User Manual

REGISTRATION AND ADMISSION TO PROGRAMS OF DOCTORATE R.D. 99/2011

September 2019

Sigma Unit. Academic Vice-Management

INDEX

1. ENTRY INTO THE APPLICATION

- Entry into the application for students who make self-registration through the Virtual Secretariat:
  http://www.unizar.es
  - Virtual Secretariat
    - Self-registration
      - Doctorate
- Entry into the application for the headquarters of the departments: https://sia.unizar.es

You enter username and password of the user who performs the process and clicks on the **Enter** button. The password is capitalised and lower case sensitive.

The identification leads to the screen with the different applications for which each user is authorised.

Depending on their profile, each user will enter directly into the menu options that correspond to them.

2. REGISTRATION

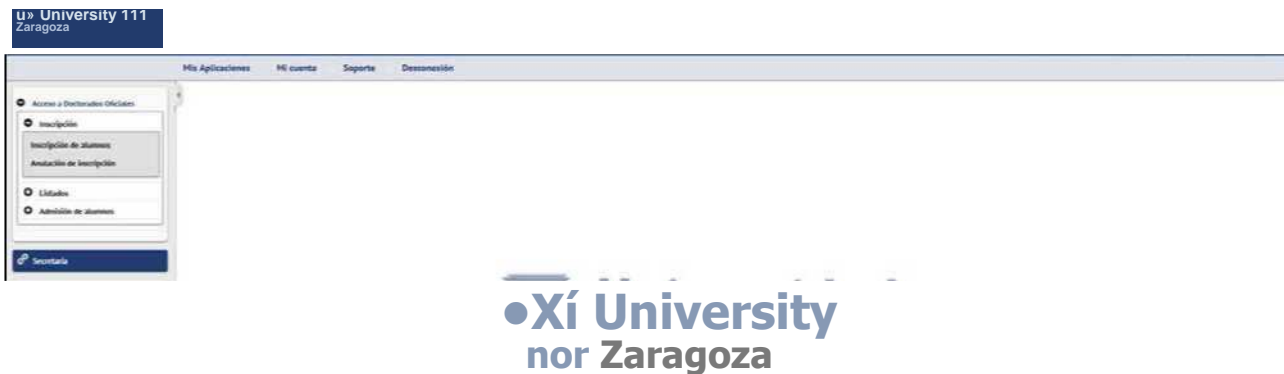To make an registration you have to access the following menu:

- ■ Access

    Access to Official Doctorates Registration

When you enter Enrollment, the available options are displayed:

V Registration of students
V Cancellation of registration

2.1 Registration of students

When you click on the inscription, the **"Search for pre-registrations" screen appears** to search for pre-recorded pre-registrations. The search can be done by personal data (NIP, DNI, surnames...), academic year, study option, date of submission and status of registration of a specific student or all according to the selected criteria, and click on the button **Search**. Already existing requests will appear at the bottom of the screen.
The options for this search are explained in section 2.2 Search for pre-registrations: change the status of the pre-registration.

To register a request click on [Add new request] . The search screen and the tabs that make up the pre-registration process.

The student is searched and selected.

If the student does not exist in the database of the University of Zaragoza, it is necessary to register previously in the *Identity* application, so that the system assigns a NIP and a password, https://identidad.unizar.es/

Once selected the student will appear a drop-down, such as the one seen on the next screen, in which the academic year is selected and the study option (doctoral program) for which the registration process is to be carried out.

When you select **Option/Studies**, the following screen will appear:

- ■ The student's stay regime is marked (an option will appear already marked if the student has made self-registration):
  - VRequest full-time dedication
  - üiRequest part-time dedication
- ■ The observations entered by the self-registered student will appear.

To access personal data, click on "Next" or on the *"Personal Data"* tab at the top.

PERSONAL DATA
This tab displays the student's personal data, and can be modified if necessary.

Whether modified or not, click on the "Next" button or the "Previous studies" tab at the top *to continue pre* - enrollment.

PREVIOUS STUDIES

- If you are already a **student of the University of Zaragoza**, the previous studies you have in it will appear to be able to select them if appropriate. If the file giving access to the doctorate is selected, the previous studies will appear on the next screen.

If you are not a student of the University of Zaragoza, the previous studies tab will appear directly to complete it.

