



User Manual

Reservation of places Course 23/24

March 2023

Sigma Unit. Academic Vice-Management

Version 1

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1.

1. INTRODUCTION

In the 2017/18 academic year, the menu option called "was implemented in SIGMA to be able to manage the payment of the reservation of places for Master's studies, by paying a fixed amount in advance on the amount of the registration fee.

A new academic activity called **RPL – Reservation Master's place** and a new submenu called "Prepaid reservation of places" was added in the TAS module within the menu "Management of Movements".

The reservation of places is offered as a self-service to the student and the payment will be made exclusively by TPV, by credit or debit card. However, it is also available as a secretariat profile for cases where your intervention is necessary.

Only those admitted students who are already **transferred to tuition** in the studies in which the booking process is activated can make the payment of the reservation reservation.

In order to avoid the possibility of enrolling admitted students who do not meet the registration requirements regulated in the resolution of the University of Zaragoza, by which the deadlines and the procedure of access, admission and enrolment in the official Master's degree courses are made public, the transfer process has been parameterised so that **all** students have their "possible study" blocked. Therefore, in order to allow the corresponding students to register, it will be necessary to unlock their "possible studies".

Subsequently, in the 2022/23 academic year, the **call** booking option was introduced into the management of the reserve. Each secretariat from the option explained in **point 2.1. 'Reserve of places: Secretarial menu**" will create the corresponding reservations and the student from the self-service of Internet <u>Payment with credit</u> <u>or debit card by POS</u> of the Virtual Secretariat must pay the amount of the reservation. If this reservation of place is not paid within the established deadline, the secretariat must cancel this reservation of place from the option detailed in the last section of the menu **"Change of reservation**".

Booking does not always involve payment of an amount. Students who benefit from exemption from this fee for groups determined by the aforementioned resolution may be excluded from payment. These payment-free bookings will be made from the **"Change Reservation"** menu available only to secretarial users.

If in the registration process the movements of the reservation are validated and reconciled, the advance amount is discounted indicating in the settlement of the registration that the amount has been paid previously. The movement of the reservation fees **is cancelled** and the movement of the tuition is automatically reconciled by the advance amount.

2. PAYMENT RESERVATION OF PLACE

The management of the reservation of places is in the fee module – in the menu "Management of Movements"

submenu 'Prepayment of places':

- Reservation of places (secretariat and self-service)
- Block/Unlock Possible Studies
- Reservation list of places
- Change reservation

2.1. Reservation of places: Secretariat menu

The process of payment of reservation of places is carried out by the student through the option "Pay reservation position master" available in the virtual Secretariat in the section of "Application for admission in University Master or Doctorate". Section 2.2 details the self-service booking process.

Below is the process of booking places with the profile of secretary



for cases in which your intervention is necessary, such as the creation of reservation of places for **students admitted in phase 1 by appeal** that **must be made from this menu**. Subsequently, the student must pay the amount of the reservation for the self-service payment by POS.

First, a screen that allows you to select the academic year is displayed; the current default is displayed. **It is important to select the corresponding year (2023/24).** As always, it is allowed to enter or search for a student with the magnifying glass icon. Once the student's NIP has been entered/located, click "Continue".

	My Applications My acco	ount Support Disconnection	1
D Movement Management Consultation of Movements	Movement Management > Prepaid	I reservation of places * Reservation of	
Generation of Payments Manuals			
or Prepaid reservation of places			
Reservation of	Year/5month	2023/24-0 * D	
Block/Unlock Possible Studies	NIP Student	1	
List of places		-	-
Cambi or reservation		Clean	J3 Continue
Tape Management			
Reports			
Reports II			
Student Maintenance			

In the editing area there is a drop-down list with the "possible studies" of the student in which the reservation of places is active and this reservation has not yet been made.

In self-service profile-student there is defined a range of dates in which the student will be able to make the payment of the reservation of place. This date restriction does not exist in secretarial profile.

One of the values in the list of studies is indicated; the 'Amount' field is selected and the only payment method is Electronic Payment (TPV). Let's press "Book".

