

# 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: Secretariat menu'** will create the corresponding reservations and the student from the self-service of Internet [Payment with credit or debit card by POS](#) 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".

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.

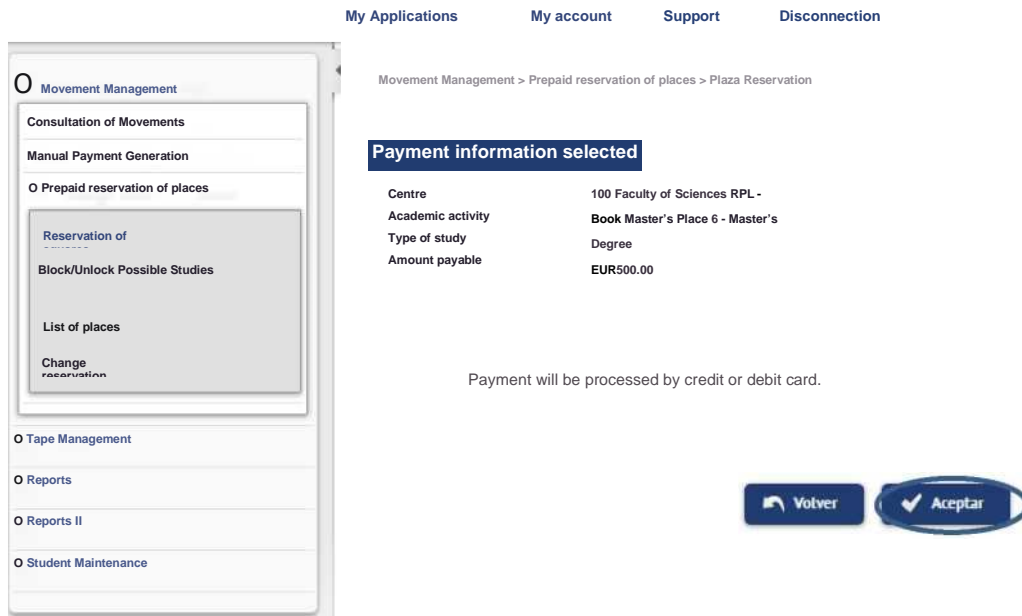
In self-service profile-student there is defined a range of dates in which the student will be able to make the payment of the reservation of place. This date restriction does not exist in secretarial profile.

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".

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

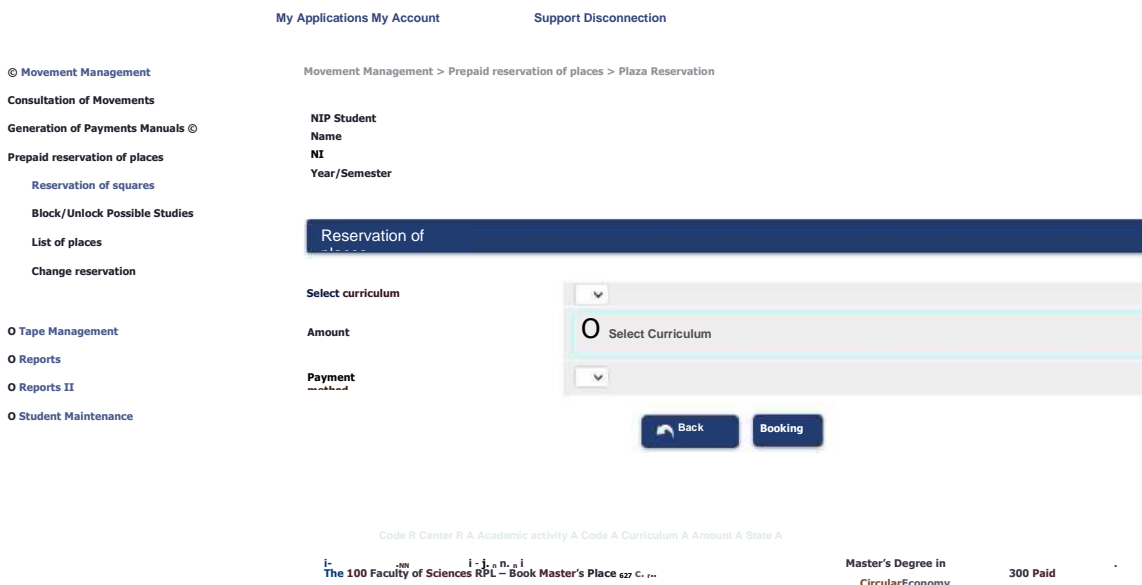
**IMPORTANT: At this point the reservation of place has been created for students admitted in phase 1 by appeal. Subsequently, the student must pay the amount of the reservation for the self-service payment by POS.**

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



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.