■ If the student **already has another pre-registration**, the following question will

CARGAR ESTUDIOS PREVIOS DE PREINSCRIPCIÓN ANTERIOR
❶ ¿Desea cargar los estudios previos informados en su última preinscripción realizada?
Sí No

The screen of previous studies consists of the following sections:

a) Personal data
They will appear informed at the top of the screen.

b) University of origin
If you are a student of the University of Zaragoza and the corresponding file has been selected, all the data on this screen will have been automatically filled in: University of origin, studies, status
of the studies, date of issue of the title and average note of the
dossier if the study is completed.   Seleccionar expediente that sends us to the screen

A dossier can be re-selected using the previous button. If you are
not a student of the University of Zaragoza, this button will not appear.

If you are not a student of the University of Zaragoza, the different fields are completed. If the code of the University is not known, it is searched by the search icon (by adding asterisks, in front or behind, of a word contained in the description).

c) Studies
The student's studies are completed. If you don't find them using the search icon, they can be completed in **Another Studio or Title.**

d) Status of studies
Last year completed and **Average note of the file**.
The status of previous studies is marked:

- Completed. With this status the application will later allow the transfer to tuition after being admitted.
- Pending. With this status, the student can be admitted but the transfer to registration will not be possible. If you subsequently complete the studies, even if you are already admitted, the application will allow you to access the registration again and mark the corresponding status.
- Studies partially completed. The appropriations/subjects exceeded and their description are completed. With this status the application will allow the transfer to tuition after being admitted.

e)   Date of issue of the title
With studies completed the application obliges to enter this data.

f) Training Supplements
It is mandatory to mark whether or not you need training supplements.
If yes, YES is marked and the next screen will appear to search by code and then select the subject(s) to be studied.

COMPLEMENTOS DE FORMACIÓN		
Necesita complementos de formación	● Sí ○ No	
	Buscar asignaturas a cursar	
Código		**Asignatura**

In the negative case no is marked and the user can move to the next tab to continue with the registration.

If any mandatory field of previous studies remains uncompleted, when trying to move to the next tab, the fields that need to be filled in red will appear marked in red, as uninformed fields.

After completing the previous studies click on "Next" or on the *"Add documents"* tab.

ATTACH DOCUMENTS
Documents
In this tab, the student who self-registers through the Virtual Secretariat, attaches to the application the necessary documents (e.g. D.N.I., curriculum vitae, letter of motivation, etc.).

When the user of the headquarters accesses the registration to validate the application that the student has made online, the documents that he has attached to his application will appear, so that he can open, save or delete them. The headquarters user can also attach documents to the applications.

The application requires students to upload the following documents:
- Motivation letter
- Proof of application part-time (only for students applying for part-time work)