Gestión de Movimientos	Gestión de Movimientos » Prepago rese	iva de plazas > Reserva de Plazas
Consulta de Movimientos Generación de Payme Manuales Prepago reserva de plazas	NIP Atumno Nombre DNI	
Reserva de Plazas Bloquear/desbloquear estudios posibles	Año/Semestre Reservat de plazas	
Listado reserva plazas Cambio reserva	Selecciona plan de estudios Importe	Master Universitario en Economía Circular v ReservaPlaza máster(800-t) 300
Gestión de Cintas	Forma de pago	Page Electronic (TPV) V
Informes		Notver Reservar
Informes II		
Mantenimientos de alumnos		
	Código 🔟 Centro	🛛 🕮 Actividad académica 🕮 Código 💷 Plan de estudios 🕮 Importe 🔯 Estado 😨

At this time, a movement has been generated with the academic activity RPL (can be consulted in consultation of movements).

IMPORTANT: At this point the reservation of place has been created for students admitted in phase 1 by appeal. Subsequently, the student must pay the amount of the reservation for the self-service payment by POS.

Clicking "Accept" starts the payment of the reservation by POS. The screens of the ECSC POS payment platform would then be generated.

My Applications	My account	Support	Disconnection
Movement Managem	ent > Prepaid reservation	of places > Plaza R	leservation
Payment infor	mation selected		
Centre	100 Facı	Ity of Sciences RPI	
Academic activity Type of study Amount payable	Book Ma Degree EUR500.	ster's Place 6 - Mas 00	ter's
Pay	ment will be process	ed by credit or o	debit card.
			Volver ALEPLAN
	My Applications Movement Managem Payment infor Centre Academic activity Type of study Amount payable Pay	My Applications My account Movement Management > Prepaid reservation Payment information selected Centre 100 Facu Academic activity Book Ma Type of study Degree Amount payable EUR500. Payment will be process	My Applications My account Support Movement Management > Prepaid reservation of places > Plaza R Payment information selected Centre 100 Faculty of Sciences RPI Academic activity Book Master's Place 6 - Mas Type of study Degree Amount payable EUR500.00 Payment will be processed by credit or of

At the end of the reservation a voucher is issued for the student.

- The selection area shows the reservations made by the student that year and the status of them: pending, paid, cancelled.

	My Applications My Account	Support Disconnection		
© Movement Management	Movement Management > Prepaid reserve	ation of places > Plaza Reservation		
Consultation of Movements				
Generation of Payments Manuals $\ensuremath{\mathbb{C}}$	NIP Student Name			
Prepaid reservation of places	NI			
Reservation of squares	Year/Semester			
Block/Unlock Possible Studies				
List of places	Reservation of			
Change reservation				
	Select curriculum	~		
O Tape Management	Amount	O Select Curriculum		
O Reports				
O Reports II	Payment	×		
O Student Maintenance		Back Booking		
	i- i-j., n., i The 100 Faculty of Sciences RPL – Boo	ok Master's Place 627 C. r	Master's Degree in CircularEconomy	

2.2. Reservation of places. Self-service menu

New Entry Degree Official Master's Degree Own Studies International Scholarships Degrees

The student will make the payment of the reservation of place by self-service through the option "Pay reservation position master" available in the virtual Secretariat in the section of "**Application for admission in University Master or Doctorate**". The student from self-service, provided that it is transferred to tuition, must make the payment of the reservation of a master's place. In this self-service, the student will create their own RPL movement that they will pay for TPV.

The process of payment of the reservation by call is set out in the previous point and in the guide to the payment of the reservation of place.

Virtual Secretariat Virtual Secretariat Administrative identity (for electronic procedures): Access and Admission to Degree procurement and change University Access Tests (EvAU) University Card X Results query by INTERNET Online payment of > Request for second correction academic and EvAU Access Tests for 25- and 45-year-old Mayars X Registration Ayudica > Consultation of results Access over 40 years with professional experience X Registration > Consultation of results Admission to Grada Studies X Application for admission online X Admission results X Admission waiting lists, Appeals Transfer of EvAU File to Other Universities x Request for transfer Application for Admission in Master's Degree or Doctorate Master's Degree > Guide reserve place Guide

The student will access as always with NIP and administrative password.