## 2.2. Reservation of places. Self-service menu

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.**

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

### Virtual Secretariat

#### Access and Admission to Degree

##### University Access Tests (EvAU)

- X Results query by INTERNET
- > Request for second correction

##### Access Tests for 25- and 45-year-old Mayors

- X Registration
- > 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
- Doctorate

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

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

>A> **University**  
\_i£L Zaragoza





Log in

User

Password

[Click here if you can't see the page correctly](#)

### Virtual Secretariat

-  Administrative identity (for electronic procedures): procurement and change
-  University Card
-  Online payment of academic and EvAU
-  Ayudica

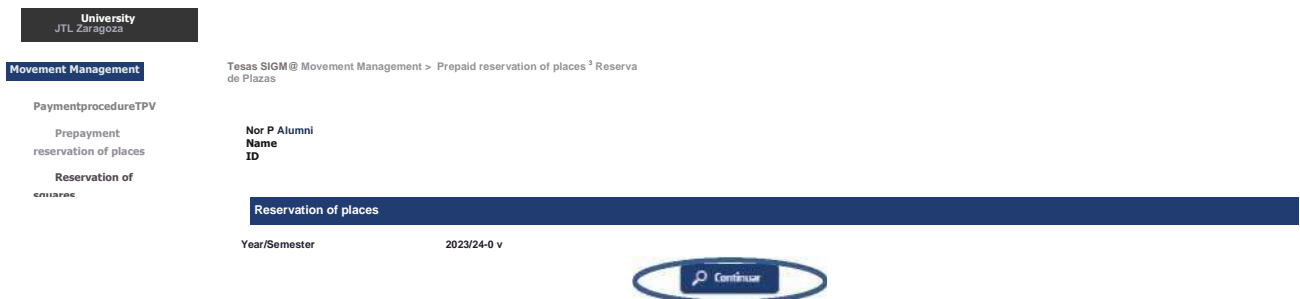
Click on the Prepaid Seat Reservation menu.



Then we click Reserva de Plazas.



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



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).



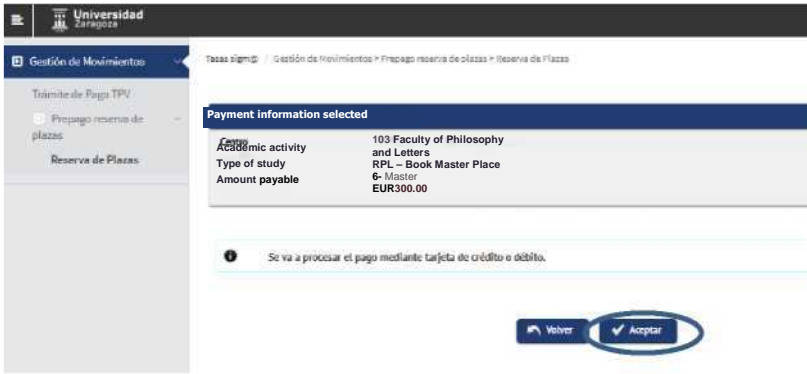
Click "Book".

NIP  
Student  
Name  
.. ..

More to r University in Cultural  
Heritage Management  
-> Book Master's Place (EUR 300)- 300  
Electronic Payment(TPV) \* &



Click "OK" and start the payment of the reservation by POS.



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".