These documents can also be found in the "Documentation" field of manual admission.
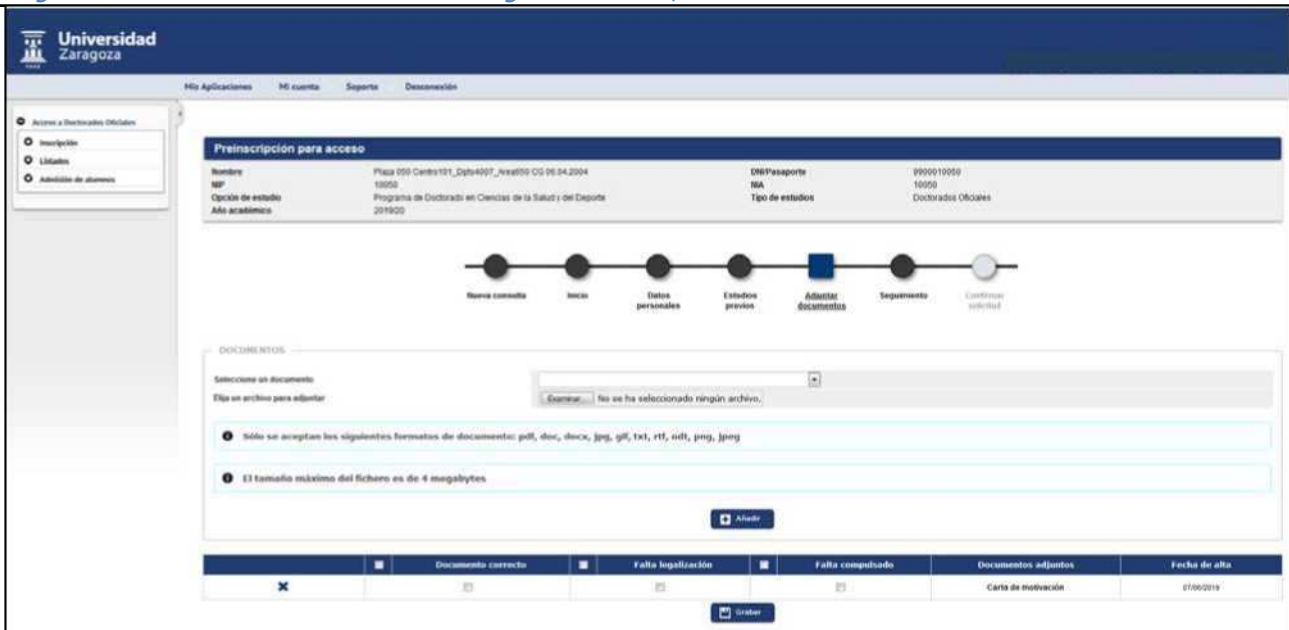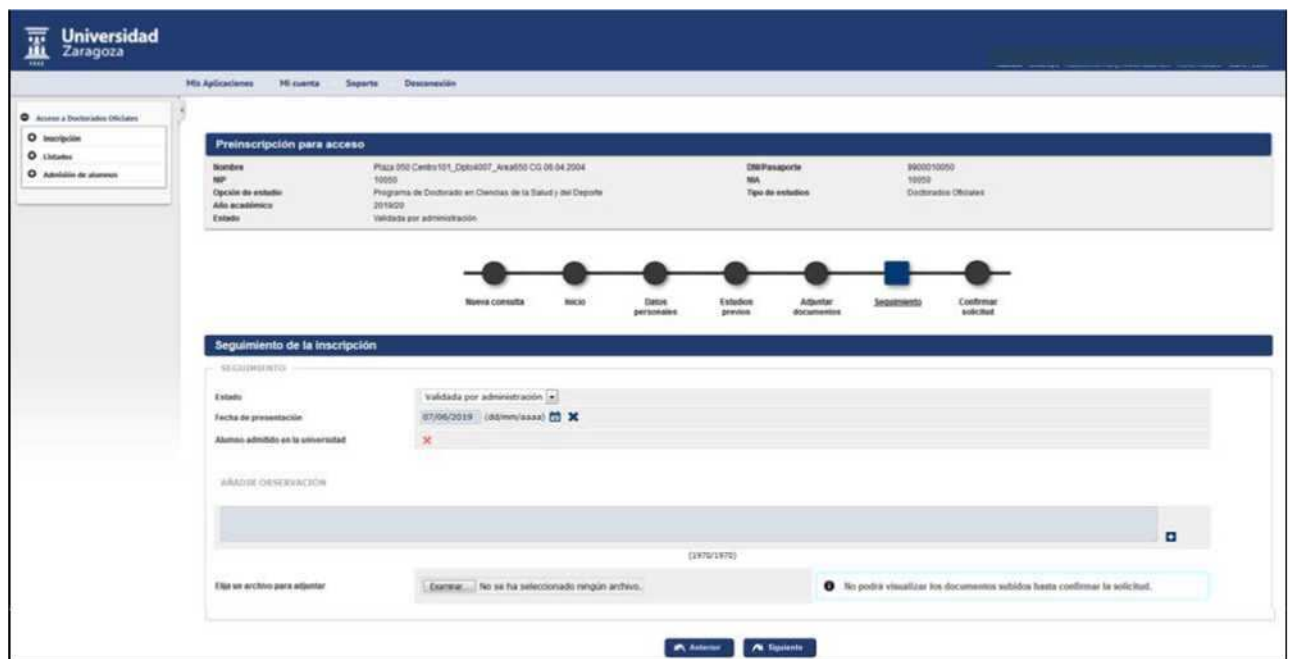
To continue click on "Next" or on the *"Track"* tab.

MONITORING

State

When the student has made self-registration from Virtual Secretariat, the registration will appear with the status **"Requested by the student"** and when it is entered from the secretariat as **"Validated by administration".**

The values in the drop-down are:

- Validated by administration
- Requested by the student, the secretariat must **validate the application** so that it can be admitted
- Application refused
- Low
- Incomplete application.

