



The UNIC Virtual Campus Handbook



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About UNIC Virtual Campus

UNIC Virtual Campus is an information system intended for the exchange of data and the implementation of specific business processes within the European University of Post-Industrial Cities - UNIC. University of Zagreb is one of ten partner universities in this alliance. University Computing Centre (Srce) is a part of the University of Zagreb and oversees building the UNIC virtual campus.

The production version of the system is available via <https://unic.srce.hr/>

A test version of the system is available via <https://webtest.unic.srce.hr/unicvc/>

Public

The UNIC public portal gives an overview of all courses and joint programmes that are available through UNIC universities' study programmes.

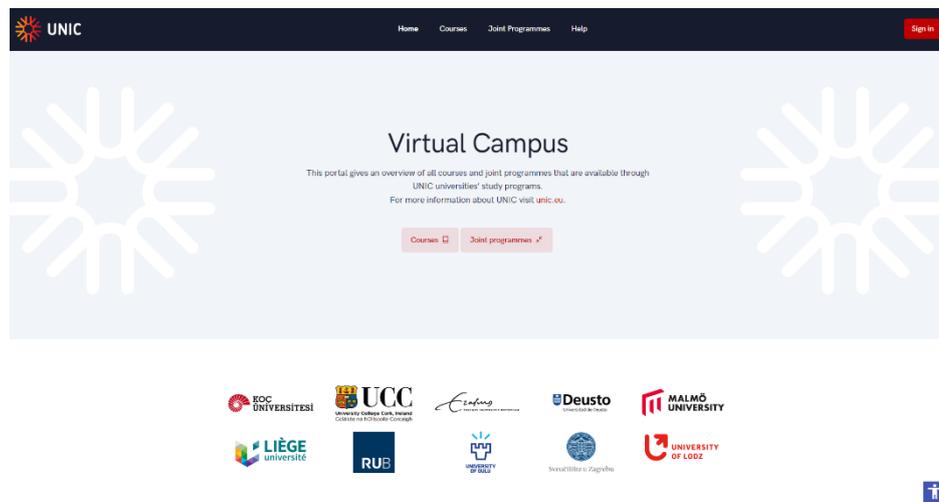


Figure 1. UNIC public portal

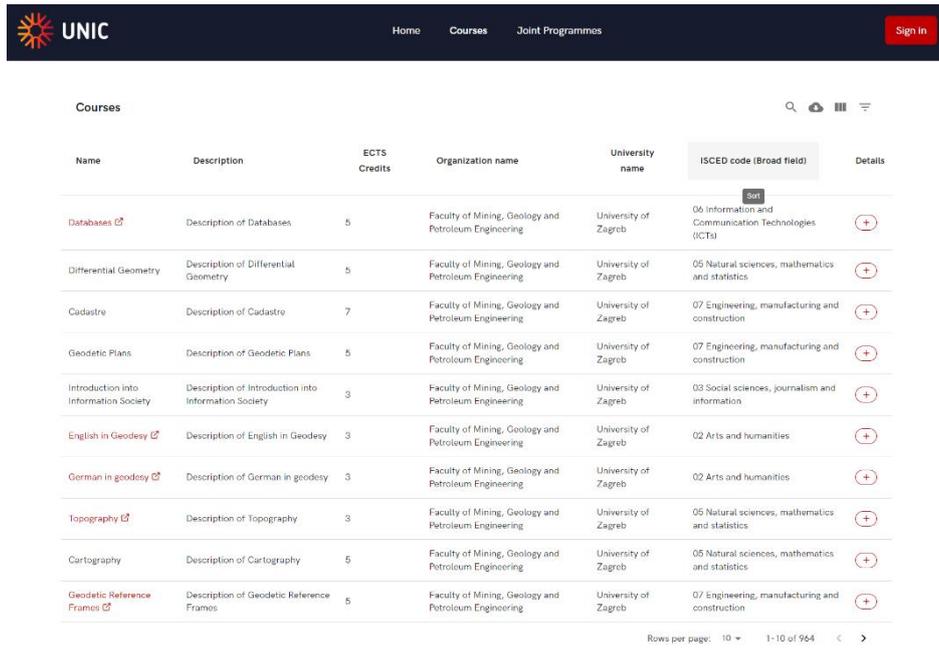
Currently, there are two available options through public portal:

- Courses
- Joint Programmes

Courses (public)

The Courses option allows user to see several available information:

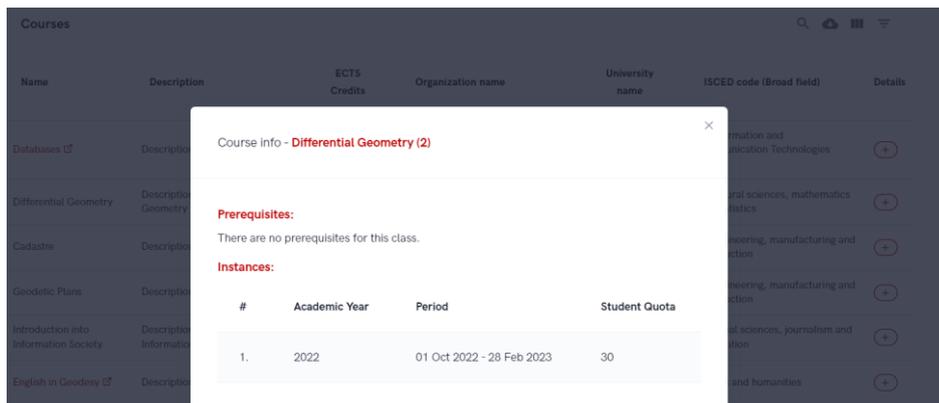
- courses name/name of the course,
- courses description/description of the course,
- value of ECTS points,
- name of the higher education institution where the course is taught,
- name of the superior university, and the
- information on the [ISECD](#) code.



Name	Description	ECTS Credits	Organization name	University name	ISCED code (Broad field)	Details
Databases	Description of Databases	5	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	06 Information and Communication Technologies (ICTs)	+
Differential Geometry	Description of Differential Geometry	5	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	05 Natural sciences, mathematics and statistics	+
Cadastré	Description of Cadastré	7	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	07 Engineering, manufacturing and construction	+
Geodetic Plans	Description of Geodetic Plans	5	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	07 Engineering, manufacturing and construction	+
Introduction into Information Society	Description of Introduction into Information Society	3	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	03 Social sciences, journalism and information	+
English in Geodesy	Description of English in Geodesy	3	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	02 Arts and humanities	+
German in geodesy	Description of German in geodesy	3	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	02 Arts and humanities	+
Topography	Description of Topography	3	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	05 Natural sciences, mathematics and statistics	+
Cartography	Description of Cartography	5	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	05 Natural sciences, mathematics and statistics	+
Geodetic Reference Frames	Description of Geodetic Reference Frames	5	Faculty of Mining, Geology and Petroleum Engineering	University of Zagreb	07 Engineering, manufacturing and construction	+

Figure 2. List of the courses

For more information about course, please select the plus sign.



#	Academic Year	Period	Student Quota
1.	2022	01 Oct 2022 - 28 Feb 2023	30

Figure 3. Course details (Instances)

Registration

To gain access to UNIC platform, future users must complete the registration process. Registration is mandatory to gain access to UNIC platform. First-time sign-in is registration to the system.

There are 2 different ways to sign in; using AAI@EduHr or eduGAIN.

