

Students

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



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.

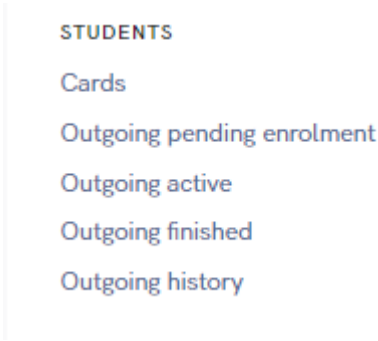


Figure 1. Available options in students related menu

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			04 Sept 2022	11 Oct 2022	<button>Activate</button>	Faculty of Organization and Informatics	University of Zagreb		
03 Sept 2022			03 Sept 2022	-	<button>Deactivate</button>	Faculty of Organization and Informatics	University of Zagreb		
08 Sept 2022			08 Sept 2022	28 Oct 2022	<button>Activate</button>	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

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 Inseptct) 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.

Approve/deny enrolment ()

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	<button>Approve</button>

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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).

Other statuses ()

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	

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Figure 6. The other statuses tab

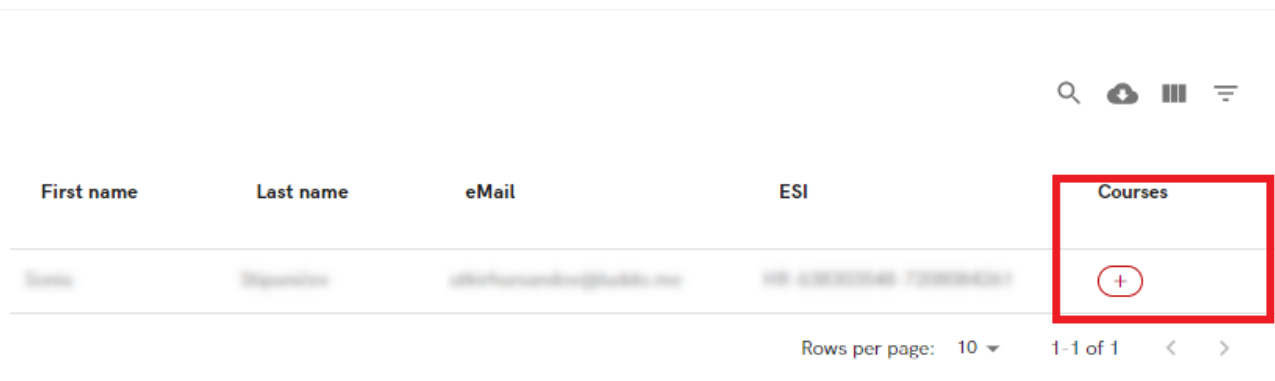
Outgoing active students

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



First name	Last name	eMail	ESI	Courses
				+

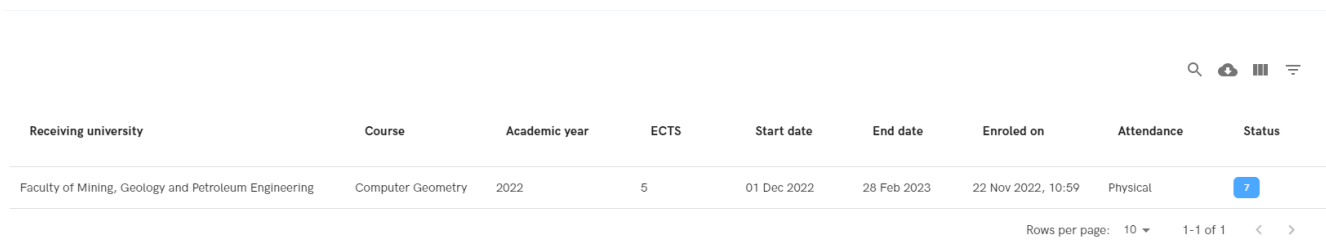
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Figure 7. Choosing the inspect option in order to view details

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 enrolment
- method of attendance,
- and status (7 - student enrolled, attending the course)

Active courses **Inspect**



Receiving university	Course	Academic year	ECTS	Start date	End date	Enroled on	Attendance	Status
Faculty of Mining, Geology and Petroleum Engineering	Computer Geometry	2022	5	01 Dec 2022	28 Feb 2023	22 Nov 2022, 10:59	Physical	7

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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

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: 

Interval end: 

First Name	Last name	eMail	ESI	Courses
...	...	...	...	 Insp...

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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: 17.01.2022.  Interval end: 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).



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

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Figure 13. Information about course history for outgoing finished student