Student admitted to the University

Until the admission process is completed, the student will not be admitted. If the student does not have the previous studies completed, the notice will also appear informing of this situation.

Observations

This screen can include observations and files to the request that are added by the button or. These observations will also appear in the Observations field of the "Global List of Inscriptions".

Show enrollment status

When you re-enter an already recorded inscription, the "Show status tracking" button appears. By clicking on it you can consult the history of the registration, i.e. the status(s) of the registration, users and dates.

To complete the registration, go to the *"Confirm request"* tab, or through the "Next" button. In doing so, the request will already be recorded.

CONFIRM REQUEST

Print vouchers

The following message will appear on the screen:

- *Print all vouchers with the print button*
- *Remember that to log out, you have to click on the "disconnect" option that is in the top of screen*

The request can be printed or mailed by clicking on the corresponding icon 3 0

2.2 Search for pre-registrations: change the status of the pre-registration

In the "Search for pre-registrations" screen, the student's application(s) will appear for each academic year, with their personal data, the plan to which they have enrolled and the status of the registration.

You can modify, consult and cancel an already recorded registration, as well as download the attachments Gf E 0i. Depending on the status of it, the corresponding button(s) will be displayed.

STATE

From the **"State"** drop-down you can change the status of the entries to others, depending on the state they are in.

- **Requested by the student**. In this state are the registrations of students who self-enroll through the Internet.

  With registration in this state, from this screen you can move to the following states:
  - pending admission process

  Bunsubscribe per request denied

  Bincomplete application
  - application refused
  - low
  - validated by the administration

  To be able to carry out the admission process, both manual and automatic, and once it has been verified that the student meets the required requirements, the secretariats must validate the registrations by passing them to the **"Validated by Administration"** status in one of the following ways:
  - Selecting this status from the drop-down of "Search for registrations" and
    taping
  - From the "Follow-up" tab of the registration itself and confirming the application

- **Validated by administration**. Registration must be validated so that the student can be admitted.

  With the inscription in this state, from this screen, you can move to the following states:

  KRequest   incomplete

  BLow
  - Request   denied
  - Requested by the student.

- **Admitted.** The registration can be accessed to view or modify it, as well as to download the attached documents, but the status of it cannot be changed.

- **Granted access.** With this status you can not modify the registration or change the status of it, you can only consult and download the attached documents.

- **Comments.** They are entered in the "Tracking" tab.

2.3 Cancellation of registration

A registration can be cancelled (unsubscribe and delete) at any time when the admission has not yet been made, that is, **the application only allows to unsubscribe and delete registrations whose status is validated by the administration and requested by the student**.

As we have already seen in the previous section, you can unsubscribe from the "Search for pre-registrations" screen but not delete definitively.

Unsubscribe
To cancel the registration we proceed as follows:
- Access to Official Doctorates
    - H Registration
        - Cancellation of registration

The student is searched and selected.

Click on the Modify Inscription icon that you want to unsubscribe from.

The following screen will appear:
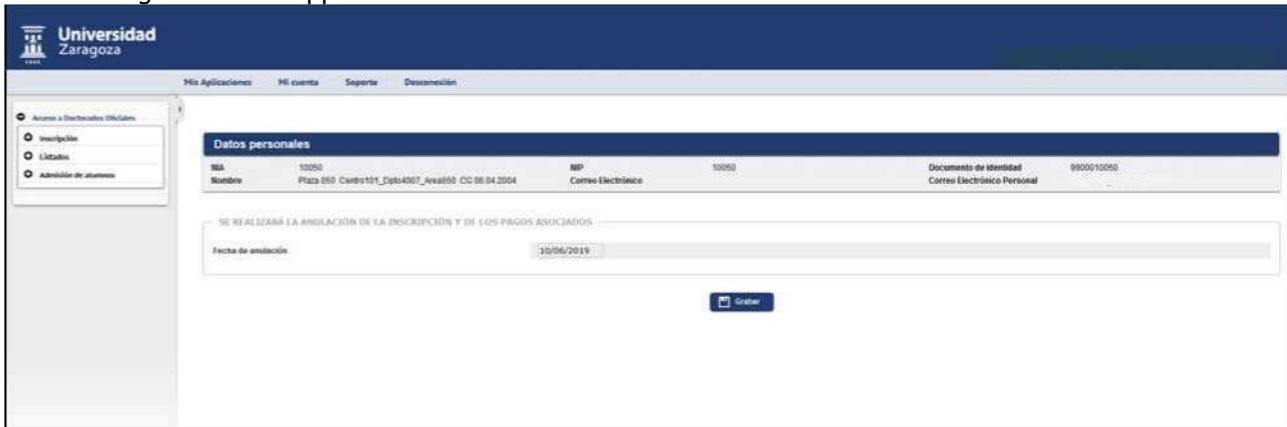
When recording, the message will appear: *The cancellation of the pre-registration has been made, there were no associated payments.*

