or a specific student registration by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Registrations option from the VURS's sidebar menu 2. selects between current academic year registrations (default option) and all registrations from the tabs section 3. finds the group of student registrations or a specific student registration on the list of registrations by searching/filtering student registrations (by Student Name, Student Identifier, Status, Academic period) and by sorting them (by Student Identifier, Student Full Name, Registration Date, Semester, Period, Academic Year, Status, Synchronization) <p>The user can perform the actions for a student registration (by clicking arrow button next to Open): Open, Close, Synchronize data to VCLP.</p> |
| Output Data | The list of the student registrations that satisfy the defined requirements appears in the Registrations page. |

5.2.32 Search Internships

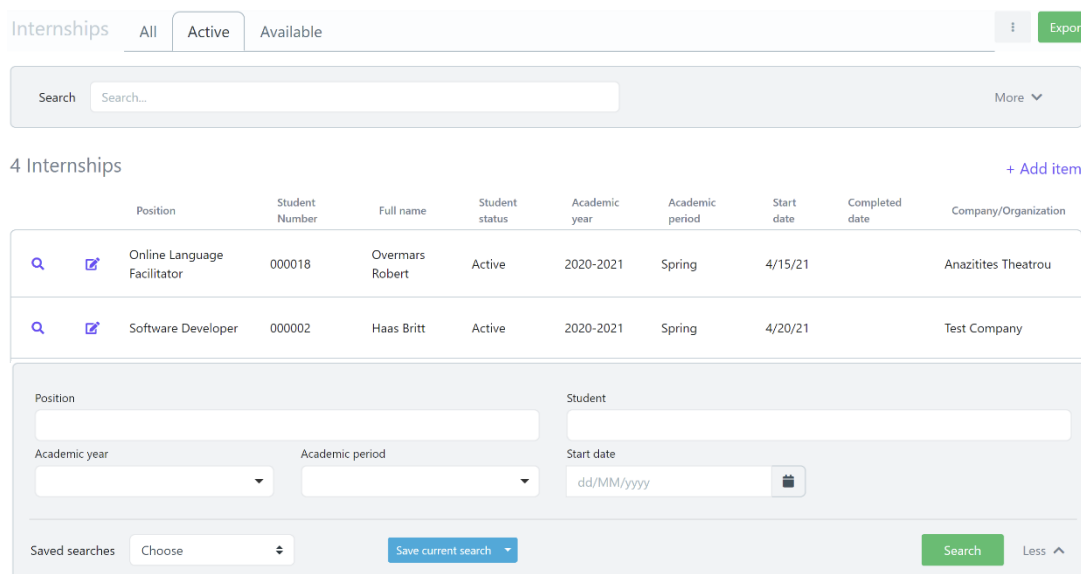


Figure 36: Search Internships functionality: a) List of Internships, b) Full search criteria

Table 75: Search Internships functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Internships |
| Relative Use Case(s) | View Internships |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <u>Optional</u> : Position, Student, Academic year, Academic period, Start date |
| Description | <p>The user can search a group of internships or a specific internship by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Internships option from the VURS's sidebar menu 2. selects between all internships, active internships (default option) and available internships from the tabs section 3. finds the group of internships or a specific internship on the list of internships by searching/filtering them (by Position, Student, Academic year, Academic period, Start date) and by sorting them (by Position, Student Number, Full name, Student Status, Academic year, Academic period, Start date, Completed dates) |
| Output Data | The list of the internships that satisfy the defined requirements appears in the Internships page. |

5.2.33 Preview Internships

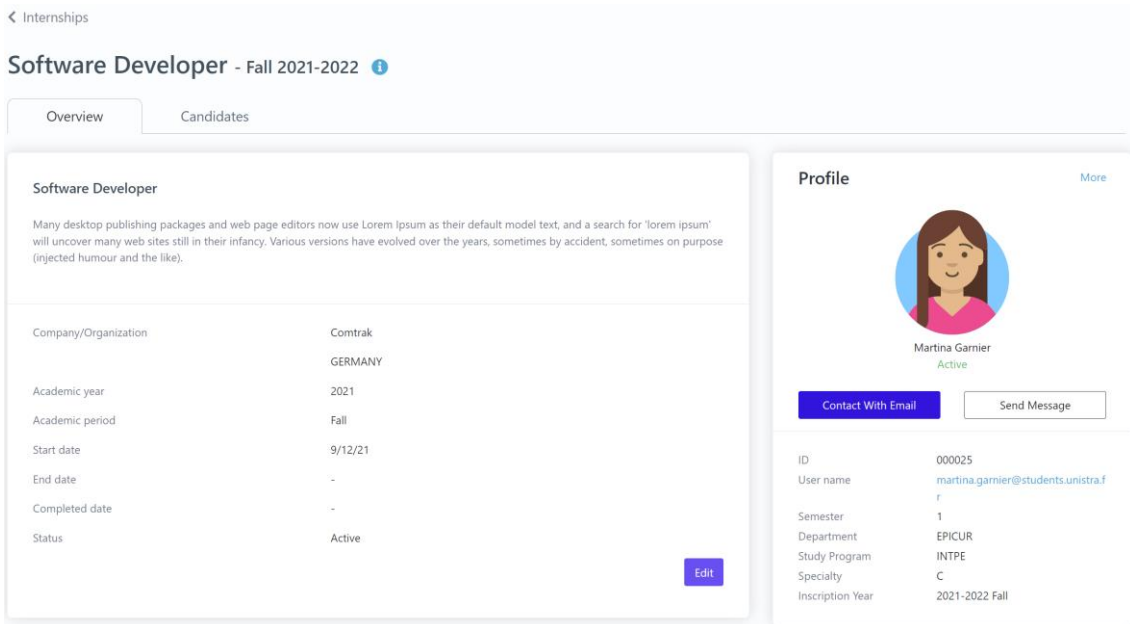


Figure 37: Preview Internships functionality

Table 76: Preview Internships functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Internships |
| Relative Use Case(s) | View Internships, Edit Internship |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Position, Student, Academic year, Academic period, Start date |
| Description | The user can view an internship's information by following the steps: <ol style="list-style-type: none"> 1. searches for a specific internship on Internships page 2. clicks on lens icon next to the internship |
| Output Data | The page with all the internship's information is loaded where there are some tabs: Overview, Candidates. |

5.2.34 Create Internship

New internship

Internship Information

Department

Mobility program *

Academic year *

Academic period *

Start date *

Status *

Search for a company or organization *

Position *

Title

Write a short description about this internship or exchange programme

Position default preferences
 Use the following form to set default preferences about the selected position:

Starting month

Starting year

Duration

Description *
 Normal **B** *I* U

Figure 38: Create Internship functionality

Table 77: Create Internship functionality

| | |
|-----------------------------|--|
| Functionality Name | Create Internship |
| Relative Use Case(s) | View Internships, Edit Internship |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> Internship Information: <ul style="list-style-type: none"> <u>Required:</u> Mobility program, Academic year, Academic period, Start date, Status, Search for a company or organization, Position, Description <u>Optional:</u> Title, Starting month, Starting year, Duration |
| Description | <p>The user can create an internship by following the steps:</p> <ol style="list-style-type: none"> selects the More->Internship option from the VURS's sidebar menu clicks the button + Add item completes the new internship form and submits it <p>To be enabled the submit button, at least the required fields of the form needs to be completed.</p> |
| Output Data | A completion popup message is shown after the user's submission and the internship would be in the study programs list. |

5.2.35 Edit Internship

Edit internship

Internship Information

Department: EPICUR European University

Mobility program: Internships in private enterprises and light service learning course
Select the mobility program where this internship is available

Academic year: 2021-2022 | Academic period: Fall

Start date: 12/09/2021 | Status: Active

Search for a company or organization

Company Information

Name: Contrak | Type: Private Enterprise | Address: 550 Hendrix Street, Crawfordsville

Country: Germany | Phone: (840) 548-2865

Position: Software Developer

Write the job description of this internship or exchange programme

Title

Write a short description about this internship or exchange programme

Position default preferences

Use the following form to set default preferences about the selected position:

Starting month | Starting year

Duration

Description

Normal | B | I | U | | |

Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Student Information

Student: 000025 | Garnier Martina

Given Name: Martina | Family Name: Garnier | Status: Active

Inscription Year: 2021-2022 | Inscription Period: Fall | Semester: 1

Figure 39: Edit Internship functionality

Table 78: Edit Internship functionality

| | |
|-----------------------------|---|
| Functionality Name | Edit Internship |
| Relative Use Case(s) | View Internships, Edit Internship |
| Relative Element | Create Internship |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> Internship Information: <ul style="list-style-type: none"> <u>Required:</u> Mobility program, Academic year, Academic period, Start date, Status, Position, Description <u>Optional:</u> Search for a company or organization, Title, Starting month, Starting year, Duration |
| Description | <p>The user can change an internship's information by following the steps:</p> <ol style="list-style-type: none"> searches for a specific internship on Internships page clicks on the edit icon next to the position of the internship changes internship's information by editing the form and submits it |
| Output Data | After the user's submission the internships information changes. |

5.2.36 Search Companies/Organizations

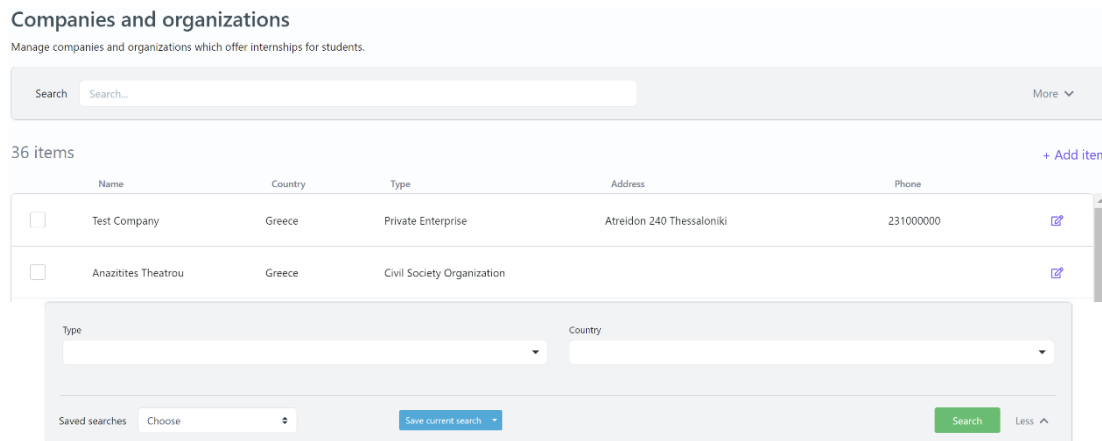


Figure 40: Search Companies/Organizations functionality: a) List of Companies/Organizations, b) Full search criteria