Sign in using AAI@EduHR

AAI@EduHr Electronic identity in the AAI@EduHr system can be obtained by members of the academic and research community in the Republic of Croatia exclusively at the competent home institution. For more information about AAI@EduHr you can visit the following address: <https://www.aaiedu.hr/>

- Registration process

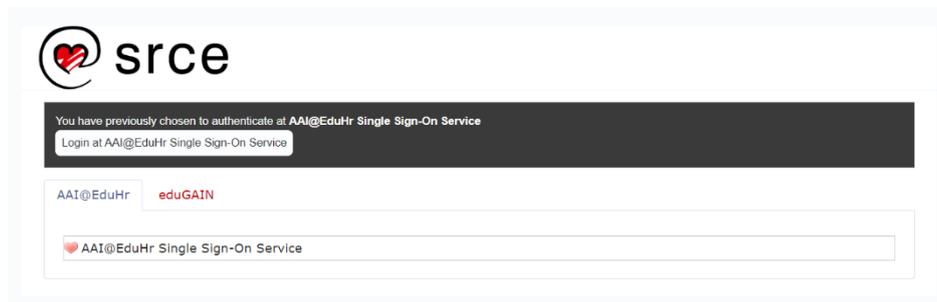
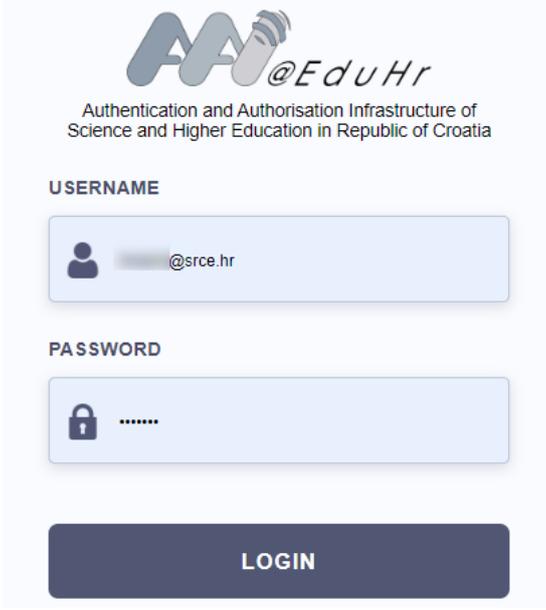


Figure 4. AAI@EduHr sign in screen

After selecting the above option, a new window opens in which you enter your AAI@EduHr username and password.



AAI@EduHr
Authentication and Authorisation Infrastructure of
Science and Higher Education in Republic of Croatia

USERNAME

PASSWORD

LOGIN

Figure 5. AAI@EduHr login screen

Sign in using eduGAIN

eduGAIN provides an efficient, flexible way for participating federations, and their affiliated users and services, to interconnect so that participating institutions and services can collaborate without the need to establish individual bilateral connections.

More information about eduGAIN are available on: <https://edugain.org/about-edugain/what-is-edugain/>



 srce

You have previously chosen to authenticate at AAI@EduHr Single Sign-On Service
Login at AAI@EduHr Single Sign-On Service

AAI@EduHr eduGAIN

Incremental search...

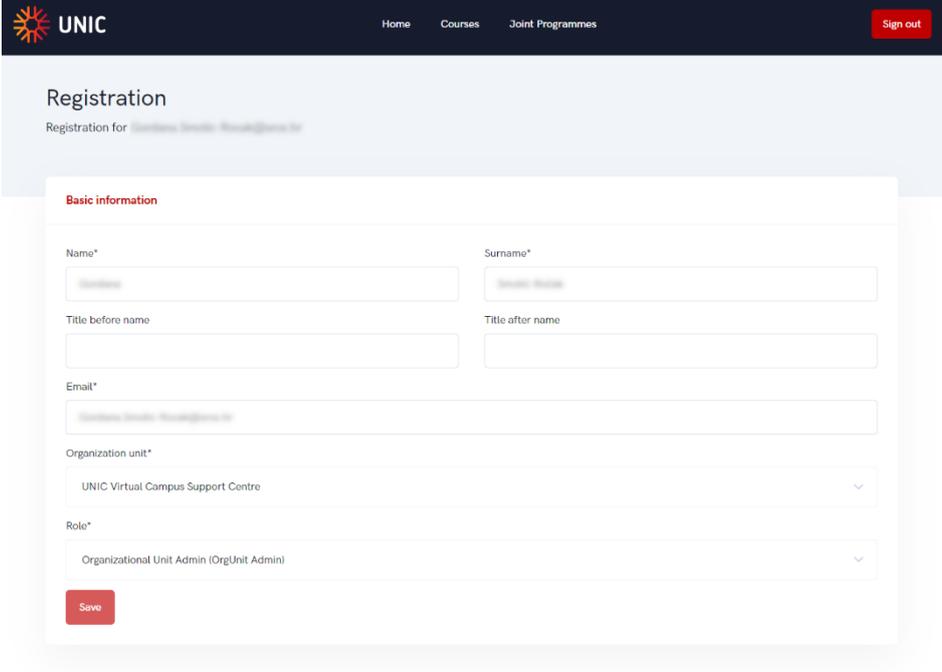
Erasmus University Rotterdam
Liege University - (ULiege / ULg)
Malmö University
Ruhr-Universität Bochum
Universidad de Deusto
University College Cork
University of Lodz
University of Oulu

Figure 6. eduGAIN sign in screen

Registration process

The process of registration is the same for the administrator and for the students.

After signing in, person must fill form with basic information shown in the Figure 4.



The screenshot shows the UNIC registration page. At the top, there is a dark navigation bar with the UNIC logo, links for Home, Courses, and Joint Programmes, and a Sign out button. Below the navigation bar, the page title is "Registration" with a subtitle "Registration for [unreadable]". The main content area is a white form titled "Basic information". It contains several input fields: Name* (with a placeholder "Ivan Ivan"), Surname* (with a placeholder "Ivan Ivan"), Title before name, Title after name, Email* (with a placeholder "ivan.ivan@unizg.hr"), Organization unit* (a dropdown menu currently showing "UNIC Virtual Campus Support Centre"), and Role* (a dropdown menu currently showing "Organizational Unit Admin (OrgUnit Admin)"). A red "Save" button is located at the bottom left of the form.

Figure 7. Registration process - basic information

Setting the role is one of the most important things to do right in the process.

During the registration process, eduGAIN checks if ESI code is available and only if it is the person can choose the appropriate role (student).



The screenshot shows a close-up of the "Role*" dropdown menu. The menu is open, displaying four options: "Organizational Unit Admin (OrgUnit Admin)" (which is currently selected), "University Admin (UNI Admin)", "Organizational Unit Admin (OrgUnit Admin)", and "Teacher".

Figure 8. Selecting the role for administrators

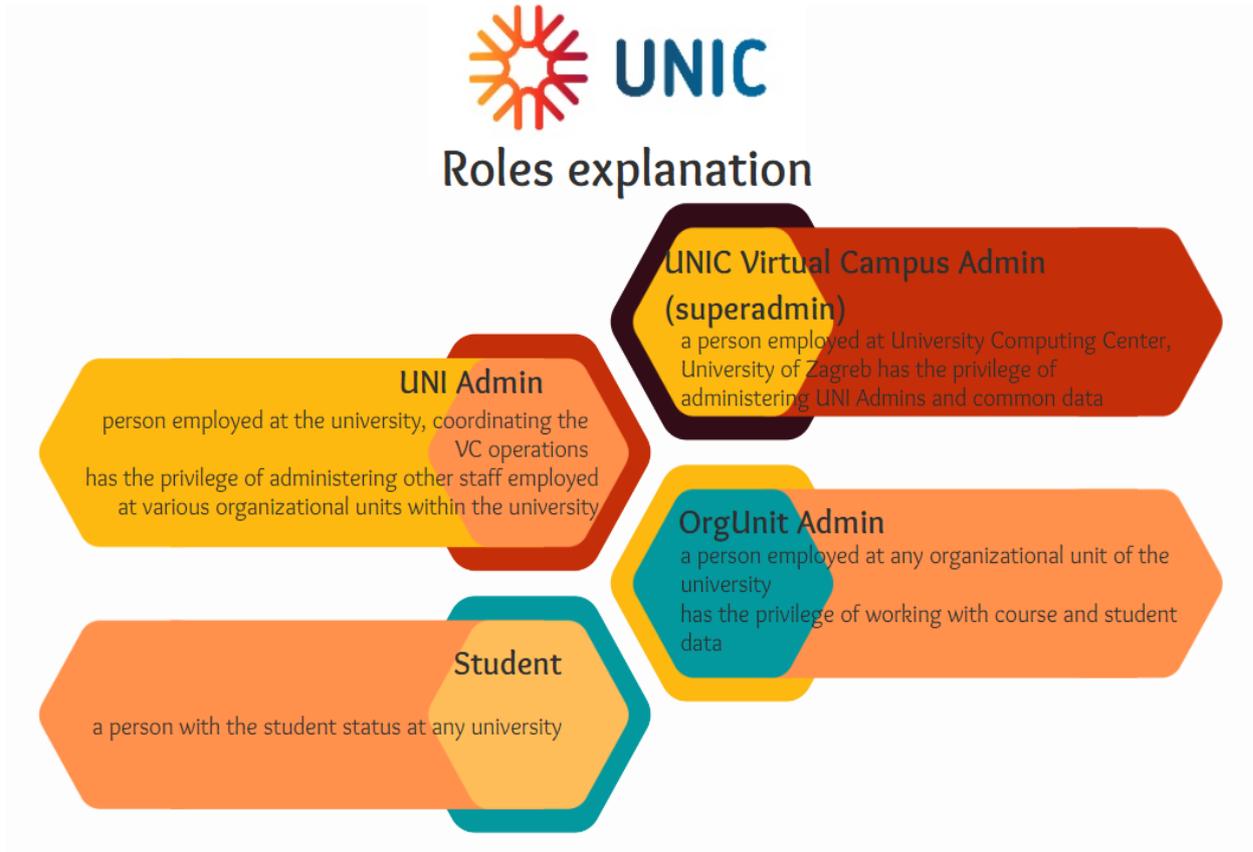


Figure 9. Explanation of the roles

If everything was filled in correctly, the screen should look like image 7. After that organizational unit administrator will confirm person's registration and conclude the process.