Reactivate the unsubscribed registration

You can re-activate the unsubscribed application by going back to "Annulment of Enrollment" and clicking on the **High** *ü*icon.

Delete Enrollment

To **delete the registration definitively**, once it is unselected again and, with the registration already canceled by the administration, click on the X icon**Delete**. The application will inform that the registration will be deleted, and is accepted.

- To cancel registrations of already **admitted** students must proceed as follows:
  - sEliminate admission
  - sCancel registration

- If the student already has **the access granted,** that is, the transfer to registration has already been made, it is necessary to proceed from the following:
  - HRemove the transfer to tuition
  - **!K** Change status from *"Admitted"* to *"Valuable Administration"*
  - SCancel registration

3. ADMISSION OF STUDENTS

After registration, the following computer process is the admission process, once the students have been admitted by the corresponding body.

Admission can be done by manually checking students in the option/studies that have been admitted one by one or allowing the application to assign students automatically.

The registrations made by the students online, through the Virtual Secretariat, are in the state **"Requested by the student"**. These inscriptions can be searched at:
- The "Global List of Inscriptions". This list reports the status of each application. Marking in the selection criteria of the list the status of the registration "SO-Applied by the student", will appear only students who have made self-registration online.
- In the "Search for pre-registrations" screen state SO – Requested by the student, from the Student Enrollment menu.

Therefore, once it has been verified that the student meets the required requirements, these registrations in SO status must be validated, selecting **from the Student Registration menu the** option *"Validated by administration"* to make the admission (manual or automatic) and then the transfer to registration.

3.1 Manual admission of students

Admission requires that the application for registration has previously been "Validated by Administration". ■
  - Access to Official Doctorates
    - Admission of students
    - H Manual admission of students

Selected:

- ■ Academic year, Option/Studies and the other search criteria you want.
- ■ Periods to include, to filter the search of students to admit from each period.
    - нFrom the 2018/19 academic year there will be only one official admission period.
    - нIf none is marked, **all will appear, including those that have no phase assigned** due to late registration.
- ■ States to include, mark or demarcate the appropriate:
    - н without admission, the status Validated by administration is marked by default.
    - н with admission, to search for students admitted or with access granted.

Clicking **Search** will show the list of students enrolled in this option/study according to the selected criteria.

In *"Center list and plan destinations of the selected study option"* appear the number of places offered, assigned and available, with green button if there are and red if they have been exceeded.

Observations

The observations entered in the "Follow-up" tab of the student's registration will appear.

Documentation

The documents that each student has attached to their registration can be consulted or downloaded by clicking on the corresponding icon d i.

Previous studies

Clicking on *"Consult"* button E

information from the previous study appears. If it is not finished you will also have the button "Conditional Matricula" W.

Tutor, director, lines

Clicking on this button will appear the screen to enter the tutor, director or directors and lines of research. Each of these data is entered in the corresponding box and finally accepted.

Period

The application automatically assigns to the student the corresponding period, a single period from this course, depending on the date on which the registration is made and that information appears in the register of each student.

If the secretariat makes the **registration late, the drop-down "period" and the consultation icon will appear** in the student's registry, informing that "*The application was made from secretariat and outside a period of application*", for the user to select it or leave it blank.

Admission note

The admission note that appears is the one in the *"Average note of the dossier"* field of the previous studies tab in Student Enrollment.

Part-time dedication

The student will have marked on their registration if they request full-time or part-time dedication. The user of the venues can check or uncheck this box according to the regime in which the student has finally been admitted.

State

Each student is displayed with their corresponding status. **To mark it as supported, the *"Admitted"* status is selected from the "State" drop-down**, in which the rest of the states also appear. Depending on the state in which the enrollment of each student is located, it can be modified to other states.