Table 79: Search Companies/Organizations functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Companies/Organizations |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Type, Country |
| Description | <p>The user can search a group of companies/organizations or a specific company/organization by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Settings option from the VURS's sidebar menu 2. searches for Companies and organizations and clicks Expand button 3. finds the group of companies/organizations or a specific company/organization on the list of companies and organizations by searching/filtering them (by Type, Country) and by sorting them (by Name, Country, Type, Address, Phone) <p>Remove item action:</p> <ol style="list-style-type: none"> 4. selects company(ies)/organization(s) by checking box(es) 5. clicks – Remove item button 6. clicks OK button on the confirmation popup window |
| Output Data | <p>The list of the companies/organizations that satisfy the defined requirements appears in the Companies and organizations page.</p> <p>Upon removing companies/organizations, the list of companies/organizations is updated.</p> |

5.2.37 Add Company/Organization

New item

Name * Country *

Set the name of this item

Type

Description

Write a short description for this item

Postal address Phone number

Email address

Figure 41: Add Company/Organization functionality

Table 80: Add Company/Organization functionality

| | |
|-----------------------------|---|
| Functionality Name | Add Company/Organization |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> - <u>Required</u>: Name, Country - <u>Optional</u>: Type, Description, Postal address, Phone number, Email address |
| Description | <p>The user can add a company/organization by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Settings option from the VURS's sidebar menu 2. searches for Companies and organizations and clicks Expand button 3. clicks the button + Add item 4. completes the new item form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the company/organization would be in the companies and organizations list. |

5.2.38 Edit Company/Organization

Edit item

Name * Country *

Set the name of this item

Type

Description

Write a short description for this item

Postal address Phone number

Email address

Figure 42: Edit Company/Organization functionality

Table 81: Edit Company/Organization functionality

| | |
|-----------------------------|--|
| Functionality Name | Edit Company/Organization |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | Add Company/Organization |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> – <u>Required</u>: Name, Country – <u>Optional</u>: Type, Description, Postal address, Phone number, Email address |
| Description | <p>The user could change the information of a company/organization by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific company/organization on Companies and organizations page 2. clicks on the edit icon next to the company/organization 3. changes company's/organization's information by editing the form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the Companies and organizations page appears. |

5.2.39 Search Company Types

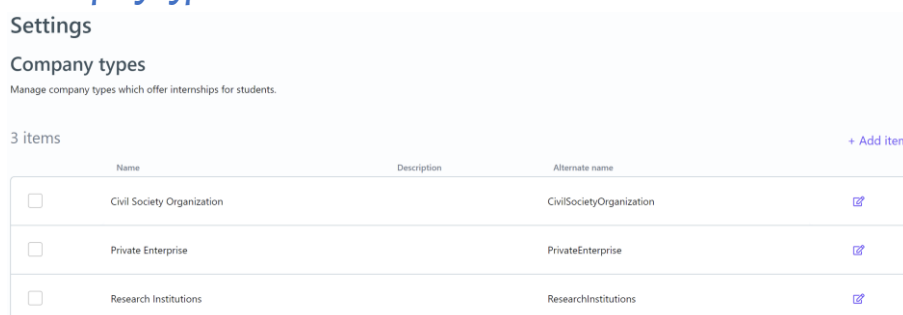


Figure 43: Search Company Types functionality

Table 82: Search Company Types functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Company Types |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | - |
| Description | <p>The user can search a group of company types or a specific company type by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Settings option from the VURS's sidebar menu 2. searches for Company types and clicks Expand button 3. finds the group of company types or a specific company type on the list of company types by sorting them (by Name, Description, Alternate name) <p>Remove item action:</p> <ol style="list-style-type: none"> 4. selects company type(s) by checking box(es) 5. clicks – Remove item button 6. clicks OK button on the confirmation popup window |
| Output Data | The sorted list of the company types appears in the Company types page. Upon removing company types, the list of company types is updated. |

5.2.40 Add Company Type

Company types

New item

Name *

AlternateName *

Set the name of this item

Set an alternate name for this item. This name will be used to identify items

Description

Write a short description for this item

Identifier

Set an identifier that is going to be used either by an external system or by internal processes

Figure 44: Add Company Type functionality

Table 83: Add Company Type functionality

| | |
|-----------------------------|---|
| Functionality Name | Add Company Type |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | <ul style="list-style-type: none"> – <u>Required</u>: Name, Alternate Name – <u>Optional</u>: Description, Identifier |
| Description | <p>The user can add a company type by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Settings option from the VURS's sidebar menu 2. searches for Company types and clicks Expand button 3. clicks the button + Add item 4. completes the new item form and submits it |
| Output Data | A completion popup message is shown after the user's submission and the company type would be in the company types list. |

5.2.41 Edit Company Type

Company types

Edit item

Name *

AlternateName *

Set the name of this item

Set an alternate name for this item. This name will be used to identify items

Description

Write a short description for this item

Identifier

Set an identifier that is going to be used either by an external system or by internal processes

Figure 45: Edit Company Type functionality

Table 84: Edit Company Type functionality

| | |
|-----------------------------|---------------------------------|
| Functionality Name | Edit Company Type |
| Relative Use Case(s) | View Companies/Organizations |
| Relative Element | Add Company Type |
| Actors | Administrators, Registrar Users |

| | |
|--------------------|--|
| Input Data | <ul style="list-style-type: none"> – <u>Required</u>: Name, Alternate Name – <u>Optional</u>: Description, Identifier |
| Description | <p>The user can change the information of a company type by following the steps:</p> <ol style="list-style-type: none"> 1. searches for a specific company type on Company types page 2. clicks on the edit icon next to the company type 3. changes company type’s information by editing the form and submits it |
| Output Data | A completion popup message is shown after the user’s submission and the Company types page appears. |

5.2.42 Search Archived Documents

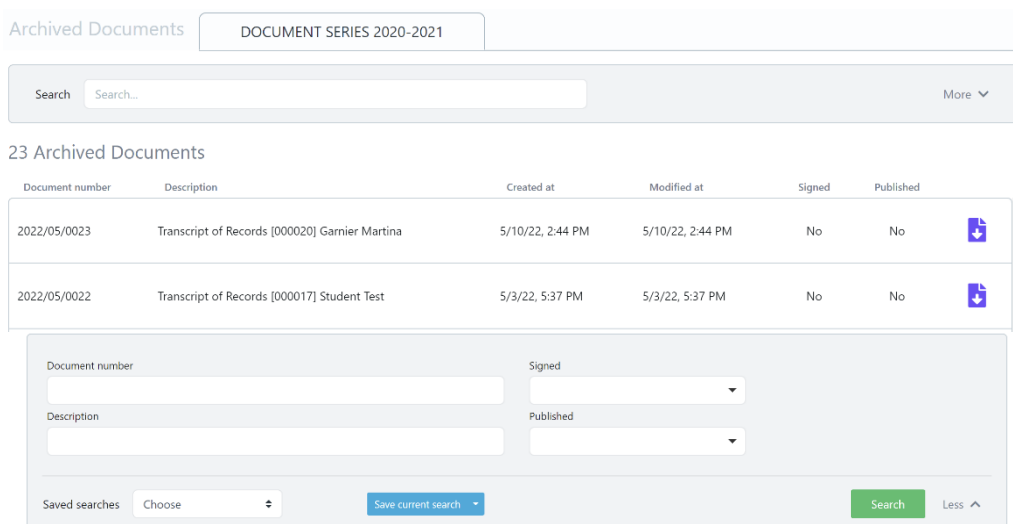


Figure 46: Search Archived Documents functionality: a) List of Archived Documents, b) Full search criteria

Table 85: Search Archived Documents functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Archived Documents |
| Relative Use Case(s) | View Archived Documents |
| Relative Element | - |
| Actors | Administrators, Registrar Users |
| Input Data | Optional: Document number, Signed, Description, Published |
| Description | <p>The user can search a group of archived documents or a specific archived document by following the steps:</p> <ol style="list-style-type: none"> 1. selects the More->Archived Documents option from the VURS’s sidebar menu 2. finds the group of archived documents or a specific archived document on the list of archived documents by searching/filtering them (by Document number, Signed, Description, Published) and by sorting them (by Document number, Description, Created at, Modified at, Signed, Published) |
| Output Data | The list of the archived documents that satisfy the defined requirements appears in the Archived Documents page. |

5.2.43 Search Lists/Enumerations

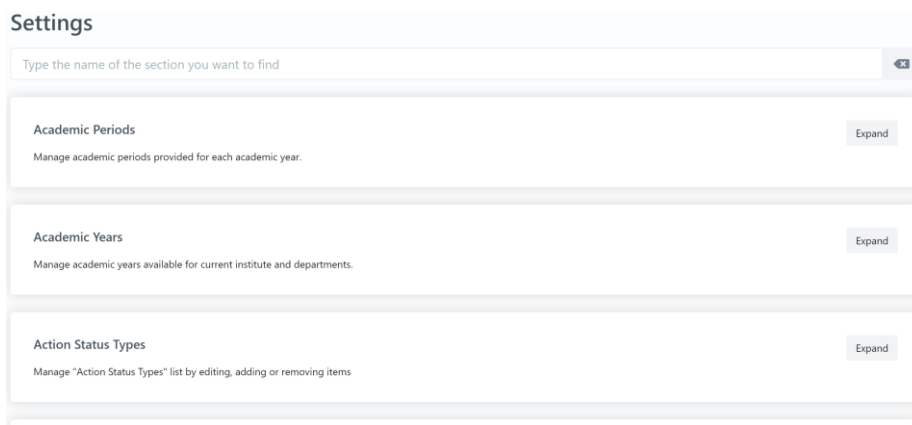


Figure 47: Search Lists/Enumerations functionality

Table 86: Search Lists/Enumerations functionality

| | |
|-----------------------------|---|
| Functionality Name | Search Lists/Enumerations |
| Relative Use Case(s) | View Lists/Enumerations |
| Relative Element | Search Companies/Organizations, Add Companies/Organizations, Edit Companies/Organizations, Search Company Types, Add Company Types, Edit Company Types |
| Actors | Administrators, Registrar Users |
| Input Data | Depends on the list/enumeration |
| Description | The user can search lists and enumerations like academic years, academic period, course categories, course types etc. by following the steps: <ol style="list-style-type: none"> 1. selects the More->Settings option from the VURS's sidebar menu 2. searches for a list/enumeration and clicks Expand button 3. finds items on the list where the user can sort them, add a new item and edit an existing one |
| Output Data | For sorting items action, the sorted list appears in the page. For adding and editing an item, a completion popup message is shown after the user's submission. |