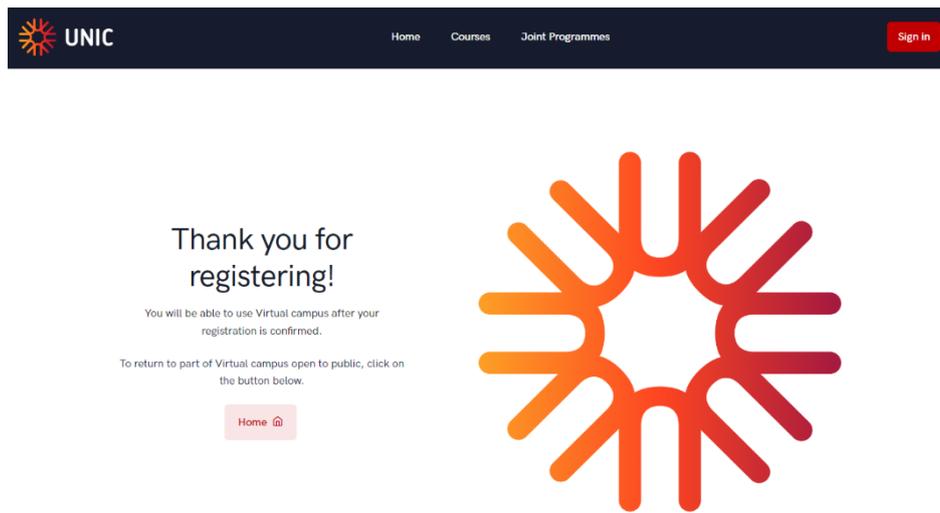
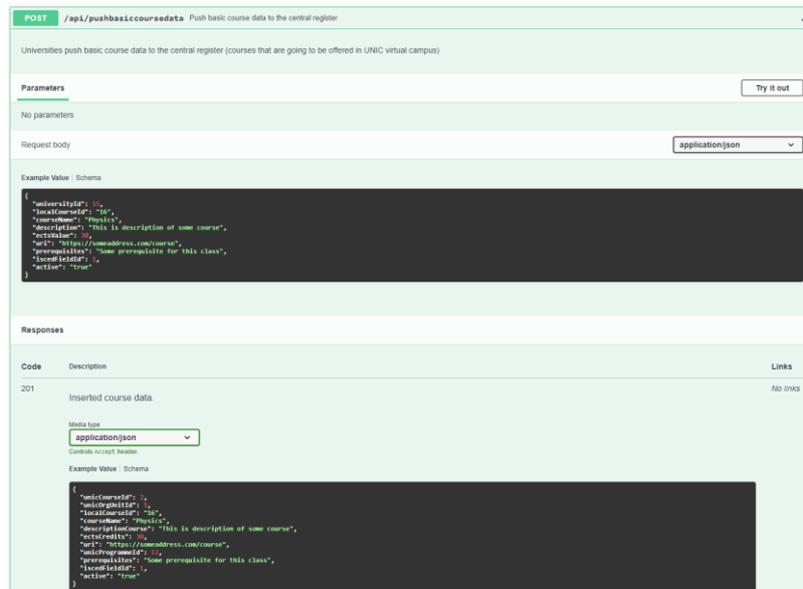


Figure 10. Successful registration

Courses

The following option is intended for administrators to add a course, and to view or change information about courses.

Admin can add new courses or update existing ones using UNIC VC Or using REST API resources.



POST /api/pushbasiccoursedata Push basic course data to the central register

Universities push basic course data to the central register (courses that are going to be offered in UNIC virtual campus)

Parameters Try it out

No parameters

Request body application/json

Example Value Schema

```
{
  "universityId": "1",
  "localCourseId": "IS",
  "courseName": "Physics",
  "description": "This is description of some course",
  "credits": 3,
  "url": "https://someaddress.com/course",
  "prerequisites": "Some prerequisite for this class",
  "inserted": true,
  "active": true
}
```

Responses

Code	Description	Links
201	Inserted course data	No links

Media type: application/json

Example Value Schema

```
{
  "universityId": "1",
  "localCourseId": "1",
  "localCourseId": "IS",
  "courseName": "Physics",
  "description": "This is description of some course",
  "credits": 3,
  "url": "https://someaddress.com/course",
  "universityId": "1",
  "prerequisites": "Some prerequisite for this class",
  "inserted": true,
  "active": true
}
```

Figure 11. Adding a course via REST API resource

Course management

The other solution for adding a course is via UNIC platform.

Course management option offers several actions regarding a course.

Through this option, administrator can add a new course, edit course, view, or add a new course instance.

Courses

[Add course](#)

Local course ID	Name	Description	ECTS Credits	Prerequisites	Active	Actions	Course instances
32810	Geoinformation Quality 	Description of Geoinformation Quality	5	There are no prerequisites for this class.	Active	Edit	Add
32878	Engineering Geodetic Bases	Description of Engineering Geodetic Bases	5	Excellent command of academic English; regular attendance and participation; reading seminar texts (four registered readings), one in- sessional (10') presentation, and a final draft of assessed essay.	Active	Edit	Add
14	Information Systems Management	za roku 3	2	There are no prerequisites for this class.	Active	Edit	Add

Rows per page: 10 ▾ 1 of 3 < >

Figure 12. Course management option

Adding a new course

After selecting the Add course option, a new screen appears where the administrator enters information about the new course.

Some of the fields are required, such as: Course name, Course description, ECTS credits, Local course ID, information is the course is active or not and ISCED code.

Add new course ×

* - required field

Course name*

Course description*

Course prerequisites

There are no prerequisites for this class.

Course URI

ECTS credits*

Local course ID*

Active*

Choose ▾

Active

Inactive

Choose ▾

Save

Figure 13. Adding a new course

ISCED is the reference international classification for organizing education programmes and related qualifications by levels and fields. ISCED 2011 (levels of education) has been implemented in all EU data collections since 2014.

Administrator can type the programme's code or a name.

ISCED code

Choose ▾

- [00] Generic programmes and qualifications
- [001] Basic programmes and qualifications
- [0011] Basic programmes and qualifications
- [002] Literacy and numeracy

Figure 14. List of ISCED codes

Once all obligatory information has been provided, administrator can save the course.

Editing course

This option allows administrator to edit information about the course, no matter if the course is active or inactive. Editing is possible until the start date of the course.

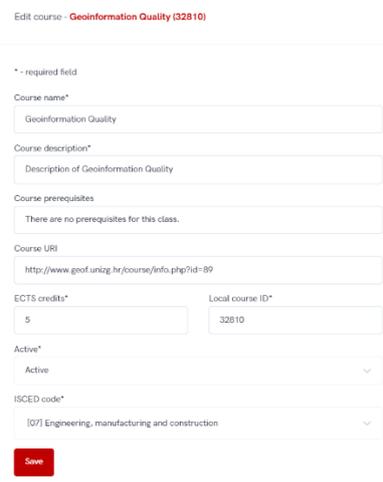


Figure 15 shows a screenshot of the 'Edit course' form for 'Geoinformation Quality (32810)'. The form includes the following fields:

- Course name***: Geoinformation Quality
- Course description***: Description of Geoinformation Quality
- Course prerequisites**: There are no prerequisites for this class.
- Course URI**: <http://www.geof.unizg.hr/course/info.php?id=89>
- ECTS credits***: 5
- Local course ID***: 32810
- Active***: Active (dropdown menu)
- ISCED code***: [07] Engineering, manufacturing and construction (dropdown menu)

A red 'Save' button is located at the bottom of the form.