Self-registration in Bachelor's Degree, Master's Degree and Doctorate

	>A> University _i£L Zaragoza	
	Log in	
۵	User	
	Password	
	Click here if you can't see the page correctly	

Doctorate

Click on the Prepaid Seat Reservation menu.



Then we click Reserva de Plazas.

R	Universidad				
۵	Gestión de Movimientos	-	Tazas sigm@		
	Trâmite de Pago TPV				
	Prepago reserva de plazas				
<	Reserva de Plazas	>			
					Ilniversidad
					onversidad
					zaragoza
				1542	

The year in question (2023/24) is selected and press "Continue"

University JTL Zaragoza	
Movement Management	Tesas SIGM® Movement Management > Prepaid reservation of places ³ Reserva de Plazas
PaymentprocedureTPV	
Prepayment reservation of places	Nor P Alumni Name ID
Reservation of	
eniiarae	Reservation of places
	Year/Semester 2023/24-0 v
	P Continuar

A screen is displayed where you can select the curriculum for which the reservation is to be made (if you have granted access to more than one plan, you must choose through the drop-down **"Select curriculum"** the master for which you want to confirm the payment of the reservation).

The amount of the reservation will then be deducted from the payment of the tuition fee. The "Amount" field is selected and the only payment method is Electronic Payment (TPV).



Click "Book".



More te r University in Cultural Heritage Management >® Book Master's Place (EUR 300)- 300 Electronic Payment(TPV) ^v & & Click "OK" and start the payment of the reservation by POS.

Gestión de Movimientas	Tesas	signiĝi / Gestión de Kov	iniertos > Prepago recenta de clazas > Receiva de Plazas
Trámite de Paga TPV Propago reservo de	Pay	ment information sel	ected
plazas Reserva de Plazas	At Ty Ar	ademic activity pe of study nount payable	103 Faculty of Philosophy and Letters RPL – Book Master Place 6-Master EUR300.00
		D Se va a procesa	r el pago meshante tarjeta de crédito o débito.
			M Haber

The fields are then filled in with the bank card details. **Valid cards**: VISA AND MASTERCARD.

- **Card:** 16 bank card figures.
- Security code: 3 digits of the validation code.
- **Expiry date:** The month and year of expiration of the card is introduced.

Once all the fields have been filled, click "Pay".

iberCaja ———————————————————————————————————	Confirmación del pag
Forma de pago	Datos del pago
· Pago con tarjeta	49501 300 E
	Tejm
	Fedha ceduddae (Mitricov) - 2020 -
	Shinga seguritant
	Tiempo disponible para realizar la aperación 0927
CANCELAR Volver al comercio	PAGAR

Then click "OK" and wait for confirmation of payment.

iberCaja ⋲ 🛛 🎯	Operation AUTHORISED
Número se operación: 49501	Importer 300 €
Compre finalizade Delos que locrotican la operación:	-
Norman de operador i Importe: Fedrar / A 49501 30,00,027 42,20 Autorización: Fañevercas 101000 12004477,2230237412301 VISA BOUR CONTRACTOR	985 22 44 42:33 8007008

Espere por favor	

Once the payment is completed, the reservation has been formalised and a proof of payment is shown which can be downloaded, printed, etc.

αD	$ Q_{1} \sim 1$ de 1 $- + $ Tamaño automático $*$ I de
	University Zaragoza
	PROOF OF PAYMENT
	Mr.Mrs. you have made a payment of 31 0,00 EUR en master's Degree Reservation Concept of the Master's Degree in Cultural del patrimonio Management for the academic year 2023/24-0. The identificative data of former on los
	identificación del pagi": 49503 Código de autorzación Fecha y hora: 27.02.2023 14 15 05
	ATON
	 When you form la matricula, este pago será descontado del firamount sal de la matricula del curso académico 2023/24-0 La admisión definitiva al estudio est[®] subject a la verificación de la documentación