5.3 Students

5.3.1 *Preview Main Information*

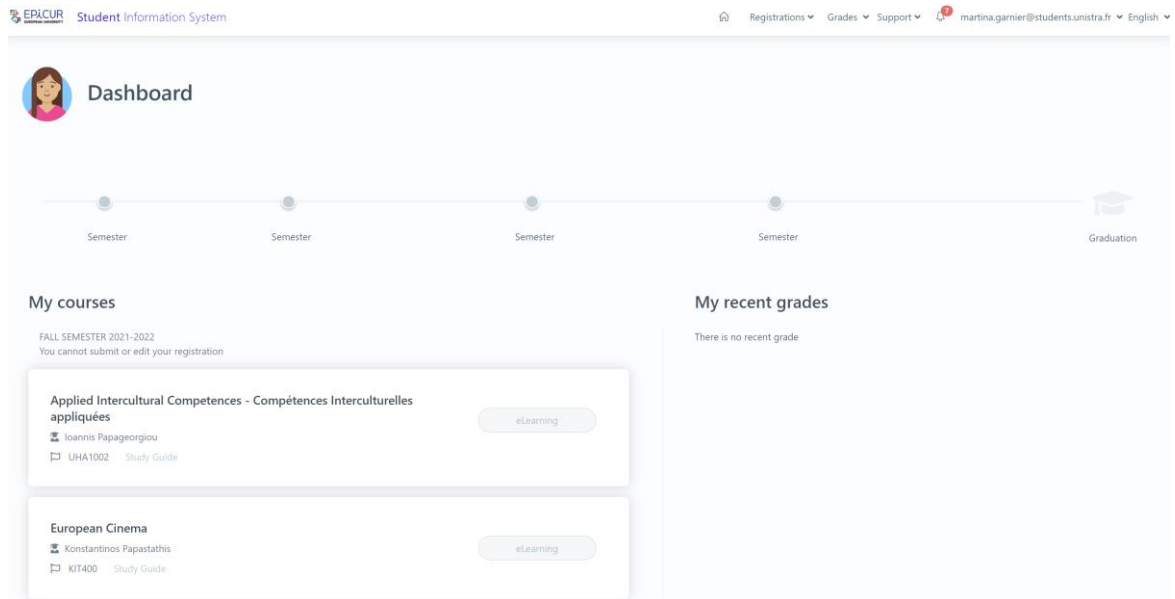


Figure 48: Preview Main Information functionality

Table 87: Preview Main Information functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Main Information |
| Relative Use Case(s) | Dashboard |
| Relative Element | - |
| Actors | Students |
| Input Data | - |
| Description | The user can view his/her main personal data by following the steps: 2. selects the home icon from the VURS's menu bar |
| Output Data | The page with the main user's information is loaded which are: study profile, registered courses, recent grades. |

5.3.2 Check Grades

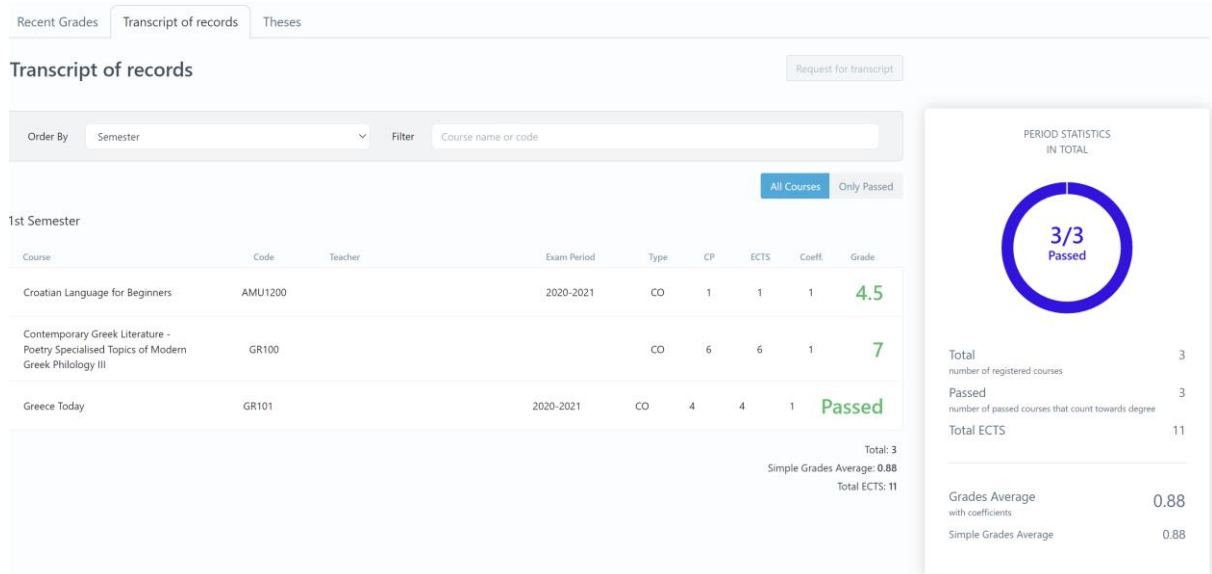


Figure 49: Check Grades functionality: All Grades

Table 88: Check Grades functionality

| | |
|-----------------------------|---|
| Functionality Name | Check Grades |
| Relative Use Case(s) | Grades |
| Relative Element | - |
| Actors | Students |
| Input Data | Optional: Name, Code |
| Description | <p>The user can check his/her grades by following the steps:</p> <p>For Recent Grades:</p> <ol style="list-style-type: none"> 1. selects the More->Recent Grades option from the VURS's menu bar <p>There is the option to check for each course the statistics of grades regarding the number of students by clicking Statistics button on the specific course section.</p> <p>For All Grades:</p> <ol style="list-style-type: none"> 1. selects the More->All Grades option from the VURS's menu bar 2. selects between all courses (default option) and only passed courses 3. checks courses grades by searching/filtering them (by name or code) and by sorting them (by Semester, Type) <p>For Theses' Grades:</p> <ol style="list-style-type: none"> 1. selects the More->Theses option from the VURS's menu bar <p>The user can also switch between categories by selecting one of the following tabs: Recent Grades, Transcripts of records (for all grades), Theses.</p> |
| Output Data | The page with the grades is loaded with some statistics. If the user selects statistics within a specific course, a popup window with relevant information appears. |

5.3.3 View Requests

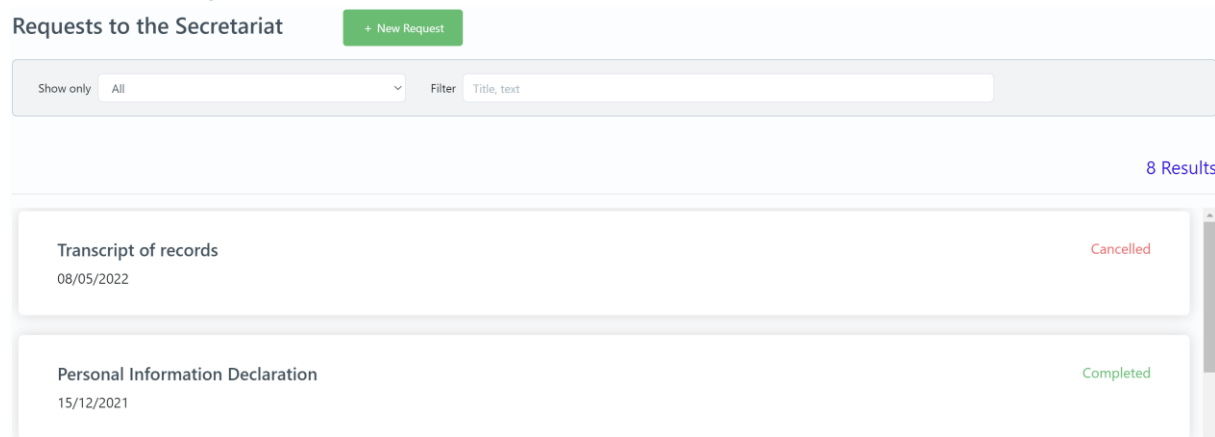


Figure 50: View Requests functionality

Table 89: View Requests functionality

| | |
|-----------------------------|---|
| Functionality Name | View Requests |
| Relative Use Case(s) | Requests |
| Relative Element | - |
| Actors | Students |
| Input Data | Optional: Title, Text |
| Description | <p>The user can view his/her requests by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Support->Requests option from the VURS's menu bar 2. selects between all requests (default option), pending requests, approved requests and failed requests |

| | |
|--------------------|---|
| | <p>3. finds a group of requests or a specific request on the list of requests to the secretariat by searching/filtering them (by title, text)</p> <p>When there are files attached to a request, the user is able to download them by clicking the Download documents button.</p> |
| Output Data | <p>The list of requests that satisfy the defined requirements appears on the Requests to the Secretariat page where the user can see the status of each request and the secretariat's response. By clicking the Download documents button in a request, the attached files are downloaded to the user's computer.</p> |



Document Unique Code



EPiCUR European University

Transcript of Records

Academic Period: 2021-2022 Fall

DocNo: 2021/12/0017

Personal Information

Student last name: **Ramberg** First name: **Tobias**
 Date of birth: **2000-10-20** Gender: **Male**
 Place of birth: **Munich** Matriculation number: **20180032025551**
 Country of birth: **Germany**

Name of sending institution: **Karlsruhe Institute of Technology**
 Faculty: **Physics**
 Address: **Karlsruhe Institute of Technology Hermann-von-Helmholtz-Platz 1 76344**
 EPiCUR Secretariat/Coordinator: **Lukas Schneider**

| Receiving Institution | Start mobility date | End mobility date | Form of study | Title of the course unit at the Receiving Institution | Local grade | Number of ECTS credits |
|-----------------------|---------------------|-------------------|---------------|---|-------------|------------------------|
| AUTH | 2021-02-02 | 2021-04-30 | Theory | Contemporary Greek Literature - Poetry Specialised Topics of Modern Greek Philology III | 7 | 6.0 |
| AMU | 2021-01-18 | 2021-05-13 | - | Croatian Language for Beginners | 4 | 1.0 |

(signature)



Document Unique Code



EPiCUR European University

Learning Agreement

Academic Period: 2021-2022 Fall

DocNo: 2021/12/0016

Student last name: **Ramberg** **First name:** **Tobias**
Date of birth: 2000-10-06 **Gender:** Male
Place of birth: Munich **Matriculation number:** 20180032025555
Country of birth: Germany

Name of sending institution: **Karlsruhe Institute of Technology**
Faculty: -
Address: Karlsruhe Institute of Technology Hermann-von-Helmholtz-Platz 1 76344 Eggenstein-

| Receiving Institution Acronym | Receiving Institution Name |
|-------------------------------|---|
| UNISTRA | University of Strasbourg |
| UVA | University of Amsterdam |
| AUTH | Aristotle University of Thessaloniki |
| BOKU | University of Natural Resources and Life Sciences |
| KIT | Karlsruhe Institute of Technology |
| UHA | University of Upper Alsace |
| FREI | University of Freiburg |
| AMU | Adam Mickiewicz University in Pozna |

Figure 51: Examples of requests: a) Transcript of Records, b) Learning Agreement

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5.3.4 Create Request

New request to the secretariat

The screenshot displays the 'Create Request' interface. It is divided into two main sections: 'Certificates' and 'Requests'. Under 'Certificates', there are two options: 'Transcript of records' and 'Learning Agreement', each with a 'Select' button. Under 'Requests', there are four options: 'Withdrawal from study' (with a sub-note 'Apply for withdrawal from study'), 'Personal Information Update' (with a sub-note 'Use this request to declare personal information which are going to be used for publishing documents and certificates like EPICUR Learning Agreement, Transcript of Records etc.'), 'Drop a course' (with a sub-note 'Use this action to drop a course of the current semester that you have been already registered to. This operation requires the approval of registrar office to be completed.'), and 'Other Request'. Below this list is a form titled 'Request to secretariat'. The form has a 'Basic information' section where the user has selected 'Transcript of records'. It also has a 'Special request' section with a text area for additional details and a green 'Request' button at the bottom right.