Figure 15. Editing the course data

Course instances

Course instance is related to every course lecture in a certain period/academic year.

One course can have more the one instance in the same period or in the same academic year.

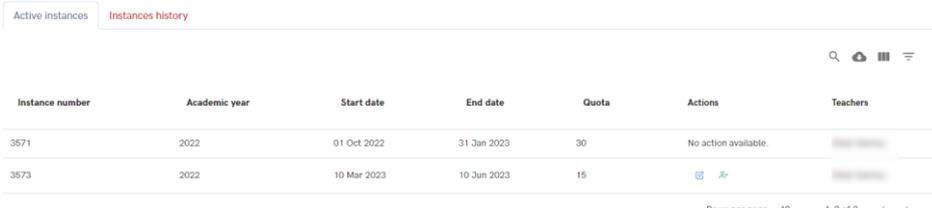
Active instances

This option shows every active instance of certain course. An instance is active if it is still not passing the start date or an end date.

The main difference is that once the start date has passed, course instances can no longer be modified, but if the course hasn't started yet, an administrator can change the course instance information and add or remove instructors.

The following information are visible:

- instance number - every instance has its own number/code.
- academic year - when the instance will be held.
- start and end date.
- student's quota – how many students can enrol.
- actions - there are two possibilities:
 - no action available - if start date has passed.
 - editing information about course instance and adding/removing teachers
- teacher - who will be the lecturer for specific instance.



Instance number	Academic year	Start date	End date	Quota	Actions	Teachers
3571	2022	01 Oct 2022	31 Jan 2023	30	No action available.	[Redacted]
3573	2022	10 Mar 2023	10 Jun 2023	15	[Edit] [Refresh]	[Redacted]

Rows per page: 10 | 1-2 of 2

Figure 16. Active instances

Instances history

This option shows history for course instances.

When the course has ended, it becomes visible in this tab.

The following information are visible:

- instance number - every instance has its own number/code.
- academic year - when the instance was the held.
- start and end date.
- student's quota – how many students can enrol.
- actions - there aren't any action available.
- teacher - who will be the lecturer for specific instance.

Information Systems Management (14)
Course Instances

[New instance](#)

Active instances | Instances history

Instance number	Academic year	Start date	End date	Quota	Actions	Teachers
5	2021	10 Jan 2021	03 Jun 2022	15	No action available.	

Rows per page: 10 | 1-1 of 1

Figure 17. Instances history

New instance

To add a new instance, the administrator must select the New instance button and enter information about the code, the academic year, the start and end date, and the number of students who can enrol in the course.

Hydrographic Survey (32888) ×

Add new course instance

* - required field

Course instance number:

Academic year*:

Start date*: 

End date*: 

Quota*:

[Save](#)

Figure 18. Adding a new instance

Mobility

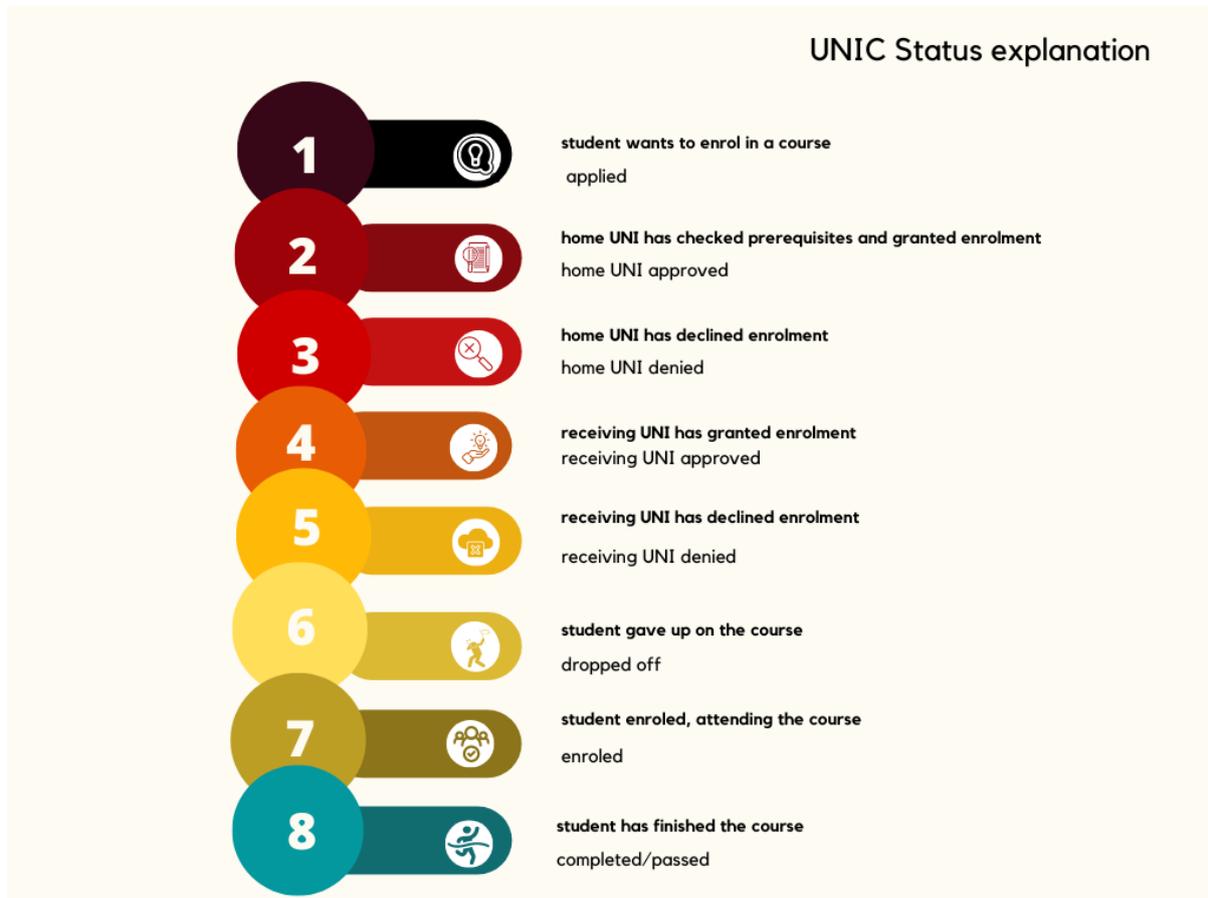


Figure 19. UNIC Status explanation

Revocation the UNIC Student Status

If a home UNI uses API, the status of the UNIC student can be revoked via API. Otherwise, the UNIC student status is revoked by the home UNI Admin via Admin portal.

COURSES

Course management

Incoming pending enrolment (1)

Incoming active (2)

Incoming finished

Incoming history

Figure 20. Options available in courses related menu.

There are five different options in this menu:

- Course management - option intended for adding, viewing, and editing existing courses.
- Incoming pending enrolment - with two sub-options: pending enrolments and approved enrolments
- Incoming active - list of incoming active students
- Incoming finished - the list of incoming students who have completed the activity.
- Incoming history - the list of students who had dropped off from the course or had been denied enrolment.