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



Wait while payment information is confirmed

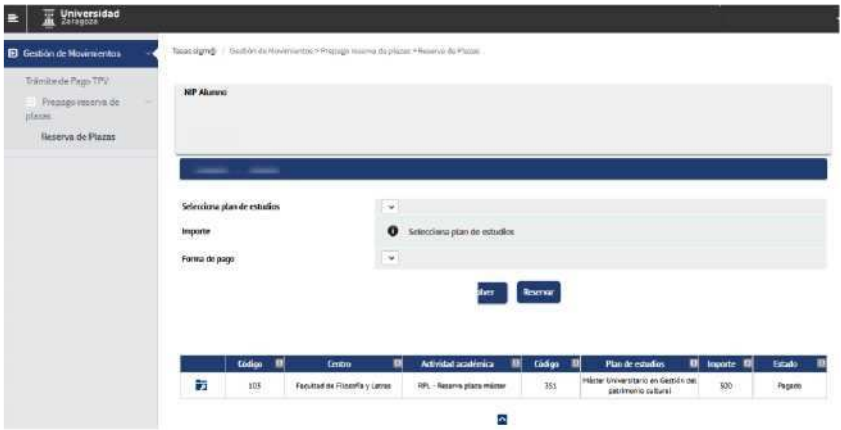
Espera por favor ...

Este proceso de confirmación del pago con la entidad bancaria puede tardar varios minutos.

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

Documentación

Volver Enviar por correo electrónico



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

Name DNI  
Year/semst  
re

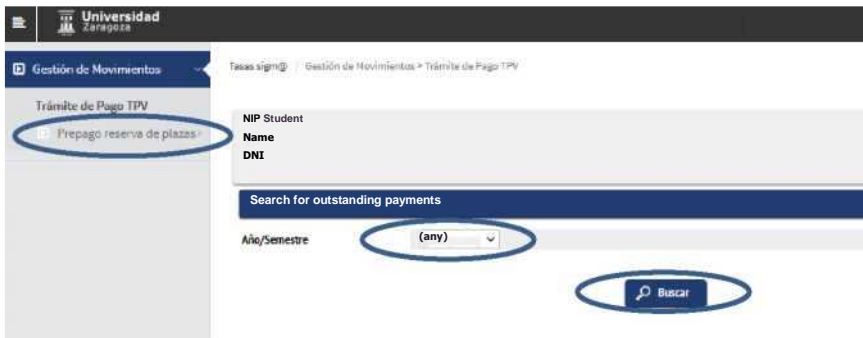
Reservation of

**“POS Payment Process”.**

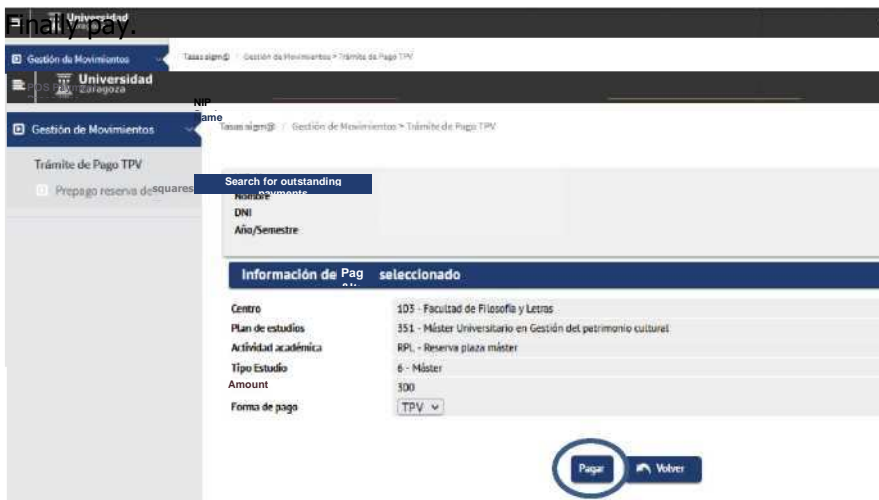
In the prepaid menu reservation of places can not be repaid.

**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.



The arrow icon is selected under the **“Action”** column to select the pending payment.