Figure 52: Create Request functionality: a) List of requests, b) Transcript of records request form

Table 90: Create Request functionality

| | |
|-----------------------------|---|
| Functionality Name | Create Request |
| Relative Use Case(s) | Requests |
| Relative Element | - |
| Actors | Students |
| Input Data | Information about the request to the registrar (Depends on the request) |
| Description | <p>The user can view his/her requests by following the steps:</p> <ol style="list-style-type: none"> 1. selects the Support->Requests option from the VURS's menu bar 2. clicks + New Request button 3. selects the type of request between Certificates (Transcript of records, Learning Agreement) and Requests (Withdrawal from study, Personal Information Update, Drop a course, Other Request) 4. completes the request form by providing information to the registrar and clicks Request button. |
| Output Data | The Requests to the Secretariat is loaded and the request would be added as Active in the list of requests. |

5.4 Lecturers

5.4.1 Preview Main Information

Figure 53: Preview Main Information functionality

Table 91: Preview Main Information functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Main Information |
| Relative Use Case(s) | Dashboard |
| Relative Element | - |
| Actors | Lecturers |
| Input Data | - |
| Description | The user can view the main information about his/her courses by following the steps: 1. selects the home icon from the VURS's menu bar |
| Output Data | The page with the main user's information about courses is loaded which are: current courses, latest grade submissions, current grading period. |

5.4.2 Search Courses

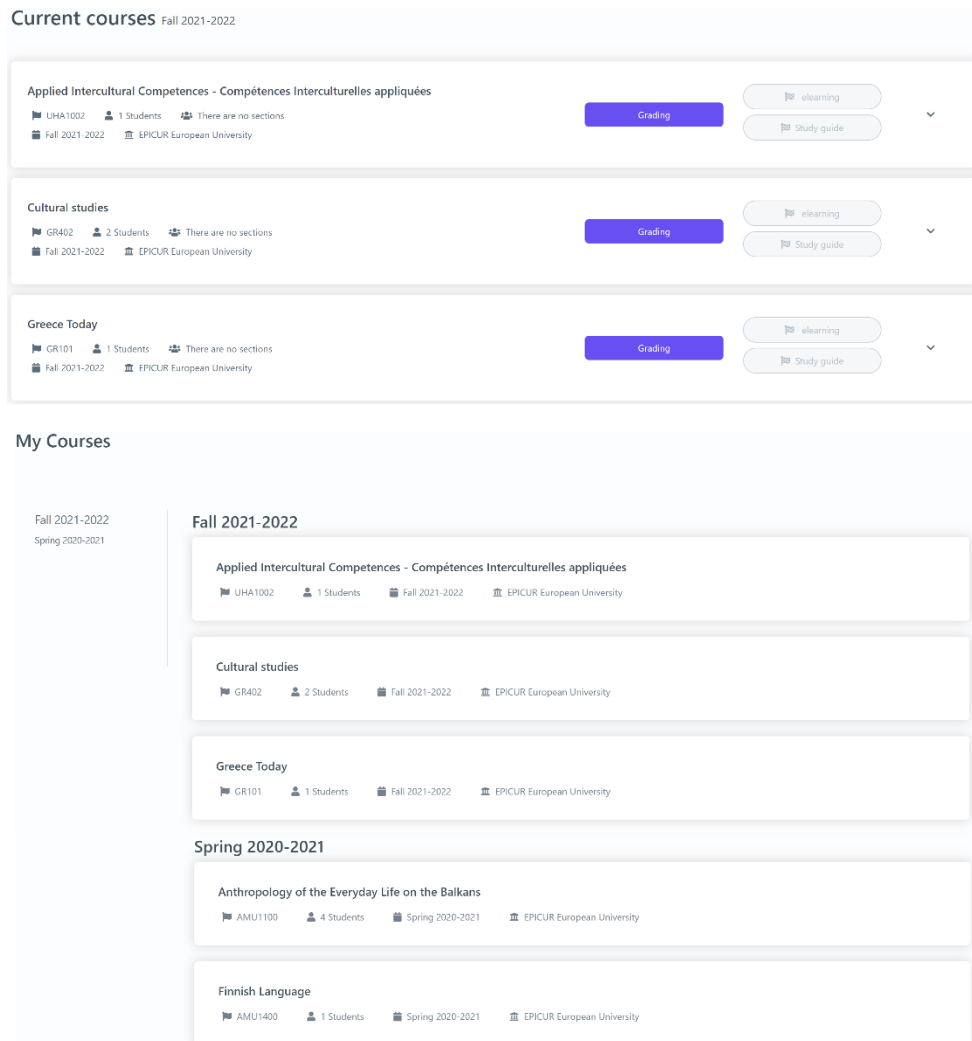


Figure 54: Search Courses functionality: a) Current courses, b) My courses

Table 92: Search Courses functionality

| | |
|-----------------------------|--|
| Functionality Name | Search Courses |
| Relative Use Case(s) | Courses |
| Relative Element | - |
| Actors | Lecturers |
| Input Data | - |
| Description | <p>The user can search for a group of his/her courses or a specific course by following the steps:</p> <p>For Current courses:</p> <ol style="list-style-type: none"> 1. selects the Courses->Current courses option from the VURS's menu bar <p>For My courses:</p> <ol style="list-style-type: none"> 1. selects the Courses->My courses option from the VURS's menu bar 2. finds course by searching/filtering them by academic period |
| Output Data | A list of the courses that satisfy the defined requirements appears. |

5.4.3 Preview Course Class

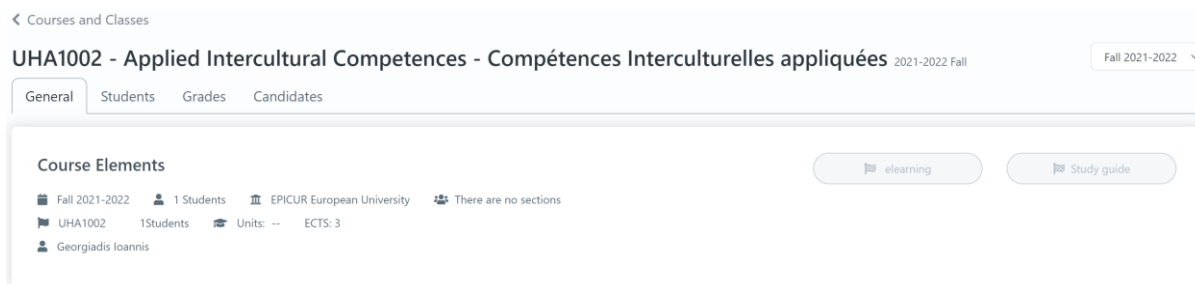


Figure 55: Preview Course Class functionality

Table 93: Preview Course Class functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Course Class |
| Relative Use Case(s) | Classes |
| Relative Element | - |
| Actors | Lecturers |
| Input Data | - |
| Description | <p>The user can preview a course class by following the steps:</p> <p>From Current courses:</p> <ol style="list-style-type: none"> 1. searches for a specific course on Current courses page 2. clicks arrow icon 3. selects More option <p>From My courses:</p> <ol style="list-style-type: none"> 1. searches for a specific course on My courses page 2. clicks on the specific course |
| Output Data | The page with all the class's information is loaded where there are four tabs: General, Students, Grades, Candidates. |

5.4.4 View Class Students

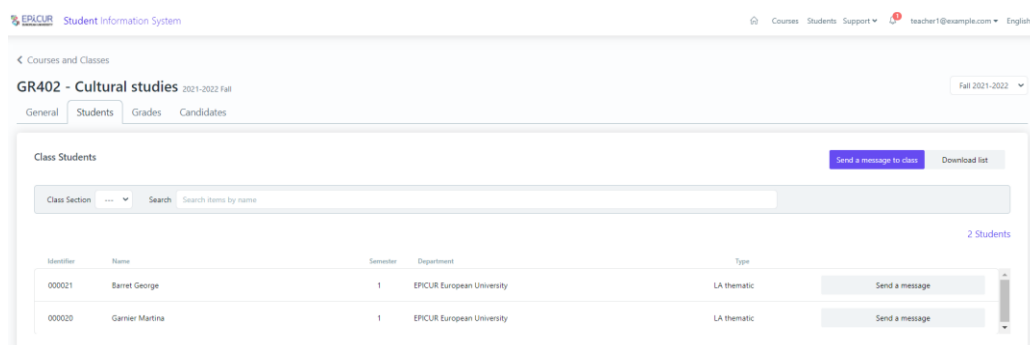


Figure 56: View Class Students functionality

Table 94: View Class Students functionality

| | |
|-----------------------------|---|
| Functionality Name | View Class Students |
| Relative Use Case(s) | Classes, Grading |
| Relative Element | - |
| Actors | Lecturers |
| Input Data | Communicate with students: Subject, Short message, Attach File (optional) |
| Description | <p>The user can view the students of a class, communicate with them and download a list of their information by following the steps:</p> <ol style="list-style-type: none"> 1. visits the preview page of a course class 2. selects the Students tab <p>To communicate with students:</p> |

| | |
|--------------------|--|
| | <ol style="list-style-type: none"> 3. clicks Send a message to class button to communicate with all the students or clicks Send a message button to a specific student to communicate with him/her. 4. completes the message form (Subject, Write a short message, attach file) and sends it <p>To download list of students:</p> <ol style="list-style-type: none"> 3. clicks Download list button |
| Output Data | <p>The list with all the students of the class is loaded.</p> <p>For “Send message” action, a loading bar appears and after the completion the popup form closes.</p> <p>By clicking the Download list button, the file with students’ information of the class is downloaded to the user’s computer.</p> |

5.4.5 Grade students

AMU1400 - Finnish Language 2020-2021 Spring

Grades: Spring Final Examination 2020-2021

GRADING STATUS
 Completed - Pending approval - You have already submitted grades on 9/24/21, 4:01 PM
 Grade table has been completed by the instructor. You can download, edit and submit grades.

GRADING SCHEME
 Course grading scheme contains distinct values. The following list contains the valid values for the current grading scheme.
 5: Very good,
 4.5: Good +,
 4: Good,
 3.5: Satisfactory +,
 3: Satisfactory,
 2: Unsatisfactory

PARTICIPATION IN EXAMS
 There is no data related to this item.