E Universidad							1. 1	
Gestión de Movimentos Tránslande Paga TPV	Teast signifi	Salbh di Nov	enientos > Propago maiema da plaz	an + Henner vie die Pfanzen				
Prezago recorra de plane: Recorva de Plazas	NP Alares							
	Seleccione (tan de estudios						
	Importe		0	Selecciona plan de estudios				
	Forma de pa	90	1.00					
				Sizer .	Roomer			
		Codigo 🛙	Centro 🛛	Actividad académica 🛛	Cádgo I	Plan de estudios 🛛 🛛	Importe 10	Estad) III
	1	105	Focultud die Filosoffo y Larras	RPL - Recervs place militar	353	etister Givversitario en Gestión del patrimonio cultural	500	Pagaro

Once the reservation of master's place is paid if it is re-entered the Plaza Reservation menu, the registration of the RPL movement in paid state is shown.

If you have tried to make the payment of the reservation with a negative result, the movement remains recorded but, logically, without validating or reconciling. To pay for this move you have to go to the option

"POS Payment Process".

In the prepaid menu reservation of places can not be repaid.

IMPORTANT:

The student has to go to the option **"POS Payment Process"**, select the academic year that comes out by default (any) or the year in question (2023/24) and press the "Search" button.

E Universidad	
🗈 Gestión de Movimientos 🛛 🖂	Taxas sign@ Gestion de Novimientos > Trámita de Pago TPV
Trámite de Pago TPV Prepago reserva de plazos	NIP Student Name DNI Search for outstanding payments Año/Semestre (any) v

The arrow icon is selected under the "Action" column to select the pending payment.

Finaily pay.				
🗈 Gestión da Hovimiantos 🛛 🔫 Tanasia	m© – Gession de Howmantou > Trámite s	a Page Tre		
Eps F Universidad	_		1	
Gestión de Movimientos	e Tasan nigers@ / Gerbion de Moxim	entos > Trámite de Paga TPM		
Trámite de Pago TPV				
Prepago resenta desquares	Search for outstanding Nonthermonte DNI Aña/Semestre			
	Información de Pag	seleccionado		
	Centro	103 - Facultad de Filosofia y Letras		
	Plan de estudios Actividad académica	351 - Méster Universitario en Gestión del petrimonio cultural BPL - Reserva plaza máster		
	Tipo Estudio Amount	6 - Máster 300		
	Forma de pago	TPV V		
		Rugar Nober		

Below are the previously reported screens of the POS payment platform.

2.3. Block/Unlock Possible Studies

By default, all students transferred to registration from Access have the possible studies blocked for security. From this option, **each school must unlock admitted students who meet the tuition requirements** regulated in the resolution of the University of Zaragoza, by which the deadlines and the procedure of access, admission and enrolment in the official Master's degree are made public.

We selected the submenu "Block/Unlock possible studies". We select the academic year and corresponding plan and "Search".

Manual reservation of	of <u>places – v.1</u>		March 202
	My Applications My act	count Support Disconnection	
O Movement Management	Movement Management > Pro	epaid seat reservation > block/unlock possible studies	
Consultation of Movements			
Generation of Payments Manuals	Search for registratio	on access	
or Prepaid reservation of places	Year/Semester	2023/24-0 *	
Reservation of	Plan	351 - Master's Degree in Cultural Heritage Management	*
Block/Unlock possible studies		0 Search	
List of places			
Change reservation			
	J		
0 Management of endowments			
0 Reports			
O Reports II			
O Student Maintenance			

All students transferred to tuition are shown with the possible studies blocked. Next to the student data is shown the status of the student's reservation.

Clicking the check boxes in the 'Block' column of students who meet the enrollment requirements and **pressing the 'Record' button** unlocks possible studies allowing subsequent enrollment.

With the option of the **'Unlock paid and finished'** button, and **subsequently 'Record'**, the application unlocks the possible studies for **admitted Phase 1** students who have the reservation paid (in green) and have their previous studies completed.



In the example below, only two students who meet the booking criteria made and paid and the previous studies completed have been unlocked. You can check this information in the reservation list places. This list shows the status of the reservation and whether or not you have completed studies.