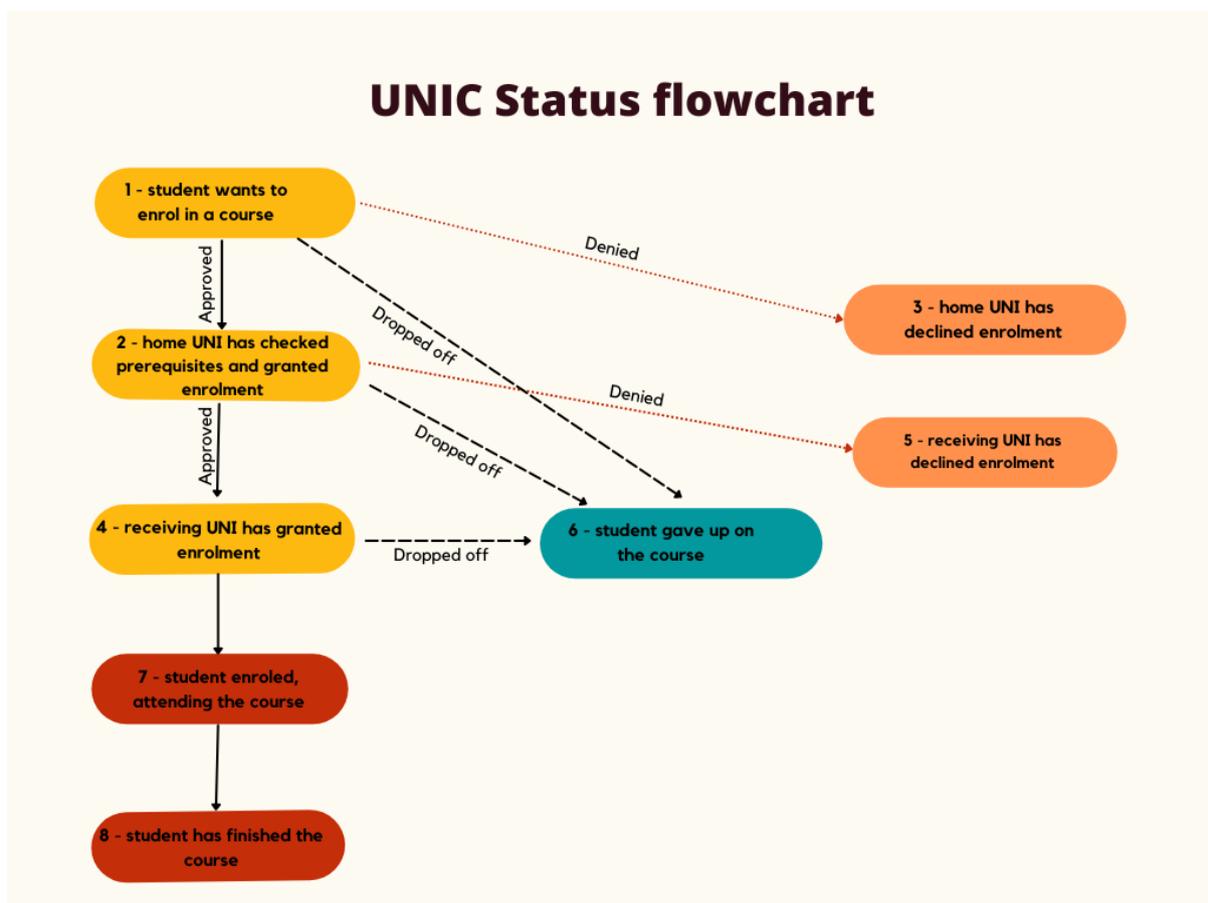


Figure 21. UNIC Status Flowchart

Incoming pending enrolment

This option allows administrator to accept student's pending enrolments.

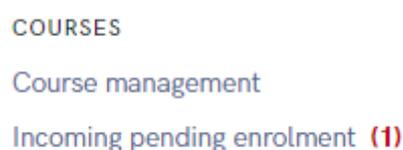


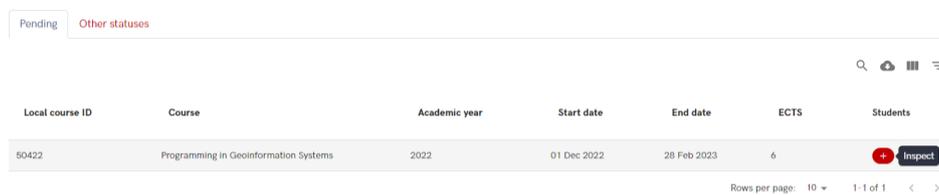
Figure 22. Active request in the "incoming pending enrolment" option

The administrator can see all courses for incoming students who did not yet start (in statuses 2 to 6).

In case there are new, active incoming pending enrolment, the number of active requests next to the mentioned option.

There are two tabs in the incoming pending enrolment option:

- the Pending tab with a list of students awaiting action by the administrator and
- the Other Status tab, which shows students who have applied for a course or joint programme but have been rejected or have withdrawn from the course.



Local course ID	Course	Academic year	Start date	End date	ECTS	Students
50422	Programming in Geoinformation Systems	2022	01 Dec 2022	28 Feb 2023	6	+ Inspect

Figure 23. List of students with pending enrolments

In both tabs administrator can view following information:

- local course ID
- name of the course
- academic year
- start and end date.
- ECTS credits, and
- students.

For administrator to accept or denies student's incoming enrolment, the pending tab must be selected, then the plus sign (option Inspect) as shown on the Figure 10.



Home university	First name	Last name	ESI	eMail	Attendance	Status	Actions
Faculty of Economics and Business@unineo.com	Virtual	2	Approve

Figure 24. Approving or denying student's incoming enrolment

A new screen appears with the following information:

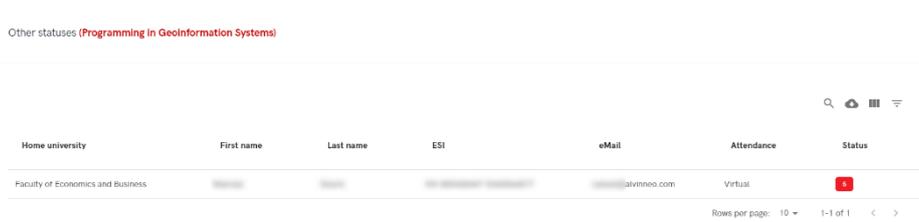
- the course the student wants to enrol in,
- the home university,
- student's name and surname,
- ESI
- email
- method of attendance,
- and status (2-home uni approved).

After reviewing the information, the administrator takes an action: approve or deny the student's application.

In the **Other statuses tab**, the administrator can see information about courses, but for those students who have been rejected or dropped out of the course (before the course starts). For administrator to view information about students, the plus sign must be selected (option Inspect).

A new screen appears with the following information:

- name of the course
- the home university,
- student's first and last name
- ESI
- email
- method of attendance,
- and status (5-receiving UNI has declined enrolment).



Home university	First name	Last name	ESI	eMail	Attendance	Status
Faculty of Economics and Business	[blurred]	[blurred]	[blurred]	[blurred]@unimmo.com	Virtual	[red icon]

Figure 25. Incoming enrolment- Other statuses tab - Information about students

Incoming active

Incoming active students option allows administrator to view information about incoming students whose course had started, and to register grade.

The administrator can see all courses for incoming students who had started (course is in status 7, course date has started).

Incoming active

Local course ID	Course	Academic year	Start date	End date	ECTS	Students
32888	Hydrographic Survey	2022	01 Oct 2022	31 Jan 2023	5	 Register grade
33497	Programming	2022	01 Oct 2022	31 Jan 2023	5	

Rows per page: 10 1-2 of 2

Figure 26. Information about incoming active courses/students

The administrator can view following information:

- local course ID
- name of the course
- academic year
- start and end date.
- ECTS credits, and
- students.

To register the grade, administrator must select the course and option Register grade (plus sign) as shown in Figure 22.

A new screen appears with the following information:

- name of the course
- the home university,
- student's first and last name
- ESI
- email
- date of enrolment
- method of attendance,
- grade
- grade date
- action - Register grade.

Register grade (Hydrographic Survey)

Home university	First name	Last name	ESI	eMail	Enrolled on	Attendance	Status	Grade	Grade date	Action
UNIC Virtual Campus Support Centre					05 Nov 2021, 07:30	Virtual				 Register grade

Choose: A, B, C, D, E, FX, F

page: 10 1-1 of 1

Figure 27. Grading the incoming student

Once the data is complete, administrator can take the register grade action and complete the process.

Incoming finished

Incoming finished option gives an overview of a students who had finished course and got the grade.

The administrator can see all courses for incoming students who had finished (course is in status 8, course date has ended, and the grade has been obtained).

To view the information, the administrator must set a time interval.