SEND A MESSAGE
 You can send a message to all students who may participate in this examination

Submissions

| Submission Date | User | Unique Check Key |
|-----------------------------|-------------------------|-----------------------------|
| 9/24/21, 4:01 PM (Approved) | Ioannis Georgiadis (me) | DYXgmrItLLVzSHYRKN8gQawhF4= |

Submit final grades

STATUS

Grading Successfully Completed ✓

Final Submission Course exam successfully saved. ✓

VALIDATION

Submission Number 41

Unique Check Key hfJuaqjRpbCDR0NfXBTpb2oqE58=

Submission Date 5/23/22, 10:15 PM

Close

Figure 57: Grade Students functionality: a) Grades page of a course class, b) completion of submission

Table 95: Grade Students functionality

| | |
|-----------------------------|------------------|
| Functionality Name | Grade Students |
| Relative Use Case(s) | Classes, Grading |

| | |
|-------------------------|---|
| Relative Element | - |
| Actors | Lecturers |
| Input Data | Grade table file |
| Description | <p>The user can grade the students of a class by following the steps:</p> <ol style="list-style-type: none"> 1. visits class students page 2. clicks Download list button to download the list of students' information where there is a column with the name Grade. 3. after preparing grade table file, selects Grades tab on the preview page of the course class 4. clicks Submit grade table button 5. uploads grades file and clicks Upload and continue button 6. clicks Accept and finalize button to complete submission you will be informed about your submission status <p>On the Grades page, the user can view the submission status under the Submissions section.</p> |
| Output Data | Information about the status and proof of submission appears. |

5.5 Candidates

5.5.1 View Mobility Applications

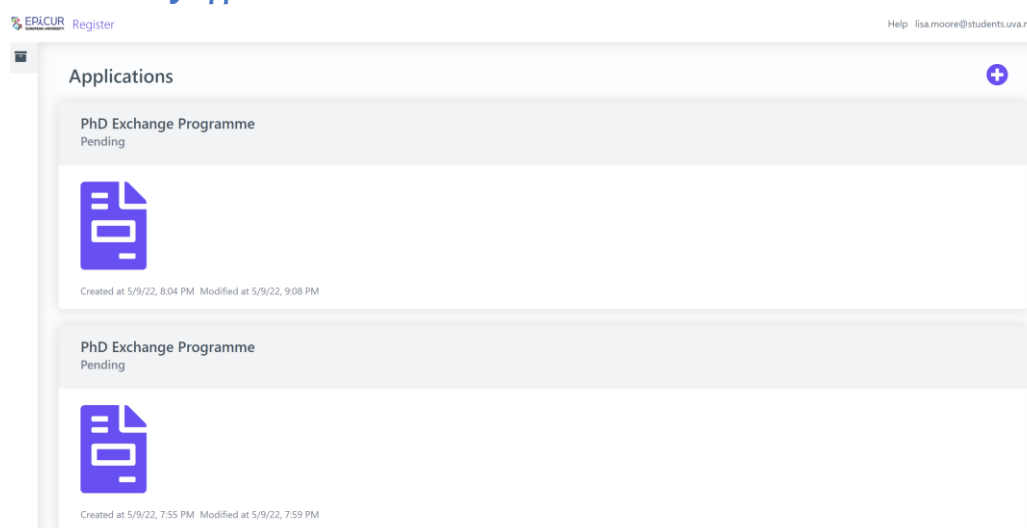


Figure 58: View Mobility Applications functionality

Table 96: View Mobility Applications functionality

| | |
|-----------------------------|--|
| Functionality Name | View Mobility Applications |
| Relative Use Case(s) | Candidate dashboard |
| Relative Element | - |
| Actors | Candidates |
| Input Data | - |
| Description | <p>The user can view his/her applications and their status by following the steps:</p> <ol style="list-style-type: none"> 1. selects the home option from the VURS's sidebar menu |
| Output Data | The page with the list of user's applications and their status is loaded. |

5.5.2 Submit Mobility Application

Personal information | Mobility program | Documents

Personal information

First name *
Lisa

Surname *
Moore

Gender *
[Dropdown]

Institutional email address
Lisa.moore@students.uva.nl

Current education status

I am a student at: *
University of Amsterdam

I have previous academic training of more than 60 ECTS
(This field refers only to undergraduate or postgraduate students)

I have proficiency in the language of instruction

What is your motivation / what were you hoping for?

Normal | B | I | U | [Icons]

Write a short motivation letter (maximum 250 words). Some mobility programs may ask you also to upload a motivation letter as a document later in this form.

Next

Personal information | **Mobility program** | Documents

Select one of the active mobility programs and continue by selecting one or more of the courses offered by this program.

Select a mobility program ▾

Next

Personal information | Mobility program | **Documents**

Your application form has been successfully saved. Collect the required documents and submit your application. x

The following list contains the required documents that should be attached in this application form. Please attach each document and continue.

1. Masters Degree

Master's degree (or confirmation letter from university that master's thesis has already been submitted and that degree will be issued shortly)
Upload document (*.jpg,*.png,*.gif,*.pdf)

2. Transcript of records (master's)

Transcript of records from master's degree programme
Upload document (*.jpg,*.png,*.gif,*.pdf)

3. Transcript of records (PhD) optional

Transcript of records from doctoral study programme, if available
Upload document (*.jpg,*.png,*.gif,*.pdf)

Next Submit

Figure 59: Submit Mobility Application functionality a) Personal Information tab, b) Mobility program tab, c) Documents tab

Table 97: Submit Mobility Application functionality

| | |
|-----------------------------|--|
| Functionality Name | Submit Mobility Application |
| Relative Use Case(s) | Candidate dashboard, Apply for a mobility |
| Relative Element | - |
| Actors | Candidates |
| Input Data | <ul style="list-style-type: none"> ● Personal Information: <ul style="list-style-type: none"> – <u>Required:</u> First Name, Surname, Gender, I am a student at (Current education status) |

| | |
|--------------------|---|
| | <ul style="list-style-type: none"> – <u>Optional</u>: (Current education status) I have previous academic training of more than 60 ECTS, I have a proficiency in the language of instruction, What is your motivation / what were you hoping for? • Mobility program: <ul style="list-style-type: none"> – <u>Required</u>: Select a mobility program, Select courses • Documents: <ul style="list-style-type: none"> – <u>Required</u>: Upload documents – <u>Optional</u>: Upload proficiency in focus language, Upload proof of enrolment |
| Description | <p>The user can apply for a mobility program by following the steps:</p> <ol style="list-style-type: none"> 1. selects plus sign button on the dashboard 2. completes the application where there are three tabs (clicks Next button to navigate to the next tab): Personal Information (completes a form), Mobility program (selects mobility and courses), Documents (upload documents). For some types of documents exist a template document that can be downloaded by clicking Download document template button. 3. submits the application 4. finalizes submission by clicking OK button on the confirmation popup window that is shown |
| Output Data | <p>The user receives an email about his/her submission and the application is in the list of applications in dashboard.</p> |

5.5.3 Preview Mobility Application

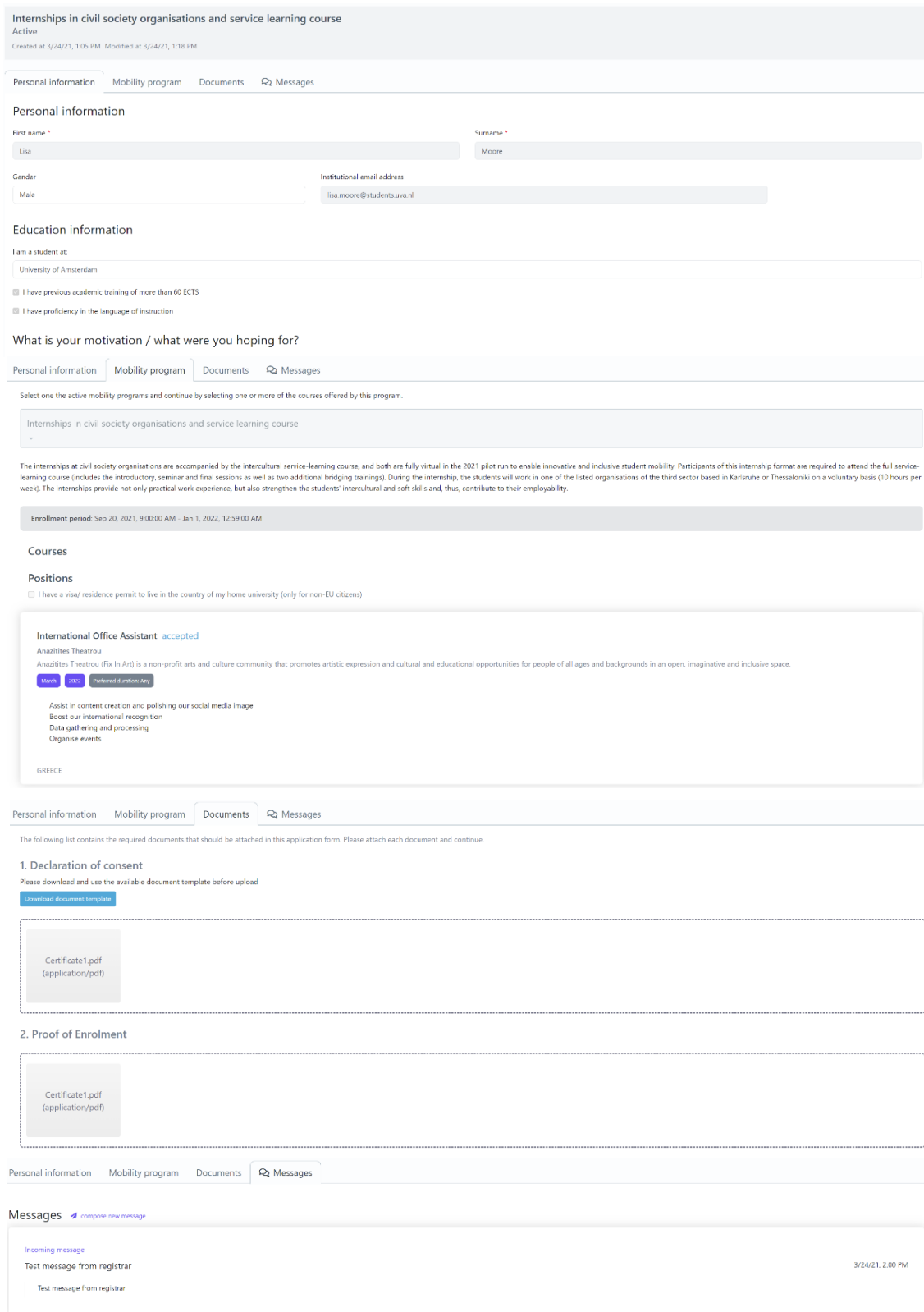


Figure 60: Preview Mobility Application functionality a) Personal Information tab, b) Mobility program tab, c) Documents tab, d) Messages tab

Table 98: Preview Mobility Application functionality

| | |
|-----------------------------|---|
| Functionality Name | Preview Mobility Application |
| Relative Use Case(s) | Candidate dashboard, Apply for a mobility |