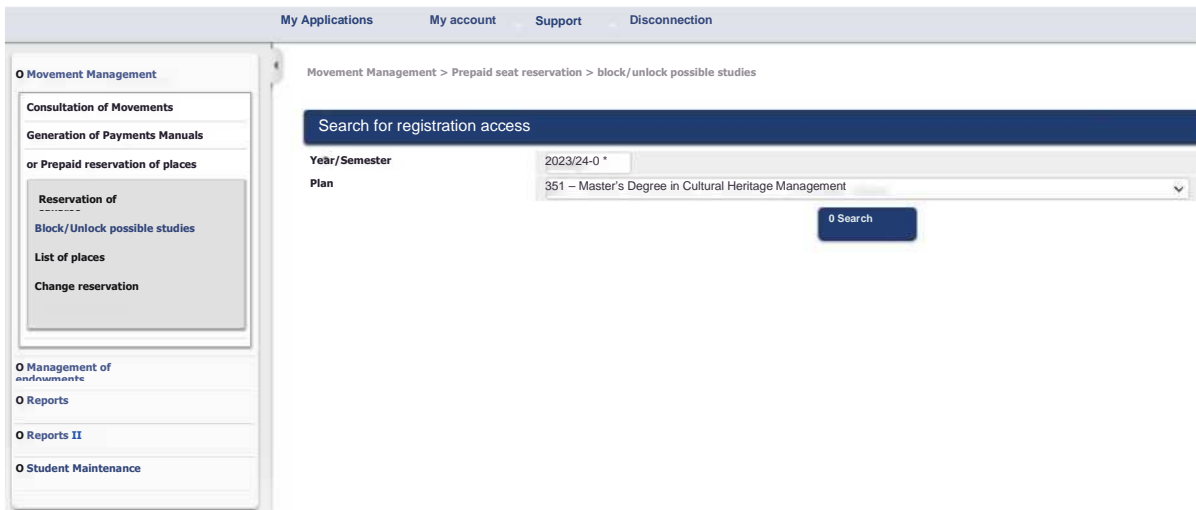


Below are the previously reported screens of the POS payment platform.

### 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.

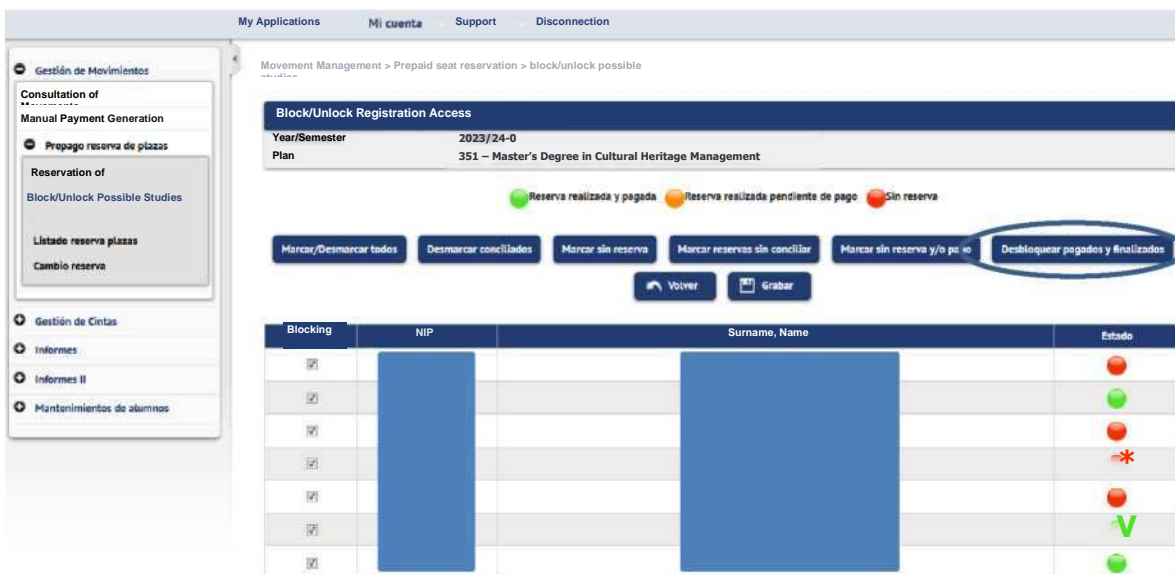
We selected the submenu **“Block/Unlock possible studies”**. We select the academic year and corresponding plan and **“Search”**.



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.

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.