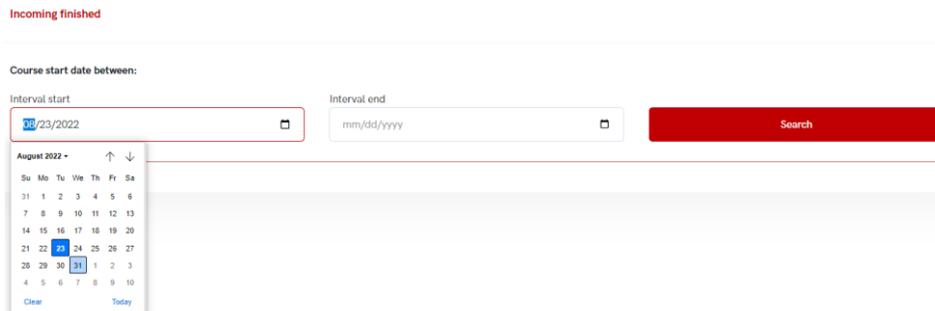
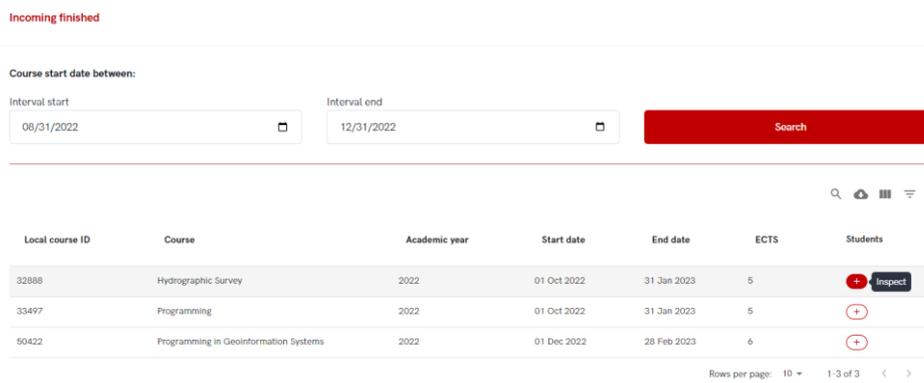


Figure 28. Setting the desired time range

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

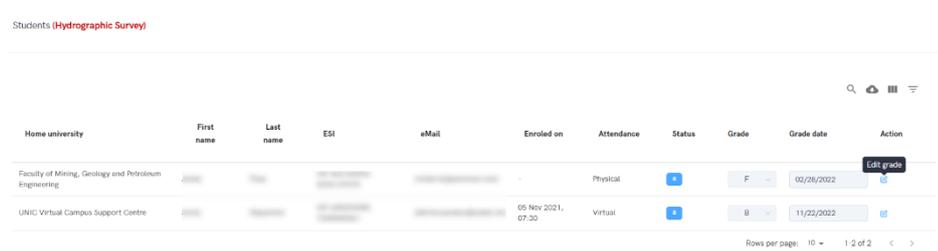


Local course ID	Course	Academic year	Start date	End date	ECTS	Students
32888	Hydrographic Survey	2022	01 Oct 2022	31 Jan 2023	5	
33497	Programming	2022	01 Oct 2022	31 Jan 2023	5	
50422	Programming In Geoinformation Systems	2022	01 Dec 2022	28 Feb 2023	6	

Figure 29. Choosing the inspect option to view details.

A new screen appears with the following information:

- the course the student was enrol in,
- the home university,
- student's first and last name
- ESI
- e-mail
- date of enrolment
- method of attendance,
- grade
- grade date
- action: Edit grade.



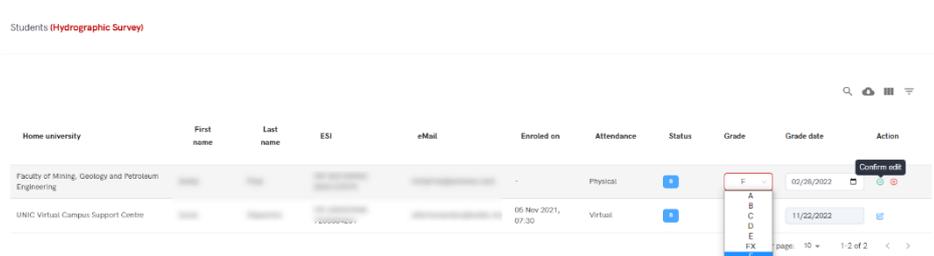
Home university	First name	Last name	ESI	eMail	Enrolled on	Attendance	Status	Grade	Grade date	Action
Faculty of Mining, Geology and Petroleum Engineering	[redacted]	[redacted]	[redacted]	[redacted]	-	Physical	[plus]	F	02/28/2022	Edit grade
UNIC Virtual Campus Support Centre	[redacted]	[redacted]	[redacted]	[redacted]	05 Nov 2021, 07:30	Virtual	[plus]	B	11/22/2022	[edit]

Rows per page: 10 - 1-2 of 2 < >

Figure 30. Details about incoming finished students

To change the grade or to change a grade date, administrator must choose edit grade option, enter a new grade, and confirm the action.

Grading can be done from the start date of the course.



Home university	First name	Last name	ESI	eMail	Enrolled on	Attendance	Status	Grade	Grade date	Action
Faculty of Mining, Geology and Petroleum Engineering	[redacted]	[redacted]	[redacted]	[redacted]	-	Physical	[plus]	F	02/28/2022	Confirm edit
UNIC Virtual Campus Support Centre	[redacted]	[redacted]	[redacted]	[redacted]	05 Nov 2021, 07:30	Virtual	[plus]	B	11/22/2022	[edit]

page: 10 - 1-2 of 2 < >

Figure 31. Changing the grade or a grade date

Incoming history

Incoming history option gives an overview of a students who had applied for the course but have been denied or have given up the course, and that course had started more than 30 days ago.

The administrator can see all courses who had started more than 30 days ago, and are in statuses 2 to 6.

To view the information, the administrator must set a time interval.

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

Incoming history

Course start date between:

Interval start: 01/23/2020

Interval end: 02/23/2023

Search

Local course ID	Course	Academic year	Start date	End date	ECTS	Students
33407	Programming	2021	01 Oct 2021	30 Feb 2022	5	1

Rows per page: 10 1-1 of 1

Figure 32. Incoming history option

A new screen appears with the following information:

- the name of the course
- the home university,
- student's first and last name
- ESI
- e-mail
- method of attendance, and
- status (statuses 2 to 6).

Students (Programming)

Home university	First name	Last name	ESI	eMail	Attendance	Status
Faculty of Textile Technology	Tomislav	Popovic	00000000000000000000	tomislav@ftt.hr	Physical	2

Rows per page: 10 1-1 of 1

Figure 33. Information about course history for incoming finished student

Outgoing pending enrolment

This option allows administrator to accept student's pending enrolments.

STUDENTS

- Cards
- Outgoing pending enrolment **(1)**
- Outgoing active
- Outgoing finished
- Outgoing history

Figure 36. Active request in the "outgoing pending registration" option

In case there are new, active outgoing pending enrolments, the number of active requests next to the mentioned option.

The administrator can see all outgoing students whose course has not yet started (in statuses 1 to 6).

There are two tabs in the outbound pending enrolment option:

- the Pending tab with a list of students awaiting action by the administrator and
- the Other Status tab, which shows students who have applied for a course or joint programme but have been rejected or have withdrawn from the course.

Outgoing pending enrolment

Pending **Other statuses**

First name	Last name	eMail	ESI	Courses
		...@...hr	...	+ Inspect

Rows per page: 10 1-1 of 1

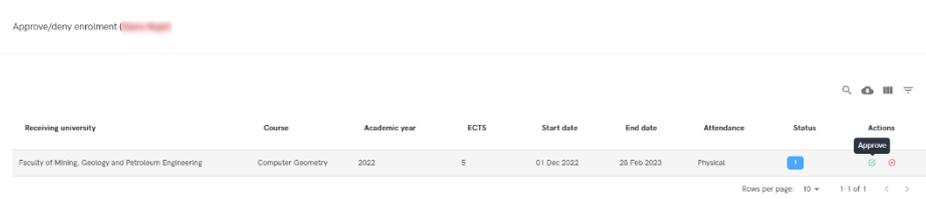
Figure 37. List of students with pending enrolments

For administrator to accept or denies student's pending enrolment, the pending tab must be selected, then the plus sign (option Inspect) as shown on the Figure 4.

A new screen appears with the following information:

- student's name and surname,
- the receiving university,
- the course the student wants to enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- method of attendance,
- and status (1-enrolled).