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| | |
|-------------------------|---|
| Relative Element | Submit Mobility Application |
| Actors | Candidates |
| Input Data | <ul style="list-style-type: none"> • Personal Information: <ul style="list-style-type: none"> – <u>Required:</u> First Name, Surname, Gender, I am a student at (Current education status) – <u>Optional:</u> (Current education status) I have previous academic training of more than 60 ECTS, I have a proficiency in the language of instruction, What is your motivation / what were you hoping for? • Mobility program: <ul style="list-style-type: none"> – <u>Required:</u> Select a mobility program, Select courses • Documents: <ul style="list-style-type: none"> – <u>Required:</u> Upload documents (Depends on the mobility's requirements) – <u>Optional:</u> Upload documents (Depends on the mobility's requirements) • Messages: <ul style="list-style-type: none"> – <u>Required:</u> Short message – <u>Optional:</u> Subject |
| Description | <p>The user can preview a mobility application's information by following the steps:</p> <ol style="list-style-type: none"> 1. selects an application from applications list by clicking it on the dashboard <p>To complete a pending application:</p> <ol style="list-style-type: none"> 2. changes the application's information where there are three tabs (clicks Next button to navigate to the next tab): Personal Information, Mobility program (changes courses), Documents (upload documents) 3. submits the application 4. finalizes submission by clicking OK button on the verification popup window that is shown <p>To communicate with registrar (pending and active applications):</p> <ol style="list-style-type: none"> 2. selects Messages tab 3. clicks Compose a new message 4. completes the message form (Subject, Write a short message) and sends it |
| Output Data | <p>The page with all the application's information is loaded where there are four tabs: Personal Information, Mobility program, Documents, Messages.</p> <p>For "Send message" action, the result is shown in the application's Messages tab.</p> <p>For "Complete a pending application" action, the user receives an email about his/her submission.</p> |

6 Appendix A: Mapping Exercise on Campus Management Systems

The following chapter provides the results of a mapping exercise that has been done to get information about the different Campus Management Systems / Student Information Systems / Student Registrar System that are used at each partner. The questions provided in the survey are focused on the integration of user directories, the integration of the CMS/SIS. It should be noted that this Appendix is part of the Appendix A of the Deliverable D4.2.1 that has been updated.

1.1 [University of Freiburg \(ALU-FR\)](#)

1.1.1 User Management

1.1.1.1 14 | *Do you have a central identity management system, which the LMS is connected to?*

Yes (LDAP and Shibboleth)

1.1.1.2 15 | *What login methods are provided for the LMS?*

Accounts from LDAP or Active Directory: LDAP

Shibboleth Single Sign-On

1.1.1.3 16 | *Is there a granular user rights and role concept for the LMS? If yes, please give details.*

Yes, we have global roles for lecturers, students, guest students, guest lecturers, guest listeners and local roles in each course, i.e., course administrators, course tutors and course members (group administrators and group members in groups).

1.1.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

When students graduate, sign off / exmatriculate the account is disabled in the IDM system (LDAP) and deactivated within the LMS and, after a short period of time, marked as "deleted" and automatically removed from the LMS.

Old courses are listed in semester categories and user access is removed after 3 semesters for students and after 5 semesters for lecturers, then archived and, after a waiting period of further 2 semesters, deleted.

1.1.2 Sharing and Interconnections

1.1.2.1 18 | *Is the LMS shared or linked with other institutions or universities?*

Yes, it is connected to several other universities using ILIAS in Baden-Württemberg via the ECS (E-Learning Community Service) connector (host is the University of Stuttgart).

Until now, the connection is not being used for student exchange.

1.1.2.2 19 | *Is it possible for students from other universities to access the LMS?*

At the moment, registration at University of Freiburg is required. For partner universities standard processes have been set up (e.g. Eucor students enrol via a form).

1.1.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

There's an interface between Campus Management (HisinOne) and ILIAS.

1.1.3 Student Registrar System

1.1.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

Commercial product:

HisinOne

1.1.3.2 22 | *Where is the Student Registrar platform hosted?*

On premise

1.1.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

The letter of acceptance lists:

- Any conditions to the acceptance that have to be proven upon enrollment (e.g., final degree documents if the course of studies is only fully completed after the application deadline, proof of language proficiency if the test is only evaluated after the application deadline)
- List of documents students have to bring to the registrar for enrollment (letter of acceptance, health insurance certificate, proof of payment of fees (receipt or bank transfer slip), exmatriculation certificate (hard copy, if the student has previously studied at a German university, full time or exchange student), enrollment form, original documents, e.g. of degrees, etc, form of ID, visa, residence permit, student orientation test (undergraduate degree programs, only a confirmation that the test was taken)
- Period for enrollment (may vary depending on: course of studies (e.g. Medicine, Dentistry, Pharmacy may have different time frames; time frames may also differ between international students (IAS) and

for German students and students with a German HZB (HZB=university entrance qualification), i.e. a final school-leaving qualification on a secondary level that has been acquired in Germany or at an actual German school abroad (Studierendensekretariat).

(Details regarding enrollment at the registrar's office: <http://www.studium.uni-freiburg.de/en/student-services/matriculation>)

Everything will be checked at registration, the prospective student will receive back their original documents. If anything is missing, they can hand in the missing items up until the end of the enrollment period and will be informed accordingly.

If the documents are complete, they will be processed by the clerks once the office is closed to the public. Much of the data will already be in the university registrar system: For most programs, the students apply via the online application part of the registrar system, or the data are entered during the application process by a clerk. The applicant's identification number is found on the form.

The clerks will complete the necessary information and finish the technical part of the enrollment, which changes the status from applicant to student.

The registrar system will inform the IDM system, a student account will be created overnight (email address, access to the various IT systems, access to the library, etc.) and a student ID card will be created (7-12 business days).

The student registrar system also manages the course handbook and has a "study planner" function where students can find courses and exams relevant to their degree program (Degree, Subject, and a specific set of examination rules). They can access detailed information on the course and click a button to "enroll" for the course. The information on the "awarding time" for the course, i.e., the deadline for enrolling and when the available "seats" in the course will be distributed. The Registrar system allows for various "awarding procedures" with different constraints.

At the end of the awarding period, the student will find information on the status of his "enrollment request" within the registrar system.

It is possible to use the enrollment information from the registrar system for the enrollment to the respective course in the learning management system via a direct interface.

If this is not used, the students will receive access information to the ILIAS classroom from the lecturer within the first few class sessions and actively register for the class on the ILIAS portal.

1.1.3.4 25 | What is the main Student Exchange Program platform employed by your university for exchange student enrollment?

Erasmus: Commercial Product: Mobility Online by SOP
Global Exchange: Commercial Product: Mobility Online
Eucor: None

1.1.3.5 26 | Where is the Student Exchange Program platform hosted?

On premises: (Erasmus: University IT Services)

National service: (Global Exchange: National service, hosted in Austria in accordance with German GDPR regulations)

1.1.3.6 27 | Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.

Erasmus:

a) application via home university

b) home university sends nomination to the Freiburg Erasmus office (by e-mail). deadline for winter semester study visits: 1st June, deadline for summer semester visits: 15th November.

c) Registration; the EU Office in Freiburg will send access to online registration for Mobility Online by e-mail. Register at the link address, confirmation and further information will be sent by e-mail. (registration deadline: 15th June for winter semester, 30th November for summer semester)

d) immatriculation/enrollment at Freiburg University (documents needed: letter of acceptance, payment receipt for semester fees, ID/passport/residence permit, signed enrollment form, health insurance), data transferred from Mobility Online to HISInOne (API)

e) enrollment in student registrar system triggers creation of student account for IT services (overnight) and student card (7-10 workdays). Registration for courses usually via campus management system, in case of technical difficulties, contact program coordinator or lecturer to be hand registered for courses in learning agreement.

Eucor:

- a) incoming student selects course(s) from course catalog,
- b) student contacts course of studies coordinator at home institution to confirm choice of course(s)
- c) student contacts lecturer in Freiburg, fill and sign Learning Agreement
- d) enrollment at Freiburg university (in person at central registrar's office: either Student Affairs Office (for German nationals) or International Admissions and Services for everyone else. Documents to bring: Eucor enrollment form, confirmation of enrollment from home university, health insurance confirmation from a German insurance (either confirming insurance with them or confirming that the student will not need a separate German insurance)
- e) enrollment in the system triggers creation of a student account for the university's IT systems (overnight) and creation of a student card (7-10 business days)
- f) student account is activated by user changing the password
- g) enrollment in student registrar system triggers creation of student account for IT services (overnight) and student card (7-10 workdays). Registration for courses usually via campus management system, in case of technical difficulties, contact program coordinator or lecturer to be hand registered for courses in learning agreement.

Global Exchange:

1. Exchange nomination by partner university,
2. Online registration (Mobility Online),
3. Admission,
4. Enrollment, (See above)
5. Course registration (campus management HISinOne, details see above)

1.1.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

Only for Erasmus: Implementation of EWP features in progress, EWP generally supported by Mobility Online.

Global Exchange do not use either due to different partners worldwide, and various systems and standards, respectively.

1.2 Adam Mickiewicz University, Poznań (AMU)

1.2.1 User Management

1.2.1.1 14 | Do you have a central identity management system, which the LMS is connected to?

LDAP, CAS - single sign on

1.2.1.2 15 | What login methods are provided for the LMS?

Local user accounts

Accounts from LDAP or Active Directory

1.2.1.3 16 | Is there a granular user rights and role concept for the LMS? If yes, please give details.

Standard roles (for Moodle):

- Site administrator - can "do everything" on the site
- Manager - a lesser administrator role
- Course creator - can create courses
- Teacher - can manage and add content to courses
- Non-editing teacher - can grade in courses but not edit them

- Student - can access and participate in courses
- Guest - can view courses but not participate

1.2.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

Old courses are not deleted from the system.

The graduate students still can access the LMS courses and use USOS (for USOS see Q20) however to a limited extent.

The access to eduroam is blocked.

1.2.2 Sharing and Interconnections

1.2.2.1 18 | *Is the LMS shared or linked with other institutions or universities?*

The students can be added manually by the USOS administrator or systems like eduGAIN (<https://edugain.org/>) can be used to verify the student identity.

1.2.2.2 19 | *Is it possible for students from other universities to access the LMS?*

The local user account is one possible way. The alternative is verification through e.g. eduGAIN service.

1.2.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

The LMS is connected to USOS.

University Study-Oriented System (called USOS) is a student management information system used in 50 Polish HEIs. From the functional point of view USOS is probably a typical software information system supporting management of higher education at university level. What makes it unique is the unification of services at country level and integration achieved from effective cooperation of universities who jointly develop and deploy the system on a scale hardly to be found not only in Poland, but also other European countries. It is the only system of that kind in Poland, being built by universities for universities, with a business model acceptable to even the smallest institutions.

Thanks to USOS unique ID for each course and each student the teacher can add students to the course on Moodle/MS Teams and automatically creates teams in MS Teams for defined study groups.

Interfaces and methods for the integration: database connection, rest api methods.

1.2.3 Student Registrar System

1.2.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

Commercial product: USOS system managed by the MUCI consortium

1.2.3.2 22 | *Where is the Student Registrar platform hosted?*

On premise

1.2.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

1. Online Admission System (OAS);
2. Uploading Documents (foreign certificates, foreign diploma, apostilled documents, translations);
3. Administration procedures;
4. Decision on acceptance (once the student is accepted automatically has an access to USOS and LMS services (including Moodle, MS Teams), students email addresses and access to eduroam.