ID	NIP	Surname, Name	StateReserve	Date Date _ validation reconciliation	Amount of movement	Completed 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

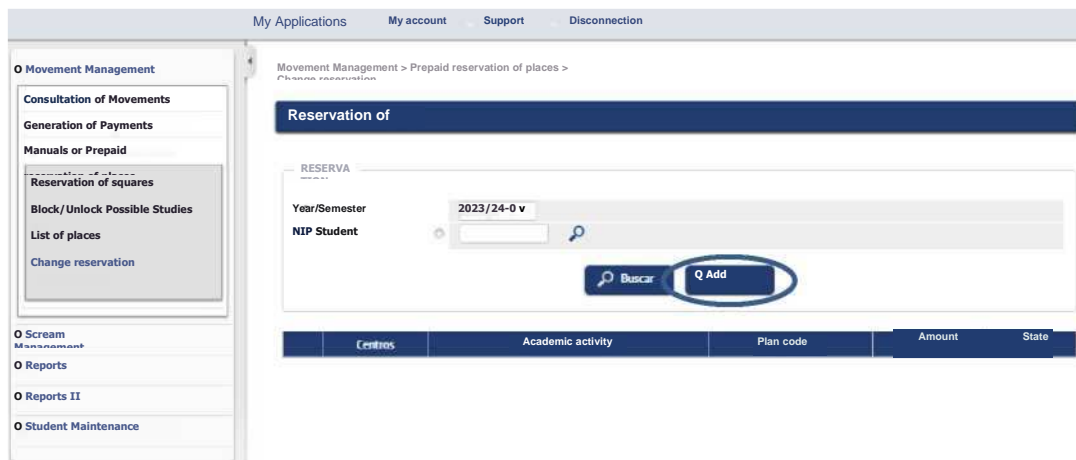
## 2.5. Change of reservation

From this submenu the following three actions are allowed:

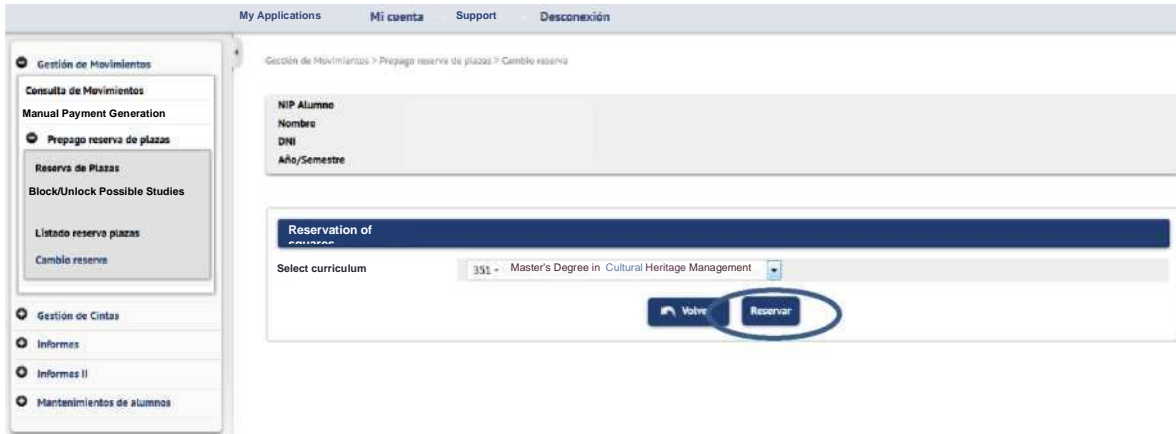
1. Create reservation with amount 0
2. Change booking from one plan to another
3. Delete reservation.

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.

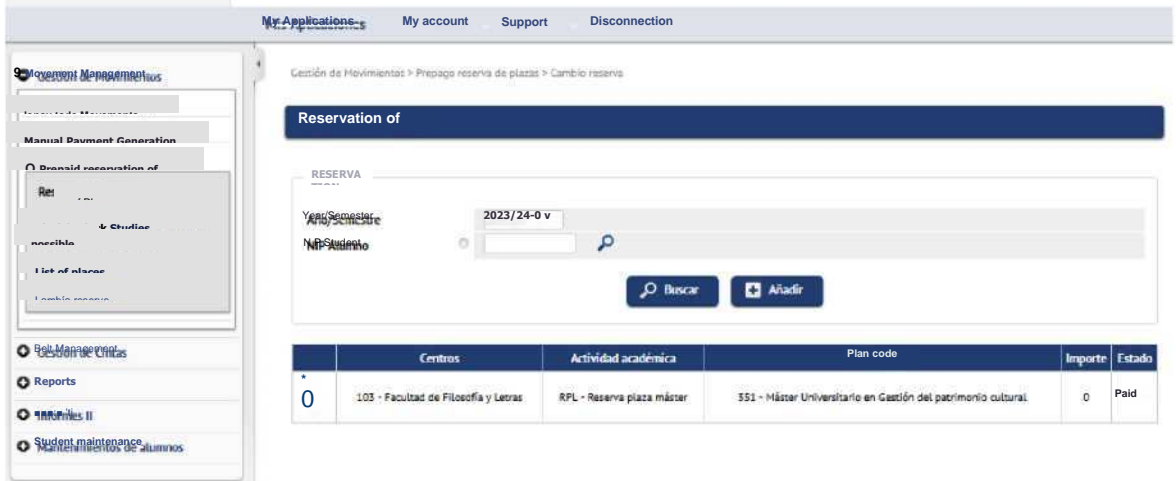
We indicate NIP Student and press “Add”.