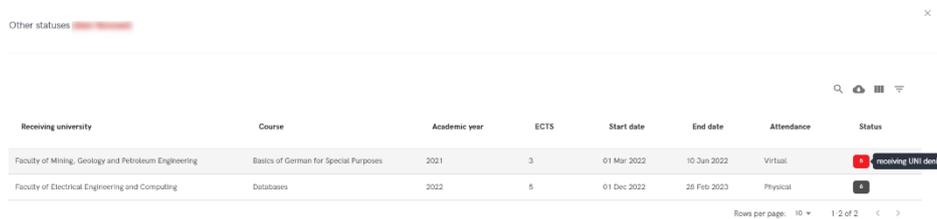
After reviewing the information, administrator takes a action: approve or denies student's application.



Receiving university	Course	Academic year	ECTS	Start date	End date	Attendance	Status	Actions
Faculty of Mining, Geology and Petroleum Engineering	Computer Geometry	2022	5	01 Dec 2022	28 Feb 2023	Physical	1	Approve

Figure 38. Approving or denying student's outgoing enrolment

In the Other statuses tab, the administrator can check the information for students who have been rejected or have dropped out of the course (before the course has started).



Receiving university	Course	Academic year	ECTS	Start date	End date	Attendance	Status
Faculty of Mining, Geology and Petroleum Engineering	Basics of German for Special Purposes	2021	3	01 Mar 2022	10 Jun 2022	Virtual	receiving UNI denied
Faculty of Electrical Engineering and Computing	Databases	2022	5	01 Dec 2022	28 Feb 2023	Physical	4

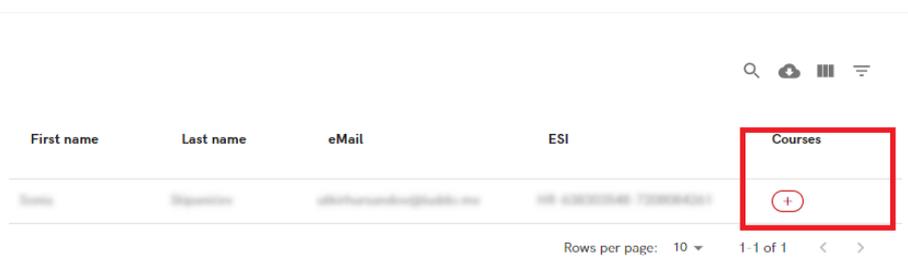
Figure 39. The other statuses tab

Outgoing active students

Outgoing active students option allows administrator to view information about all those outgoing students whose course had started.

The administrator can see all outgoing students who have started the course (course is in status 7, course date has started).

Outgoing active students



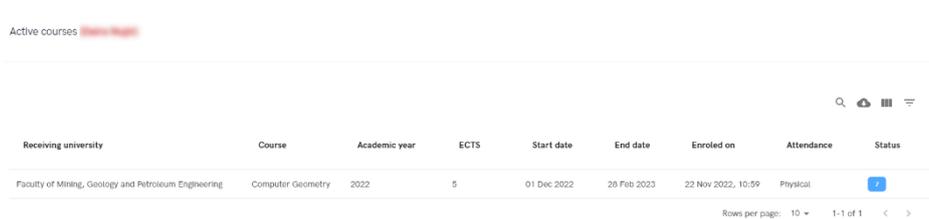
First name	Last name	eMail	ESI	Courses
Marko	Marković	marko.markovic@unic.hr	HR-000000000-0000000000	+

Rows per page: 10 1-1 of 1 < >

Figure 40. Choosing the inspect option in order to view details

After selecting option Inspect (plus sign), a new screen appears with the following information:

- student's first and last name
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- date of enrolment
- method of attendance,
- and status (7 - student enrolled, attending the course)



Receiving university	Course	Academic year	ECTS	Start date	End date	Enrolled on	Attendance	Status
Faculty of Mining, Geology and Petroleum Engineering	Computer Geometry	2022	5	01 Dec 2022	20 Feb 2023	22 Nov 2022, 10:59	Physical	7

Rows per page: 10 1-1 of 1 < >

Figure 41. Information about active courses for outgoing students

Outgoing finished

Outgoing finished option gives an overview of a students who had finished course and got the grade.

The administrator can see all outgoing students who have finished the course (course is in status 8, course date has ended, and the grade has been obtained).

To view the information, the administrator must set a time interval.

Outgoing finished

Course start date between:

Interval start Interval end

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear Today

Figure 42. Setting the desired time range

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

Outgoing finished

Course start date between:

Interval start Interval end

🔍 📄 ☰ ☰

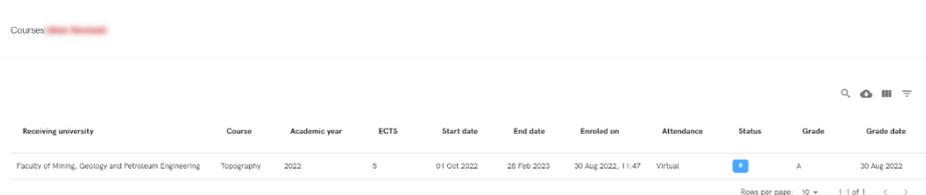
First Name	Last name	eMail	ESI	Courses
...	<input type="button" value="+"/> Inspect

Rows per page: 10 1-1 of 1 < >

Figure 43. Choosing the inspect option in order to view details

A new screen appears with the following information:

- student's name and surname,
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- date of enrolment
- method of attendance,
- status (8-completed/passed)
- grade
- grade date



Receiving university	Course	Academic year	ECTS	Start date	End date	Enrolled on	Attendance	Status	Grade	Grade date
Faculty of Mining, Geology and Petroleum Engineering	Topography	2022	5	01 Oct 2022	28 Feb 2023	30 Aug 2022, 11:47	Virtual	+	A	30 Aug 2022

Figure 44. Information about course for outgoing finished student

Outgoing history

Outgoing history option gives an overview of a students who had applied for the course but have been denied or have given up the course, and that course had started more than 30 days ago.

The administrator can see all courses who had started more than 30 days ago and are in statuses 1 to 6.

To view the information, the administrator must set a time interval.

If there are records matching the search criteria, the data is displayed below, and the administrator must select the view option to see the details.

To view details, administrator must choose the inspect option (plus sign).

Outgoing history

Course start date between:

Interval start: 17.01.2022.

Interval end: 17.11.2023.

First name Last name eMail ESI Courses

		srce.hr		<input type="button" value="+ Inspect"/>
--	--	---------	--	--

Rows per page: 10 1-1 of 1

Figure 45. Choosing the inspect option in order to view details

A new screen appears with the following information:

- student's first and last name
- the receiving university,
- the course the student was enrol in,
- academic year,
- ECTS credit,
- course start and end date,
- method of attendance, and
- status (statuses 1 to 6).

Courses history

Receiving university	Course	Academic year	ECTS	Start date	End date	Attendance	Status
Faculty of Electrical Engineering and Computing	Databases	2022	5	01 Dec 2022	28 Feb 2023	Physical	<input type="button" value="+"/>
Faculty of Mining, Geology and Petroleum Engineering	Basics of German for Special Purposes	2021	3	01 Mar 2022	10 Jul 2022	Virtual	<input type="button" value="+"/>

Rows per page: 10 1-2 of 2

Figure 46. Information about course history for outgoing finished student

Joint programmes

The following option is intended for administrators for management of joint programmes.

Administrator can edit existing joint programme or add a new one but only for those joint programmes for which their institution is listed as an administrator.

In addition, administrators can also view information about joint programmes where their institution is listed as a partner.

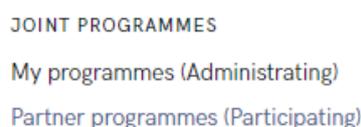
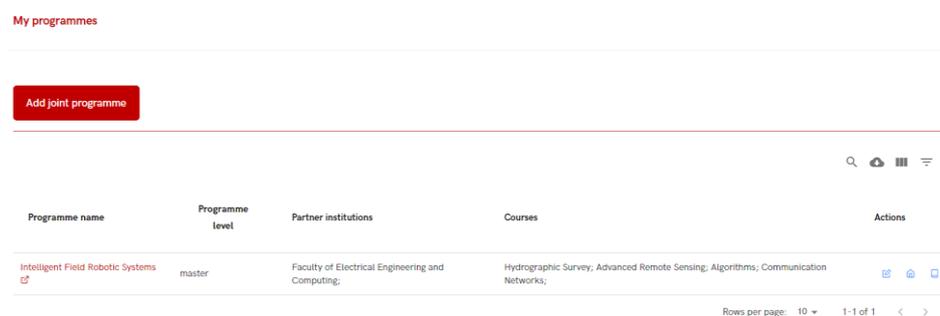


Figure 47. Joint programmes menu

My programmes (Administrating)

This option allows administrators to add new joint programmes, as well as edit information about already existing joint programmes, but only for those joint programmes for which their institution is listed as an administrator.