To finish the process, press **Record** and the message will appear informing that the records have been recorded correctly.

3.2 Automatic admission of students

With this option, the application will automatically support **all** students of an option/studies, once the registration has been validated, depending on the places offered, in order of grades. Students who cannot be admitted will remain on the waiting list.

- Access to Official Doctorates
  - IB Student Admission
    - IB Automatic Student Admission

Selected:
- Academic year
- Option/Studies

When you search, the following screen will appear with the students to be admitted.

It is checked that **all students shown** on screen must be admitted and tap **Record**.

If later new registrations are made and also want to do automatically, it will proceed in the same way, although the students who have been admitted will no longer appear.

Students who are not admitted, because there are not enough places, will remain on the waiting list. In the event that there is more than one competing with the same rating and there are no places available for all, the application will notify by means of the following message: '*A conflict has been identified between the following pupils; in order to launch the automatic allocation, you must first resolve this conflict in the manual allocation option. You cannot assign the same place to 2 students with the same grade when there is only one place to be distributed*'.
Therefore, to be able to admit them you must go to "*Manual Student Admission*" to solve it. The number of places for this option/studies could be increased and, in that case, the automatic assignment could be relaunched or accepted from manual admission, since the latter process will always allow students to be admitted even if there are no places available.

If once automatic admission is made it is verified that there are **admission errors**, it would be enough to enter "*Manual Student Admission*", remove the admission to the corresponding students and record.
The automatic admission or manual can then be re-performed.

3.3 SUBMISSION OF ADMISSION NOTICES

The application allows students to be notified of their admission to the studies in which they have enrolled, by means of a communication to their email. To do so, they must be admitted, whether they have access or not

yet granted (transfer to registration process).

- ■ Access to Official Doctorates
  - ■ Student admission

Sending of admission notifications

It is mandatory to select:
- ■ Academic year
- ■ Option/Studies

Other optional selection criteria:
- ■ Periods to include, to filter the search for students to whom to send the admission notification.
- ■ Date of submission from, date of submission to
- ■ Registration status: **Admitted**.
  The application will only show, to send emails, students admitted with **previous studies completed**.
- ■ Sort by: surname and first name or identity document

Click **Search** and the records with the selected data will appear.

Attached Documentation

You can add a document and send it by email to the desired student(s). Once added you have to check the box "Confirm Attachments" of "Send" or "Resend".

Dial

The application allows you to send in bulk the admission notification to the students or send it again in case it has already been sent before. To do this, you can check the following boxes:

- *"Check all"*, will be marked all the students included in the two sections, send or forward.
- *"Check send"*, the students included in the "Send" section will be marked.
- *"Check forward"*, the students included in the "Resend" section will be marked.
- *"Mark to confirm attachments"*, the document(s) added in the "Documentation attached" section shall be sent.

Send/Resend

The application also allows you to individually mark the student or students to whom you want to send or forward the notification, checking the box to **confirm sending or forwarding** in the registration of each student.

You can view the card that will be sent to the student by clicking on the **Visualise** icon to the right of each record.

The notification letter will only be sent to one of the two emails that each student can have:

- Personal email. If the application finds an email address in this field it will always send it to it.