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

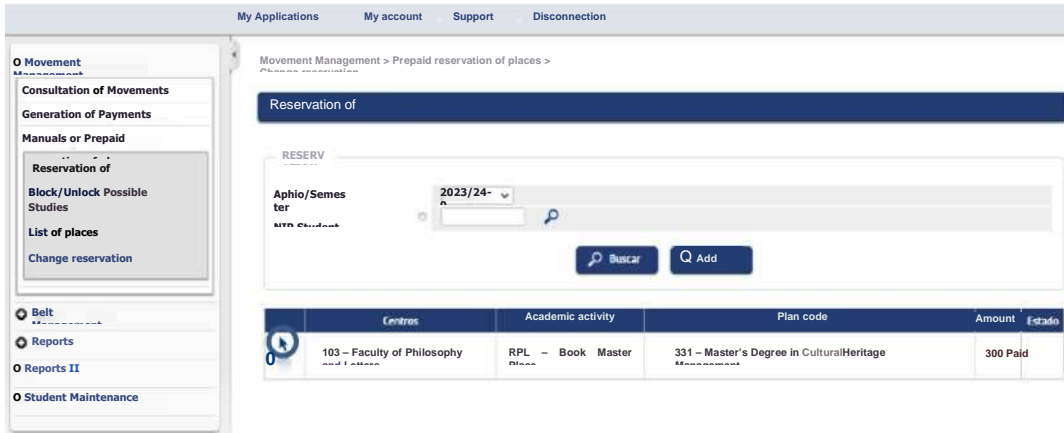


As the following screen shows, the data is saved correctly. Pressing the “Return” button shows the screen showing the booking information with amount 0.

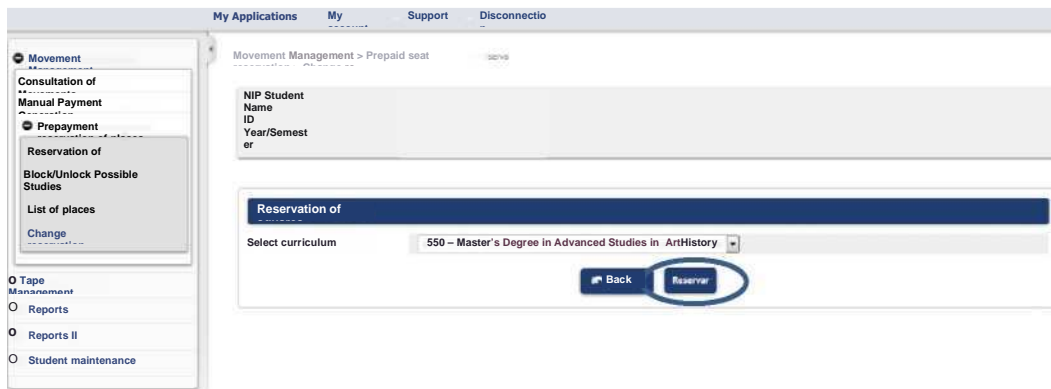


- It also allows you to change the curriculum associated with a reservation of place. This operation is only possible if the student has access to another curriculum of the **same center** where he made the reservation.