Important:

The "Unlock Paid and Finished" utility only serves students admitted and with completed Phase 1 studies. In order to allow the enrolment of students admitted with conditional enrolment of phase 1 and those admitted in the successive phases, the check box in the Block column must be unchecked and then recorded.

2.4. List of reservations of places

To know the status of the reservations, a list is provided that allows you to select the following criteria:

- Academic year
- Curriculum
- Students with reservation or students with access to the master's degree.

Movement Management	Movement Mana	agement > Prepaid reservation of places > Listing places
Consultation of Movements		
Generation of Payments Manuals or	List of p	blaces reservation
Prepaid reservation of places		
Reservation of squares	Year/Semester	rr 2023/24-0 🗸
Block/Unlock Possible Studies	Plan	351 - Master's Degree in Cultural Heritage Management
List of places	Students	Students with reservation O Students with access to the Master @
Change reservation		🖌 Aceptar
Drop Management		
Reports		
Reports II		
Student Maintenance		

Example of list in pdf format with filter students with access to the master's degree. Students transferred to tuition are shown, whether or not they have a reservation, the status of the movements, dates, amount and whether or not they have completed studies.

			List st	udents acc	ess			
Academi I'LA	c year	2022/23-0						
ID	NIP	Surname, Name	StateRes	erve	Date Date recon	_ validation ciliation	Amount of movement	Complet studies
			No				0	Ye
			Si	Validated and	17/05/202	17/05/202	300	No
			No				0	Ye
			No				0	No
			No				0	No
			Ye	Validated and	10/05/202	10/05/202	300	No
			No				0	No
			Ye	Validated and	10/05/202	10/05/202	300	Ye
			No				0	No
			No				0	No

From this submenu the following three actions are allowed:

- 1. Create reservation with amount 0
- 2. Change booking from one plan to another
- 3. Delete reservation.
 - 1. No student can make a reservation from self-service with the amount of 0. It can only be done from the secretarial profile. As we have indicated above, annually in the resolution of the University of Zaragoza, by which the deadlines and the procedure of access, admission and enrolment in the official Master's degree are made public, the groups exempt from payment are determined. Therefore, **you must create the reserve movement of place** from this menu.

We indicate NIP Student and press "Add".

	5				
0 Movement Management	Movement Management > Prepaid	reservation of places >			
Consultation of Movements	Description of				
Generation of Payments	Reservation of				
Manuals or Prepaid					
Reservation of squares	RESERVA				
Block/Unlock Possible Studies	Year/Semester	2023/24-0 v			
List of places	NIP Student	P			
Change reservation		P Buscar	Q Add		
D Scream	Centros	Academic activity	Plan code	Amount	State
0 Reports	COMOS				
Reports II					
O Student Maintenance					

The curriculum in question is selected and we press the "Book" button.

	My Applications Mi cuenta Support Desconexión
O Gestión de Movimientos	Gestäh de Movimiantat > Prepago reserva de plazas ≥ Camblo esserva
Consulta de Movimientos Manual Payment Generation	NIP Alumne Nombre
Prepago reserva de plazas	DNI
Reserva de Plazas Block/Unlock Possible Studies	Año/Semestre
Listado reserva plazas	Reservation of
Cambio reserva	Select curriculum 351 - Master's Degree in Cultural Heritage Management
O Gestión de Cintas	Volve Reservar
O Informes	
O Informes II	
O Mantenimientos de alumnos	

As the following screen shows, the data is saved correctly. Pressing the "Return" button shows the screen showing the booking information with amount 0.