1.2.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

Custom home-grown

1.2.3.5 26 | *Where is the Student Exchange Program platform hosted?*

On premises

1.2.3.6 27 | Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.

The process is the same as for Erasmus+ mobilities.

1. List of nominations from Partner University;
2. Online application (full recruitment service);
3. Student acceptance (once the student is accepted automatically has access to USOS and LMS services (including Moodle, MS Teams), students email addresses and access to eduroam).

1.2.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between European universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

Yes.

Student Registrar platform (called Online Admission System (OAS)) supports EMREX.

EWP is currently implemented.

No (National Contact Point)

1.3 Aristotle University of Thessaloniki (AUTH)

1.3.1 User Management

1.3.1.1 14 | Do you have a central identity management system, which the LMS is connected to?

Moodle is using the Single Sign-On or Universal Login (SAML2) and the LDAP Directory Server

1.3.1.2 15 | What login methods are provided for the LMS?

Local user accounts: for outside users without institutional SSO accounts (e.g. language school classes)

Shibboleth Single Sign-On

1.3.1.3 16 | Is there a granular user rights and role concept for the LMS? If yes, please give details.

The roles assigned to Moodle users are: support, secretary, editingteacher, teacher, teaching assistant, coursecreator, coursebuilder, courserequest, manager, student, guest

There is an automated script to enroll students to classes, according to course/class registration at the Registrar (Student Information System)

1.3.1.4 17 | Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.

There is an automated script to remove students from classes, according to course/class registration at the Registrar (Student Information System). This takes place daily, to maintain a synchronization between Moodle and SIS, throughout the semester, as new enrollments and un-enrollments may be in progress.

1.3.2 Sharing and Interconnections

1.3.2.1 18 | Is the LMS shared or linked with other institutions or universities?

No

1.3.2.2 19 | Is it possible for students from other universities to access the LMS?

No. But there are local accounts that are given for special cases (e.g. language schools)

1.3.2.3 20 | Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?

Yes the Student Information System

1.3.3 Student Registrar System

1.3.3.1 21 | What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?

Home-grown solution, Universis.

1.3.3.2 22 | Where is the Student Registrar platform hosted?

On premise

1.3.3.3 23/24 | Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.

The steps for enrollment:

1. a list of successful candidates is sent to our institution by the Ministry of Education
2. the prospective student enters a website for completing his online profile
3. the prospective student introduces themselves to their Department Registrar who views the precompleted online profile, confirms the national ID card of the prospective student and enrolls them officially
4. the enrolled student now receives an SMS with a one-time-password and details to create an online id (institutional account) to serve them throughout his academic studies
5. with the electronic id they may now enter the student information system and register for courses, for the specific semester and their specific academic program they are enrolled for

1.3.3.4 25 | What is the main Student Exchange Program platform employed by your university for exchange student enrollment?

Custom home-grown

1.3.3.5 26 | Where is the Student Exchange Program platform hosted?

On premises

1.3.3.6 27 | Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.

The steps for enrollment of Erasmus students:

1. The Universities with which there is a signed bi-lateral agreement with AUTH send their nominations to the Department of European Educational Programmes of Aristotle University of Thessaloniki (DEEP)
2. All nominated students enter DEEP's website and apply by completing an online profile and submitting relevant academic documents which are requested from them
3. All applications are evaluated by the Erasmus Coordinators of the AUTH Schools
4. After the selection, nominated students are accepted by receiving a Letter of Acceptance along with guidelines regarding their registration at AUTH
5. All accepted incoming students enroll at DEEP and receive an Erasmus ID which they use in order to enroll at the Secretariat of the AUTH School in which they have been accepted
6. All enrolled students receive an SMS with a one-time-password and details to create an online id (institutional account) to serve them throughout their academic studies
7. With the electronic id, they may now enter the student information system and submit course registration, for the specific semester and their specific academic program they are enrolled for

1.3.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between European universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

Yes, the technical framework for connecting with EWP has been setup. It is currently being integrated into our production processes for incoming and outgoing mobilities and inter-institutional agreements.

1.4 University of Natural Resources and Life Sciences, Vienna (BOKU)

1.4.1 **User Management**

1.4.1.1 14 | Do you have a central identity management system, which the LMS is connected to?

Yes, custom solution extending the functionality of CAMPUSonline, integrated into BOKUonline. LMS users are being imported by batch job from user directory. Courses and registrations are imported from custom built export of CMS

1.4.1.2 15 | What login methods are provided for the LMS?

Currently LDAP, in future SAML based SSO or OIDC

1.4.1.3 16 | *Is there a granular user rights and role concept for the LMS? If yes, please give details.*
Yes, teacher, hidden teacher, tutor, student, exam observer, non-editing teacher

1.4.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

User accounts are subject to a fully automated, multi stage life cycle based on registration and employment data. Users automatically lose access and/or are removed from LMS automatically.

Course data is not being managed automatically yet, we are working on it. Courses created 4 years ago that have not been accessed for two years get archived and removed manually from the LMS. Registered teachers of the courses will be informed in advance via e-mail and can opt out if courses should remain available for a longer period of time.

1.4.2 **Sharing and Interconnections**

1.4.2.1 18 | *Is the LMS shared or linked with other institutions or universities?*

No

1.4.2.2 19 | *Is it possible for students from other universities to access the LMS?*

Yes, via external inscription procedure. Local accounts for special cases (e.g. Summer Schools)

1.4.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

Yes,

- BOKUonline, based on CAMPUSonline
- Identity and Account Management

1.4.3 **Student Registrar System**

1.4.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

BOKUonline, based on CAMPUSonline (Cooperation of ~40 universities in Austria and Germany)

1.4.3.2 22 | *Where is the Student Registrar platform hosted?*

On premise

1.4.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

First of all, it is necessary that students fill out the online-pre-registration. After this, they have to come to the study services in person and bring their documents (Passport/ID Card, Diploma, (Admission Letter), etc.). Afterwards the students receive a PIN Code, with which they are able to activate their BOKUonline account after paying all fees, where they can register for lectures and courses.

1.4.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

Commercial product: Mobility-Online for first registration as exchange student; afterwards, the usual BOKU registration systems for all students have to be used.

1.4.3.5 26 | *Where is the Student Exchange Program platform hosted?*

Cloud

1.4.3.6 27 | *Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.*

It is required to sign bilateral agreements before exchange students' mobilities start. The process of registration for exchange students at bachelor and master level starts usually with an online application at BOKU International Relations (mostly via the Mobility-Online portal), and the relevant documents are then passed on to the study services, where the student has to complete the admission process. Doctoral

students have to complete the general BOKU admission process also if they only plan to spend one or two semesters here. In all cases, access for course registration is only possible after arrival on campus and verification of personal data in the study services.

1.4.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

Via Mobility-Online, BOKU International Relations is in the process of implementing EWP, according to the deadlines provided by the EU. We use OLA (Online Learning Agreements) for the partner universities who have already implemented the system. Austria's National Contact Point is the OeAD (Austrian Exchange Service).

1.5 Karlsruhe Institute of Technology (KIT)

1.5.1 User Management

1.5.1.1 14 | Do you have a central identity management system, which the LMS is connected to?
Yes, we use OpenIDM, which is connected to an LDAP and an Active Directory.

1.5.1.2 15 | What login methods are provided for the LMS?

Local user accounts: Only for guests or external student

Shibboleth Single Sign-On: For KIT members (students and teachers)

1.5.1.3 16 | Is there a granular user rights and role concept for the LMS? If yes, please give details.

Yes, there are roles for teachers, for students, for external students and for KIT guests. Basically, an ILIAS course has three main roles: administrator, tutors, members. Teachers and staff members are usually course administrators, while students are course members.

1.5.1.4 17 | Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.

Exmatriculated students can continue to use their KIT account and thus access to the LMS for another 6 months. After this time period, the account will be disabled and related data is removed permanently. Similar applies for teachers and employees, but the time period is significantly shorter at one month after leaving the KIT.

Old courses are currently not removed, but we will apply a removal procedure shortly, which will block access to courses after 4 years and remove the courses permanently after 5 years.

1.5.2 Sharing and Interconnections

1.5.2.1 18 | Is the LMS shared or linked with other institutions or universities?

Yes, the LMS is connected to the E-Learning Community Server (ECS) of the Universität Stuttgart. Other universities (especially in Baden-Württemberg) are also connected, courses can be shared between them.

1.5.2.2 19 | Is it possible for students from other universities to access the LMS?

Yes, by local accounts. External students must send a short note from the KIT teacher and a study certificate from their university.

1.5.2.3 20 | Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?

Yes, the LMS is connected to our Campus Management System (CAS Campus). Teachers, who manage their events in CAS Campus can create a new ILIAS course simply by clicking a button. For students links to the LMS are automatically shown from the university catalogue. Registrations for events or examinations will

soon be synchronized to courses in the LMS. We also plan to transfer results and grades archived in online courses at the LMS back to our Campus Management System (student registrar system).

1.5.3 Student Registrar System

1.5.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

Commercial product: HIS-SOS and CAS Campus

1.5.3.2 22 | *Where is the Student Registrar platform hosted?*

On premise

1.5.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

Applications for degree programs are done online via our application portal. Applicants can register using their private email address and fill out the necessary forms. At the moment some papers have still to be sent on the postal way to the student's office, but we are currently developing a "paperless" version of the application portal. Applications of most Bachelor's restricted degree programs are synchronized with a German-wide central system (DoSV, Dialog-orientiertes Serviceverfahren). If an application is approved by the faculty, the applicant receives an email about the status change. In the portal he or she can confirm or deny the offer from the KIT. If the offer is accepted, all other applications to other universities are cancelled by DoSV. For completing enrollment all missing papers have to be presented and the fees for the first semester have to be paid in advance (bank transfer or direct debit). During the enrollment, the data from the Application portal is transferred to our Campus Management System and the student receives his or her student ID. This also triggers several other processes, for instance the KIT account for accessing the IT services of the KIT is created, an email-address (...@student.kit.edu) with an inbox is provided, a KIT chip card for payment of prints or meals and building and room access is produced etc.

Registration for courses is carried out by the students themselves by using the student portal, there is no automatic registration for examination at the KIT. Students are not required to visit most lecturers, there is no compulsory attendance. It is also not required to take examinations in specific terms, with the exception of the orientation examination in the Bachelor's degree, which has to be passed after the third semester. Students can log into the student portal with their KIT account and find a "study schedule plan", which is basically a complete overview of their degree program and its progress. In some degree programs they can choose specialization areas. Having successfully logged in, the registration to available examinations is easily possible. Certain conditions for registration may apply, which are checked automatically by the system.

1.5.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

Commercial product: SOP Mobility Online

1.5.3.5 26 | *Where is the Student Exchange Program platform hosted?*

Commercial cloud service:

Hosted by SOP

1.5.3.6 27 | *Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.*

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1.5.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

Implementation for Erasmus Without Papers (EWP) is in progress, SOP's Mobility Online supports EWP already.