■ E-mail. In case of not finding personal mail you will send it to this second email, which is usually the institutional mail.
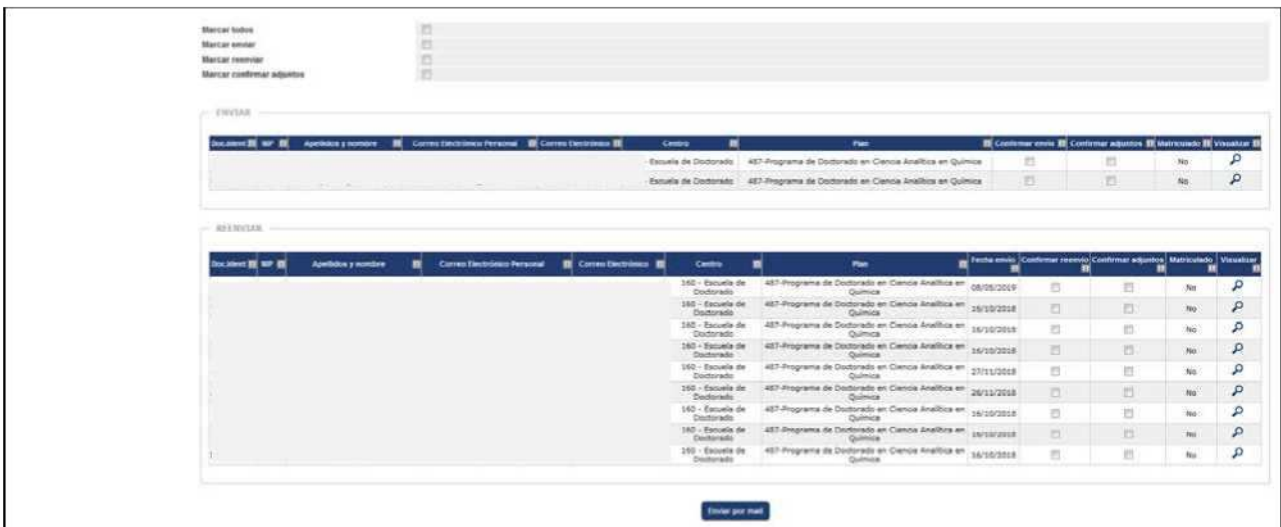
Then click **Send by mail**. The Run & Print Queue Management Console screen will appear where, if desired, the user's email address can be indicated to receive notification upon completion of the process.

The application will report that the process has been successfully launched and that the result can be accessed using the "List" button, located within the "My Account" drop-down at the top of the screen.

3.4 TRANSFER TO REGISTRATION

The next process is that of the final admission, through the transfer to registration, a process that will allow the student to automatricular.

- ■ Access to Official Doctorates
    - !K Student Admission
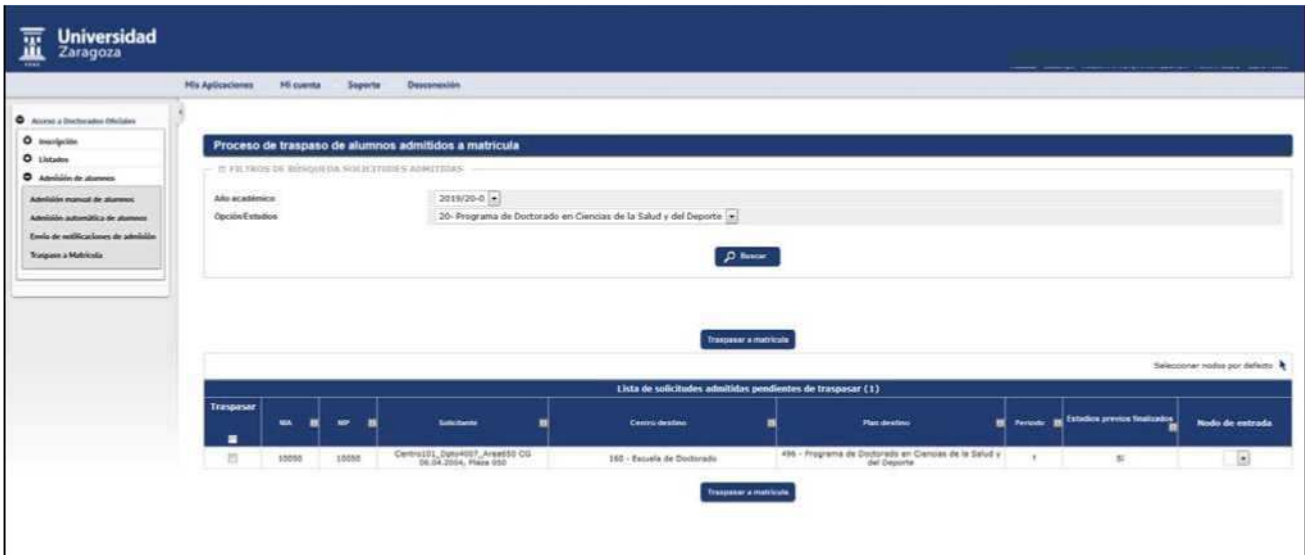   - H Transfer to registration

Selected:
- ■ Academic year
- ■ Option/Studies

Press **Search**.

There will be a list of accepted applications pending transfer, the period of the same and whether they have completed previous studies or not.