Constant laterase status </th <th></th> <th>MiAAplicationaes Mi</th> <th>cuenta Support</th> <th>Disconnection</th> <th></th> <th></th> <th></th>		MiAAplicationaes Mi	cuenta Support	Disconnection			
Security of refinitions as Neurophysical disponent disponent disponent display from the free free free free free free free fr	Movement Li Menadements	Gestión de Movimientos > i	Prepago reserva de plazas > Cambro	reserva.			
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	Manual Raymont Generations	NIPAlumno					
	Prepaid reservation of taxas	Year/Semester					
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possible United deleters places Quality reserves • deside closes • deside deleters	leckipe/kinlockings.Studiastics						
With devices plass Image: Second and College Gestion de Chies Image: Second and and and and and and and and and a	possible						
Gestion of Cirks: 9 Geores Informa II 9 Undern minimumo 9 Undern minimumo <td< td=""><td>UStolioNages plazas</td><td>Reservation of</td><td></td><td></td><td></td><td></td><td></td></td<>	UStolioNages plazas	Reservation of					
	Qbange reserva	152					
Section ac Chias Peports Selecciona plan de estudios Selecciona Net Appleoaliona-s Net Appleoaliona-s Selecciona Selecciona de plazati > Cambio reserve Selecciona Selecciona de plazati > Prepago reserva de plazati > Cambio reserve Selecciona Selecciona de plazati > Prepago reserva de plazati > Cambio reserve Selecciona de plazati =		Los dates se	han guardado correctamente.				
Reports Ssiercelans plan de ethudies Ssi - Masker Universitatio en Gestión del partimonio cultural • Student maintenance My: Applications_s My account Support Disconnection Student Maintenance Cestión de Hevimientas > Prepago receiva de plazati > Cambio reserva Rei Cestión de Hevimientas > Prepago receiva de plazati > Cambio reserva Rei Cestión de Hevimientas > Prepago receiva de plazati > Cambio reserva Rei Cestión de Hevimientas > Prepago receiva de plazati > Cambio reserva Notacitar Reservation of Reis Cestofice Securitar Cestofice Validentercontino of Reservation of Reservation of Cestoriar Nith Statistico Plan codo Nith Statistico Plan codo Nith Statistico Plan codo Nith Statistico Nith Statistico O 103 - Facultad de Filozofia y Latras RFL - Reserva plaza missar 551 - Missar Universitatic en Gatión del patrimonio cultural, O Pain	Gestion de Cintas		2 W		P		
	Reports	Selecciona plan de es	351 - Máster	Universitario en Gestión del patrimon	no cultural 💌		
Student maintenance Nr. Applications. My account Support Disconnection Progenont Menoagement Generation Reservation of Reservation of Reservation Reservat	Informes II			Volver	Reservar		
Net Applicationss Ny account Support Disconnection Cention de Hov/meentels > Presage reserve de plazat > Cambio reserve Reservation of Reservation of Demostid reservation of meetide Cention de Hov/meentels > Presage reserve de plazat > Cambio reserve Reservation of Ret	Student maintenance						
Reservation of Reservation of Reservation of Reservation of Reservation of Reservation of Reservation of Reservation of Reservation Reservation Itel of alarser Participation Itel of alarser Participation Reports 103 - Facultad de Filcooffa y Letras RFL - Reserve plaza mistar 551 - Mistar Universitario en Gastión del pacimonio cultural. 0	Maxement Managamentous	Gestión de Movimi	entas > Prepago reserva de plaza	s > Cambio reserva			
Manual Parmant Generation Permit resonant Generation Ref * Cuntime * Cu	·	Reservation	ı of				
Personal concention of Ret • Structure	Manual Payment Generation	_					
Ref	O Bransid reconstion of	RESERVA					
Centros C	Ret						
NBPSktietNo P 1 lief of alaraar Imation mananan 1 nambin mananan 9 Rebinfor Withdas 0 Reports 1 103 - Facultad de Filosoffa y Lerras RPL - Reserve plaza máster 351 - Máster Universitario en Gestión del patrimonio cultural. 0 Pale	+ Chudiae	YARE/SECRET	2023/24-	0 v			
List of planer Linnship servers Centros Centro	nneeihla	NIPSAUGRANO	0	P			
	Liet of place			2			
O Páls Mártine Unitas O Pals Mártine Unitas Centros Actividad académica Plan codo Importe Ex O 103 - Facultad de Filosofía y Letras RPL - Reserva plaza mástar S51 - Mástar Universitario en Gestión del patrimonio cultural O Pale	l amhia maanin .			O Buscar	Añadir		
Reports 103 - Facultad de Filosofía y Letras RPL - Reserva plaza máster S51 - Máster Universitario en Gastión del patrimonio cultural 0 Pak	O Rok Manage cantas		Centros	Actividad académica	Plan code	Importe	Estado
O 103 · Facultad de Filosofía y Leoras RPL - Reserva plaza máster 351 · Máster Universitario en Gestión del patrimonio cultural. O Pai	Reports	· · ·	15 3000000 02700	NAME AND DO	STRUCTURE REALLY AND AND IN THE REAL OF A DATA		
	O Informies II	0 103	- Facultad de Filosofía y Letras	RPL - Reserva plaza máster	351 - Mäster Universitario en Gastión del patrimonio cultural	0	Paid
Skstept.mitge82°08°atumnos	Student maintenance						