My programmes

Add joint programme

Programme name	Programme level	Partner institutions	Courses	Actions
Intelligent Field Robotic Systems	master	Faculty of Electrical Engineering and Computing;	Hydrographic Survey, Advanced Remote Sensing; Algorithms, Communication Networks;	

Rows per page: 10 1-1 of 1

Figure 48. My programme option

Adding a new joint programme

To add a new joint programme administrator must choose Add joint programme button and fill the required fields.

Required fields are programme name, programme level and partners, but URL field is optional.

Add new joint programme ×

* - required field

Programme name*

Programme level*

URL

Partners*

Faculty of Electrical Engineering and Computing [Zagreb] x x | v

Faculty of Geodesy [Zagreb]

Faculty of Geotechnical Engineering [Varaždin]

Figure 49. Adding a new joint programme

After the data has been entered, it is necessary to select the Save option, after which the entered data will be saved, and the administrator will be able to continue the process and add new courses to the joint programmes.

Administrator can see all the courses for every partner institution and simply add them to joint programme.

×

Add new joint programme

* - required field

Programme name*

Programme level*

URL

Partners*

Save

Courses*

- Algorithms [Faculty of Organization and Informatics]
- Communication Networks [Faculty of Electrical Engineering and Computing]
- Databases [Faculty of Electrical Engineering and Computing]
- Digital Logic [Faculty of Electrical Engineering and Computing]
- Hydrographic Survey [Faculty of Organization and Informatics]

Figure 50. Adding the courses to joint programme

Editing a joint programme

If for some reason it is necessary to make some changes in existing joint programme these changes can be made using the Edit action (Figure 5. shows editing actions that can be made on certain joint programmes).

To change courses, administrator must choose appropriate icon (as show in Figure 47.).

The same applies to changes related to the name of the programme or changes related to partners.

[Add joint programme](#)

Programme name	Programme level	Partner institutions	Courses	Actions
Artificial intelligence joint programme	master	Faculty of Electrical Engineering and Computing;	-	Edit courses Edit partners Edit programme
Artificial intelligence joint programme	master	-	-	Edit courses Edit partners Edit programme
Intelligent Field Robotic Systems	master	Faculty of Electrical Engineering and Computing;	Hydrographic Survey; Advanced Remote Sensing; Algorithms; Communication Networks;	Edit courses Edit partners Edit programme

Rows per page: 10 ▾ 1-3 of 3 < >

Figure 51. Choosing the Edit action

To change name of the joint programme or programme level, administrator must choose edit programme icon and insert new data.

Edit joint programme - **Artificial intelligence joint programme**

* - required field

Programme name*

Programme level*

master ▾

bachelor

master

https://example.com

[Save](#)

Figure 52. Changing the programme level

To add or change partner organization, administrator must choose Edit partners icon and made desired changes.

Edit partners - **Intelligent Field Robotic Systems**

Partner institution

Choose ▾

Academy of Fine Arts [Zagreb]

Academy of Music [Zagreb]

Academy of dramatic art [Zagreb]

Catholic Faculty of Theology [Zagreb]

Faculty of Agriculture [Zagreb]

Faculty of Architecture [Zagreb]

Faculty of Chemical Engineering and Technology [Zagreb]

[Add partner](#)

Action

1-1 of 1 < >

Figure 53. Adding a new partner organization to the joint programme

To add a new course, administrator must choose Edit course icon.

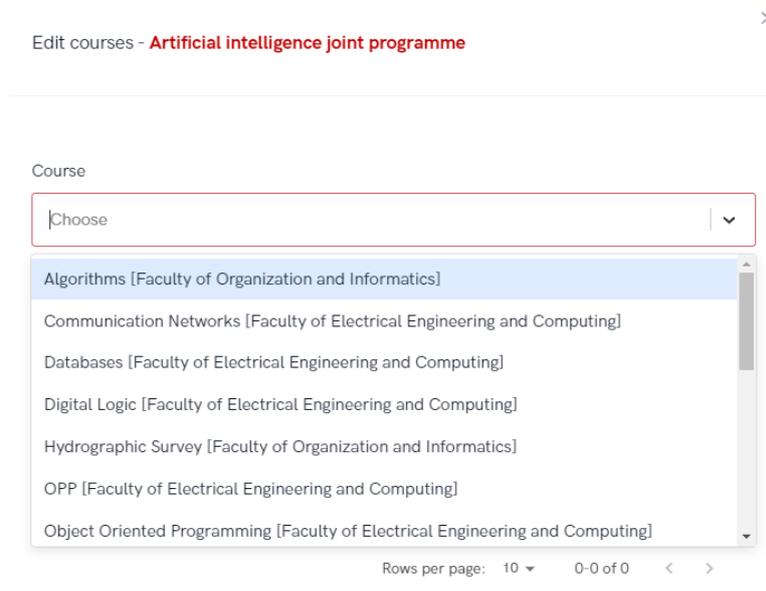


Figure 54. Adding a new course to the joint programme

Partner programmes (Participating)

This option allows the administrator to view the joint programmes for which their institution is stated as a partner institution.

The option is only for viewing information about joint programmes and courses.

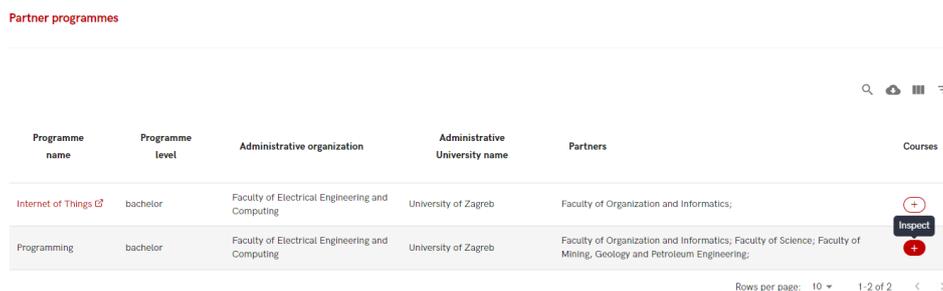


Figure 55. Inspecting the partner programmes option

To view details about courses for specific joint programme administrator must choose the Inspect icon.

Courses for Joint Programme - **Programming**

Search, Refresh, Filter, Sort icons

Name	Description	ECTS	Prerequisites
Databases	Description of Databases	5	There are no prerequisites for this class.
Communication Networks	Communication Networks	5	There are no prerequisites for this class.

Rows per page: 10 ▾ 1-2 of 2 < >

Figure 56. Details on courses for a joint programme

FAQ

- Why it is important to have a broker?

A Broker is a module that synchronizes systems (local SMS and UNIC VC) and knows how to transform the data (e.g. grades). Once you implement this module, you will automate the tasks of adding new courses to UNIC VC, exchanging data about student mobility, etc. Otherwise, you will have to do these tasks manually every time directly in UNIC Virtual Campus.

- What is the difference between UNIC Student Card and European Student Card? Why we need two student cards?

The UNIC Student card was part of the deliverables for UNIC 1.0 and it is clearly the policy of the EC to see how all alliances will find solutions and solve the issues of the student card and thus the virtual campus. We hope that one day there will be only one European student card and not that every alliance has its own.

- How can I register on VC?

More about registration can be found in the chapter Registration.

- What is the profile of the admin person?

This decision is left to each university individually, depending on the internal structure, to choose the profile of the admin person/persons. In any case, the person/s must first have access to their master's university data of the course level, personal data of students, etc.

- Grades in UNIC Virtual Campus

UNIC VC use an ECTS grading scale (A-F), so everyone has to know how to convert their grades to ECTS grades.

For example, the grading system in Croatia has numerical grades 1-5 (1-fail, 5-excellent), which means that in UNIC VC the grade will be F = 1 and A = 5 and so on for all others.