- Period, reports the registration phase of each student.
- If the registration has been made after the deadline and has not been informed in the admission to which period the student belongs, the consultation icon E] will appear in which click on the following message: The request was made from the secretariat and outside an application period. If you have to assign a period, under Manual Student Admission, you are awarded the corresponding one.

The process of **transfer to registration** of **all admitted students** will be carried out, with previous studies completed. The application will not allow the transfer of those who have not completed them.

Entry node: the corresponding entry node must be indicated. You can enter:

- one by one.
  _Select nodes by default
- or marking in   all   information   shall   be provided.

  records automatically with **node 0**.

Transfer to license plate. You can transfer:

one by one ticking on the box to the left of the every student.

or marking in   all will be selected automatically.

In both cases click on   **Transfer to registration**   and the Console screen will appear *run and print queue management* where, if desired, an email address can be indicated to receive the notification at the end of the process and the listing in Excel format.

This **list** contains the information of the process in which the **transferred students will appear**.

When you access the transfer menu again, the list of applications of already transferred students and the list of accepted applications pending to be transferred will appear first, including those who do not have the previous studies completed.

Delete: to remove the transfer of a student click on the blade * *Delete transfer* and it is accepted.

4. GLOBAL LIST OF REGISTRATIONS

This list offers a very complete information about the students enrolled: personal data, previous studies, status of registration, registered or not, documentation provided, stay regime, etc.

- Access to Official Doctorates
  - Listed
    - IB Global List of Inscriptions

Can be selected by:
- Academic year
- Option/Study
- Periods to include
- Date of application, submission, admission, validation (optional fields)
- Status of previous studies
- Status of registration
- Whether or not the personal identification number is included in the list
- If the personal identification number is masked

When you accept, the run and print queue management screen will appear where, if desired, the user's email address can be indicated to receive the notification upon completion of the process.

The application will report that the process has been successfully launched and the result can be accessed using the "List" button, located within the "My Account" drop-down at the top of the screen.

5. LIST OF TUTORS OF THE MANUAL ADMISSION OF STUDENTS

This list includes all doctoral students enrolled in a doctoral program (in any state where their application is located) and their emails, with their corresponding tutors, department and email.

- Access to Official Doctorates
    IB Listed
        IB List of tutors of manual student admission

Can be selected by:
    B Academic year
    - Option/Study

6. ONLINE REGISTRATIONS: VALIDATION BY SECRETARIAT

The registrations made by the students online, through the Virtual Secretariat, are in the state **"Requested by the student"**.

The global list of registrations informs the status of each application. Marking in the selection criteria of the list, the status of the registration "SO-Applied by the student", will appear only the students who have

made self-registration on the Internet.

As already indicated in point 2.1 Enrollment of students, in particular in the *Follow-up* section, the registrations must be in the *"Validated by administration"* state in order to be able to make the admission.

Therefore, once all the necessary documentation is available and verified that the student meets the required requirements, these registrations must be validated by selecting from the student registration menu **the** option *"Validated by administration"* or from the *"Search for pre-registrations",* to be able to make the admission (manual or automatic) and then the transfer to registration.

7. CANCELLATION OF REGISTRATION, ADMISSION AND TRANSFER

To cancel the registration, admission or transfer to tuition, depending on the state in which the process is located, proceed as follows:

1- Student with registration validated by the administration
In this case it is necessary to cancel the registration as indicated in point 2.3 Cancellation of registration, deregistering and eliminating the registration.

2- Student admitted
Whether manual or automatic registration has been made, you should proceed as follows:
- Under "Manual Student Admission", change the status from *"Admitted"* to *"Validated Administration"* and record.
- Cancel the registration as indicated in point 2.3 Cancellation of registration, deregistering and eliminating the registration.

3- Student with access granted
Students with this state are already admitted, as they have been transferred to tuition and, therefore, have a possible study to enrol. The procedure to follow is as follows:
- Eliminate the transfer to registration, according to the procedure explained in point 3.4 "Transfer to registration".
- Under "Manual Student Admission", change the status from *"Admitted"* to *"Validated Administration"* and record.
- Unsubscribe as indicated in point 2.3 "Annulment of registration" of this manual.

IMPORTANT: Registrations cannot be deleted without first eliminating the transfer to registration or admission: the application will inform that the status of the request does not allow to cancel.