2. It also allows you to change the curriculum associated with a reservation of place. This operation is only possible if the student has access to another curriculum of the **same center** where he made the reservation.

The student's NIP and "Search" are indicated. The booking registration is displayed and selected with the arrow icon.

	My Applications	My account Suppor	t Disconnection		
O Movement Consultation of Movements Generation of Payments Manuals or Prepaid Reservation of Block/Unlock Possible Studies List of places Change reservation	Reservati Reservati RESERV Aphio/Ser br Stude	anagement > Prepaid reservation	piot places >	Q Add	
O Belt		Centros	Academic activity	Plan code	Amount
O Reports		03 – Faculty of Philosophy	RPL – Book Master	331 – Master's Degree in CulturalHeritage	300 Paid
O Reports II	v .	and I attara	Blass	Managamant	
O Student Maintenance					

A drop-down list of the curricula that the student has access to is displayed. Select the appropriate one and press the "Book" button.

	My Applications My Support Disconnectio	
Movement	Movement Management > Prepaid seat	
Consultation of		
Manual Payment	NIP Student Name	
Prepayment	ID Year/Semest	
Reservation of	er	
Block/Unlock Possible Studies		
List of places	Reservation of	
Change	Select curriculum 550 – Master's Degree in Advanced Studies in ArtHistory	
Tape	P Back Reserver	
Reports		
Penerte II		
Reports in		

As the following screen shows, the data is saved correctly. Pressing the "Back" button will display the modified booking information to another plan.

O Data has been saved co	rectly.							
Select curriculum	550 - Master's Degree in Advanced Studies inArtHistory							
	Thousand	My Suppor	rt Disconnecti					
ovement	Cespita in Holds	denis > Pepegi reserve de planet ?	Carthia mores					
ovement sultation of eration of Payments	Reservatio	on of	Carrolic moreo					
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3. This option also allows you to delete an already created reservation. From this utility **we will** cancel the reservation of place in the cases in which **the refund** of the amount paid. **Important:** from this utility **it will be necessary to eliminate the reservations created by the**

secretariat for reserve appeals not paid within the established deadlines and also the reserves of places created by the students in the self-service not paid (in the latter variable the cases are minimal).

The list of bookings of places explained in point 2.4 provides the necessary information for the control of payments.

In certain circumstances, one reservation must be cancelled to make another reservation on the same plan. For example, student who has generated the movement of RPL for EUR 300 and subsequently proves a disability and therefore the reservation should be changed to EUR 0.

We indicate academic year and NIP Student and "Search". The record is displayed. On the left two icons. Press the "low logic" icon to remove the reservation of place from that plan. The reservation of place is cancelled and the movement created in fees is also annulled.

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3. RECONCILIATION OF THE AMOUNT OF THE RESERVATION OF REGISTRATION PLACE

The amount of the seat reservation is discounted in tuition according to the following specifications:

1. The student will have the payment of the reservation VALIDADO and reconciled, to be able to discount it from the tuition.

- 2. When registering:
 - a. The registration movement will be generated for the total amount of this.

b. The amount paid in the reservation will be subtracted (by way of display on the settlement screens the student/secretary will see the total amount and the part that must actually pay).

c. The registration fee will be validated and reconciled for the amount paid in the reserve and the movement of the reservation fees **is cancelled.**

d. An automatic return movement of academic activity RPL will be generated in which the amount that has been subtracted in the registration will be validated and reconciled.

