Students

The following option is intended for administrators when they have to change or view information about students.

> ℹ️ **Invalidating 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.
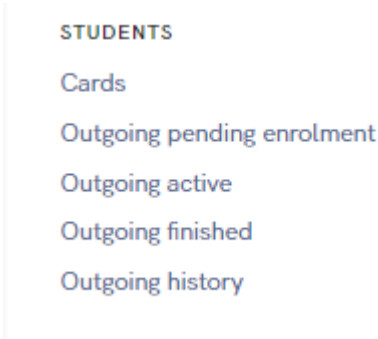
STUDENTS

Cards

Outgoing pending enrolment

Outgoing active

Outgoing finished

Outgoing history

Figure 1. Available options in students related menu

There are five different options in this menu:

- Cards - option intended for activating and deactivating student cards
- Outgoing pending enrolment - with two sub-options: pending enrolments and approved enrolments
- Outgoing active - list of outgoing active students
- Outgoing finished - the list of outgoing students who have completed the activity
- Outgoing history - the list of students who had dropped off from the course, or had been denied enrolment.

Titles on the page:
- Cards   - Outgoing pending enrollment   - Outgoing active students   - Outgoing finished   - Outgoing history

Cards

This option allows administrator to activate or deactivate student UNIC card.

Student cards

ESI	First name	Last name	Generated	Deactivated	Action	Organization name	University name
			04 Sept 2022	11 Oct 2022	Activate	Faculty of Organization and Informatics	University of Zagreb
			03 Sept 2022	-	Deactivate	Faculty of Organization and Informatics	University of Zagreb
			08 Sept 2022	28 Oct 2022	Activate	Faculty of Organization and Informatics	University of Zagreb

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Figure 2. Activating or deactivating student cards

Outgoing pending enrollment

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

STUDENTS

Cards

Outgoing pending enrolment **(1)**

Outgoing active

Outgoing finished

Outgoing history

Figure 3. 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). For more information about status, please visit site: Status explanation

There are two tabs in the outbound pending enrollment 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 program, 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

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Figure 4. 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 Insepct) 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 enroll 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.

Figure 5. 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).
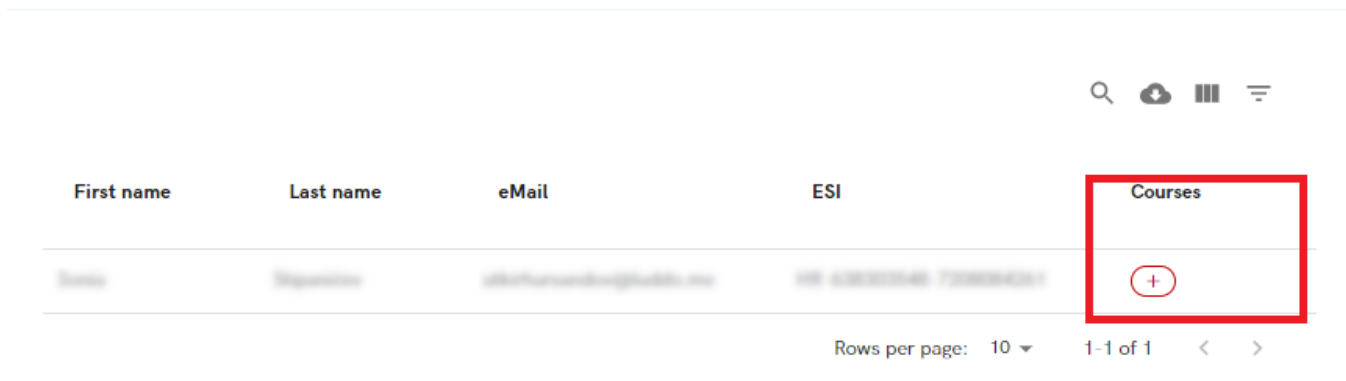

Figure 6. The other statuses tab

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). For more information about status, please visit site: Status explanation

Outgoing active students
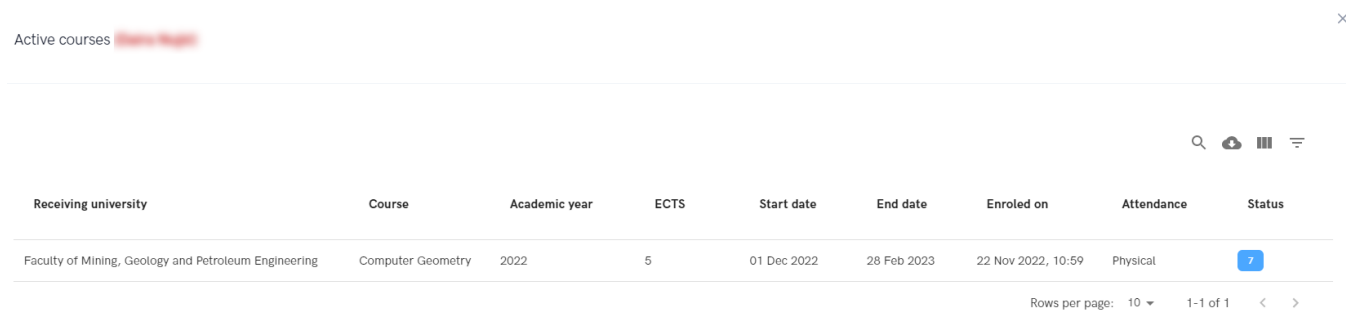
Figure 7. Choosing the inspect option in order to view details

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 enrloment
- method of attendance,
- and status (7 - student enroled, attending the course)

Figure 8. 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). For more information about status, please visit site: Status explanation

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

Outgoing finished

Course start date between:

Interval start

mm/dd/yyyy

Interval end

mm/dd/yyyy

Search

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 9. 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.

In order to view details, administrator must choose the inspect option (plus sign).

Outgoing finished

Course start date between:

Interval start

01/10/2021

Interval end

11/03/2022

Search

🔍 ☁ ☰

| First Name | Last name | eMail | ESI | Courses |

+ Insp

Rows per page: 10 ▾   1–1 of 1 ‹

Figure 10. 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

Courses ▮▮▮▮▮▮   ✕

Receiving university	Course	Academic year	ECTS	Start date	End date	Enroled 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	8	A	30 Aug 2022

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Figure 11. 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 gave 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. For more information about status, please visit site: Status explanation

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.

In order to view details, administrator must choose the inspect option (plus sign).

Outgoing history

Course start date between:

Interval start	Interval end	
17.01.2022.	17.11.2023.	Search

First name	Last name	eMail	ESI	Courses
		srce.hr		➕ Inspect

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Figure 12. 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	6
Faculty of Mining, Geology and Petroleum Engineering	Basics of German for Special Purposes	2021	3	01 Mar 2022	10 Jun 2022	Virtual	5

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Figure 13. Information about course history for outgoing finished student