Currently not in production, but projects for EMREX etc. are being set up. No National Contact Point is available yet.

1.6 University of Haute-Alsace (UHA)

1.6.1 **User Management**

1.6.1.1 14 | Do you have a central identity management system, which the LMS is connected to?

Yes

1.6.1.2 15 | What login methods are provided for the LMS?

Local user accounts

Accounts from LDAP or Active Directory

Shibboleth Single Sign-On: CAS v6.x + SAML vX

1.6.1.3 16 | Is there a granular user rights and role concept for the LMS? If yes, please give details.

the roles as described in moodle docs (admin, teacher, student, ...). We created two more for people in charge of pedagogical engineering that can enter in each course to help/train teachers and a personal "course creator" for teachers

1.6.1.4 17 | Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.

In june, we delete "old" students, students unsubscribed from university (year N-1)

1.6.2 **Sharing and Interconnections**

1.6.2.1 18 | Is the LMS shared or linked with other institutions or universities?

No

1.6.2.2 19 | Is it possible for students from other universities to access the LMS?

No directly. But we can create local accounts if necessary.

1.6.2.3 20 | Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?

Yes : CAS, Mahara, POD (videos), VPL (Virtual Programming Lab)

1.6.3 **Student Registrar System**

1.6.3.1 21 | What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?

AMUE/APOGEE Direction des Études et de la Vie Universitaire UHA (CP20200930)

1.6.3.2 22 | Where is the Student Registrar platform hosted?

On premise: service Applications Métiers DNum UHA

1.6.3.3 23/24 | Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.

Direction des Études et de la Vie Universitaire UHA (CP20200930) :

Depending on the level of degree and the geographical origin of the candidate, the procedures vary:

Applications

Using the following platforms :

Bachelor 1st year (first year post-baccalaureate)

o Parcoursup for European candidates ;

o Etudes en France - DAP file for non-EU candidates

Other years of studies (Bachelor 2, Bachelor 3, Master, professional licence...):

o Campus France: CEF procedure for Campus France partner countries

o Validation of prior learning: for European candidates and non-EU candidates from non-partner countries
Campus France

Administrative registrations

Registration and payment of registration fees are done online for all candidates admitted via Parcoursup and ECandidat ;

For candidates admitted via Campus France or validation of prior learning, registrations can't be done online. The administrative registration generates the registration of the student, the delivery of school certificates and the creation (to be activated) of his/her email address: this allows the student to access the administrative and pedagogical digital services.

Pedagogical registrations

Administratively registered students must also register pedagogically with their faculty or component. This pedagogical registration defines a certain number of open choices and confirms the student's registration (choice of language, free optional courses, pedagogical contract if applicable ...). It is compulsory and allows the student to take the exams. It takes place at the beginning of the course.

1.6.3.4 25 | What is the main Student Exchange Program platform employed by your university for exchange student enrollment?

Commercial product: QS-UNISOLUTION/MOVEON voir Direction des Études et de la Vie Universitaire UHA (CP20200930)

1.6.3.5 26 | Where is the Student Exchange Program platform hosted?

Commercial cloud service:

voir QS-UNISOLUTION/MOVEON + Direction des Études et de la Vie Universitaire UHA (CP20200930)

1.6.3.6 27 | Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.

Direction des Études et de la Vie Universitaire (CP20200930)

1. Exchange students are selected by the home university by a jury.

2. The International Relations Office of the home university send the names of the selected students to the host university.

3. The host university inform the faculties so that the exchange students can enroll

1.6.3.7 28 | Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universites, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?

voir QS-UNISOLUTION/MOVEON + Direction des Études et de la Vie Universitaire UHA (CP20200930)

These questions are under study as part of the restructuring of the International Office

1.7 University of Strasbourg (UNISTRA)

1.7.1 User Management

1.7.1.1 14 | Do you have a central identity management system, which the LMS is connected to?
yes, cas

1.7.1.2 15 | What login methods are provided for the LMS?

Accounts from LDAP or Active Directory

Shibboleth Single Sign-On: only for a particular platform

1.7.1.3 16 | *Is there a granular user rights and role concept for the LMS? If yes, please give details.*

several roles are available by default and are not given automatically

system admin

site administrator

other roles are set by synchronisation with our ldap and student management application

course admin

course participant

student

1.7.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

yes, we are matching account between moodle and ldap and if the account exists no more, the account is deactivated in moodle (deleted flag is set so the account is no more visible)

1.7.2 Sharing and Interconnections

1.7.2.1 18 | *Is the LMS shared or linked with other institutions or universities?*

No

1.7.2.2 19 | *Is it possible for students from other universities to access the LMS?*

only for a particular platform which uses shibboleth

1.7.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

yes, mapping method with a internal application of synchronisation and moodle webservice

1.7.3 Student Registrar System

1.7.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

Custom home-grown

1.7.3.2 22 | *Where is the Student Registrar platform hosted?*

On premise

1.7.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

-

1.7.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

-

1.7.3.5 26 | *Where is the Student Exchange Program platform hosted?*

-

1.7.3.6 27 | *Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.*

-

1.7.3.7 28 | *Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?*

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1.8 University of Amsterdam (UvA)

1.8.1 User Management

1.8.1.1 14 | *Do you have a central identity management system, which the LMS is connected to?*
Yes, there is a central IDM infrastructure which is also linked to the national SURF conext services

1.8.1.2 15 | *What login methods are provided for the LMS?*
Accounts from LDAP or Active Directory

1.8.1.3 16 | *Is there a granular user rights and role concept for the LMS? If yes, please give details.*
Yes,

Is it a role-based systems which is linking the different organizational roles to the options of the LMS

1.8.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

Yes,

User accounts are provisioned if they are no longer provided by the IDM systems. If students leave the university within three months they lose access to the central ICT services. And with the legal framework of rules and regulations, their accounts will be deleted.

Two years after their finishing date courses are no longer available for students and teachers. after sever years the will be deleted from the system

1.8.2 **Sharing and Interconnections**

1.8.2.1 18 | *It the LMS shared or linked with other institutions or universities?*
No

1.8.2.2 19 | *Is it possible for students from other universities to access the LMS?*
Only if they are enrolled in one or more courses

1.8.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

There several integrations available

Most used are:

- Canvas API for very specific integrations with the LMS
- IMS based methods like LTI or Caliper for industry-standard based integrations

1.8.3 **Student Registrar System**

1.8.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

Commercial product: A combination. It's a commercial platform (Peoplesoft), which has been heavily customized. Mainly in order to adapt it to the local circumstances and regulation

1.8.3.2 22 | *Where it the Student Registrar platform hosted?*

Commercial cloud service: Hosted on a commercial (3rd party) platform

1.8.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

Roughly speaking. Prospects gather information, and register through a nation wide platform for their programme(s) of choice. Next the registration is transferred to he institution. Here eligibility is assessed, along with several other steps, and finally payment. After these steps the student is fully registered.

After this there are several options. Certain groups of students will be mass-registered for the required courses (at least for the 1st periods). Other groups will have to do a course enrollment. The course enrollment is centrally organised, twice a year (June and December). All course offerings will be published, and students can register for their courses and/or work-groups.

1.8.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

Custom home-grown: It's implemented within our SiS. But using some supportive tools, as well as Excel

1.8.3.5 26 | *Where is the Student Exchange Program platform hosted?*

Commercial cloud service:

3rd party

1.8.3.6 27 | *Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.*

Requests are being processed through exchange offices. Some will register students for the courses. Other will enable students to register during the course registration periods.

Also there are some de-central solutions in use for this.

1.8.3.7 28 | *Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between European universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?*

No

We are implementing a digitally signed grade list for students.

1.9 SDU

1.9.1 **User Management**

1.9.1.1 14 | *Do you have a central identity management system, which the LMS is connected to?*

Yes

1.9.1.2 15 | *What login methods are provided for the LMS?*

SDU fulltime and parttime students and fulltime/parttime/guest teachers use OAuth2. Local accounts can be created directly in the LMS and used for login.

1.9.1.3 16 | *Is there a granular user rights and role concept for the LMS? If yes, please give details.*

Yes, users are created with a profile: Sysadmin, admins, Secretary, teacher or student that gives specific permissions in the overall LMS.

When a user is enrolled in a course, they are either teacher or student, not to be confused with their user profile.

1.9.1.4 17 | *Is there a deprovisioning procedure for user accounts and courses? If yes, please give details.*

Yes, when users exit from SDU, after 90 days user accounts are closed in the Active Directory and user accounts are closed in the LMS, and shortly thereafter deleted. Courses are deleted after 4 years.

1.9.2 **Sharing and Interconnections**

1.9.2.1 18 | *Is the LMS shared or linked with other institutions or universities?*

No

1.9.2.2 19 | *Is it possible for students from other universities to access the LMS?*

No

1.9.2.3 20 | *Is your LMS connected to other systems (e.g. campus management/registrar systems) at your university?*

Yes

1.9.3 Student Registrar System

1.9.3.1 21 | *What is the main Student Registrar platform employed by your university for student enrollment, course enrollment, grade submission, degree issue?*

STADS, a Danish Students Information System used by all Danish universities. A tender is out for a new system.

1.9.3.2 22 | *Where is the Student Registrar platform hosted?*

Onprem

1.9.3.3 23/24 | *Describe the steps of the process through which students enroll at your university, from initial acceptance, to official enrollment with the Department Registrar and finally course registration.*

An applicant for a bachelor degree will apply through the national coordinated application system (KOT) at www.optagelse.dk. From here each university in Denmark can load the applications for their university. All applications will be loaded into STADS (SIS-system). From here the admission process is administered as well as official enrollment and course registration.

SDU is currently also using an in-house developed system to handle parts of the admission process, including admission tests and a self-service portal for the applicants

Applicants for a master degree will apply in an Application Portal called DANS – a joint application portal for all Danish Universities. www.dans.stads.dk/ In here application are processed and evaluated. After acceptance application are loaded into STADS (SIS-system) and goes through a similar process as bachelor students.

1.9.3.4 25 | *What is the main Student Exchange Program platform employed by your university for exchange student enrollment?*

EWP and a self developed it-system

1.9.3.5 26 | *Where is the Student Exchange Program platform hosted?*

Onprem

1.9.3.6 27 | *Describe the steps of the process through which exchange students enroll at your university, from initial arrangements with the IRO office, to official enrollment with the Department Registrar and finally course registration.*

When nominated by a partner university, students are sent information on how to apply as an exchange student at SDU including a link for application portal. Exchange students apply directly in our self-developed it-system for exchange and guest students.

In here application are processed and evaluated. After acceptance application are loaded into STADS (SIS-system) and given an acceptance letter. Course enrollment differs at each faculty. At some students can select (among exchange courses) and sign-up for courses online – and for other this is done manually (by SDU) to the courses listed in the application.

1.9.3.7 28 | *Does your Student Registrar platform or Exchange Student program support technical standards for student data exchange (e.g. Transcripts) between european universities, like EMREX or EWP (Erasmus Without Papers)? If yes, is it already in production and is a National Contact Point (NCP) involved?*

No