As an exception to this point, in tuition of scholarship students and settlement classes 3 – Personal U.Z., 4 – Children and spouses of Personal U.Z., etc., the entire amount of the reservation is used to offset the tuition movement. In this way, that the amount of the reservation is greater than the tuition fee, there is the overpaid tuition movement. This situation requires the handling of charges manually to return the overpayment by not creating an automatic return movement in tuition.

The student

ID

NIA:

Yes I authorise the transfer of data

Student Fellow: No

		AC		C DAT	Α					
Code	Description	Asig Group.	Language	e Period	CUR.	Mod.	Créd C	lass Convalid.	Cod. PL	Convoke. Run out.
609M	Management of cultural heritage	1	Almost	2		XX	10,0 Obligato	ry No	С	3
60900	Cultural heritage legislation	1	Cast	2	•	XX	6,0 Obligato	ry No	Q	D
SOS 13	Research and cataloguing of cultural heritage	1	Almost	2	•	ХХ	6,0 Obligato	ry No	С	3
B0911	Dissemination, communication, enhancement and interpretation of cultural heritage	1	Cast	2	•	XX	6.0 Obligato	ry No	0	D
60912	External practices	1	Almost.	2	•	XX	10,0 Obligato	ry No	Q	D
60913	Work end of Master	OB		2		XX	16,0 Obligato	ry No	С	3
50514	Conservation and restoration of the cultural heritage	1	Cast.	2	•	ХХ	6.0 Obligato	ry No	Q	D
Registere	ed credits: Mandatory: 60,0									
Credits e	xceeded:									

	APPLIED CONCEPTS				
Concepts	Units	IMP. Unitary		Total	
Credits in 1" tuition	00,0	EUR37.40	EUR 2.244.00		
School insurance	1.0	EUR 1,12		EUR 1,12	
Opening of file	1.0	EUR31,90		31,9OEU	
Fixed tuition fees	—. 0	24 Ü5É	R 24,EC	EUR	
Total			2.301.07	EUR 7	

	Т	OLMENT
Concepts apply them	Discounts	Total registration
EUR 2.301.07	EUR0.00	EUR 2.301.07

U* University Zaragoza

APPLICATION FOR ACADEMIC YEAR 2019/20-0

103 – F. Philosophy and Letters 351 - Master's Degree in Cultural Heritage Management

Payments RESULTING THIS OPERATION (Application / Last modified to registration)

Paymen Payment Method t		Payment deadline	Bank Account	Date Payment	Amount payable
OZ*	Amount paid in the reserves of plazas			13/05/20110	150D0 EUR
	UL				
1	Electronic Payment (TPV)	23/07/2010		24/07/2010	2.151,OTÉ

The payment of public prices does not imply acceptance of the registration, being conditional on the person concerned meeting the requirements laid down. This clearance is void if there are amendments or any fundamental information missing.

The authorisation for the transfer of your data, if yes, implies authorisation to the University of Zaragoza to transfer your address, name, degree, center, course or cycle to own or partially own entities or organisations or companies that wish to participate in information that may be of interest to you, always related to your studies and work integration,

4. REFUND OF THE AMOUNT OF THE RESERVATION OF PLACE

This section explains the process to refund the amount of the reservation of place in the cases in which it is appropriate.

We remember that the reservation cannot be transferred from one center to another and it is the center where the reservation of place has been paid that must process the refund of the amount of the same. First you have to cancel the reservation of places, process detailed in section 3 delete reservations from the point

5. 5. Change of reservation and which we repeat below.

In Fees > Movement Management > Prepaid reservation of places > Change reservation

We indicate academic year and NIP Student and "Search". The record is displayed. On the left two icons. Press the "low logic" icon to remove the reservation of place from that plan.

The reservation of place is cancelled and the movement created in fees is also annulled.

	10					
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Generación de Pagos Manuales	Reservati	ion of				
O Prepago reserva de plazas						
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Then go to Rates > Movement Management > Movement Consultation

We indicate academic year and NIP Student and "Search". The movement is selected with the arrow icon. The movement is annulled allowing the return with a charge management by the normal procedure. We remember that this management of charges is carried out from the RPL movement.

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