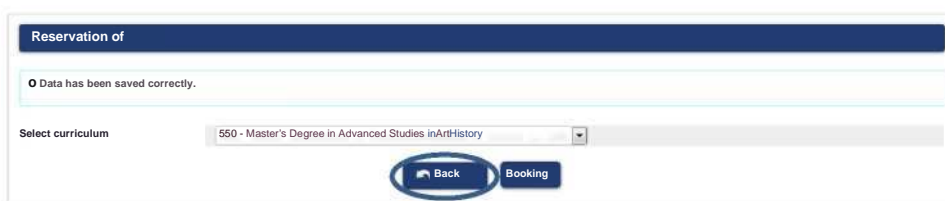
The student’s NIP and “Search” are indicated. The booking registration is displayed and selected with the arrow icon.



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



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



- 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.

The screenshot shows a web application interface for seat reservations. On the left is a navigation menu with options like 'Gestión de Movimientos', 'Consulta de Movimientos', 'Generación de Pagos Manuales', 'Prepago reserva de plazas', 'Reserva de Plazas', 'Bloquear/desbloquear estudios posibles', 'Listado reserva plazas', and 'Cambio reserva'. The main content area is titled 'Reserva de Plazas' and contains a search form. The form has a dropdown for 'Año/Semestre' (2022/240) and a text input for 'NIP Alumno'. Below the input is a search icon and a 'Buscar' button, which is circled in red. Below the form is a table with the following data:

Centros	Actividad académica	Código plan	Importe	Estado
105 - Facultad de Filosofía y Letras	RPL - Reserva plaza máster	351 - Máster Universitario en Gestión del patrimonio cultural	300	Pagado

### 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

NIA:

ID  
CAP

Yes I authorise the transfer of data

Student Fellow: No

ACADEMIC DATA											
Code	Description	Asig Group.	Language	Period	CUR.	Mod.	Créd	Class	Convalid.	Cod. PL	Convoke. Run out.
609M	Management of cultural heritage	1	Almost	2		XX	10,0	Obligatory	No	C	3
60900	Cultural heritage legislation	1	Cast	2	•	XX	6,0	Obligatory	No	Q	D
SOS 13	Research and cataloguing of cultural heritage	1	Almost	2	■	XX	6,0	Obligatory	No	C	3
B0911	Dissemination, communication, enhancement and interpretation of cultural heritage	1	Cast	2	•	XX	6,0	Obligatory	No	0	D
60912	External practices	1	Almost.	2	•	XX	10,0	Obligatory	No	Q	D
60913	Work end of Master	OB		2	■	XX	16,0	Obligatory	No	C	3
50514	Conservation and restoration of the cultural heritage	1	Cast.	2	•	XX	6,0	Obligatory	No	Q	D
Registered credits: Mandatory: 60,0											
Credits exceeded:											

APPLIED CONCEPTS			
Concepts	Units	IMP. Unitary	Total
Credits in 1 <sup>st</sup> 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	31,90EUR
Fixed tuition fees	—,0	24 Ü5É	EUR 24,EC
Total			EUR 2.301.07

TOTAL ENROLMENT		
Concepts apply them	Discounts	Total registration
EUR 2.301.07	EUR0.00	EUR 2.301.07

# U\* University

## Zaragoza

APPLICATION FOR ACADEMIC  
YEAR 2019/20-0103 – F. Philosophy and Letters  
351 - Master's Degree in Cultural Heritage Management

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

Payment Method	Payment deadline	Bank Account	Date Payment	Amount payable
OZ* Amount paid in the reserves of plazas			13/05/2010	150.-D0 EUR
1 Electronic Payment (TPV)	23/07/2010		24/07/2010	2.151,0TÉ

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.

My Applications My account Support Disconnect

Gestión de Movimientos > Prepago reserva de plazas > Cambio reserva

Reservación de plazas

RESERVA

Año/Semestre: 2023/24-0

NIP Alumno: [input] P

Buscar Añadir

Centros	Actividad académica	Plan code	Importe	Estado
103 - Facultad de Filosofía y Letras	RPL - Reserva plaza máster	351 - Máster Universitario en Gestión del patrimonio cultural	150	Pagado 300

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.

Id	Año Acad.	Centro	Estados	Plan	Actividad Académica	Entity Payer	Número del Orden Tasa	Tipo Movimiento	Forma de pago	Importe Movim.	Importe Val.	Importe Conc.	Importe Ponderado	Fecha de Devolución	Fecha de Conciliación	Observa
1	2023/24-0	103 - Facultad de Filosofía y Letras			Reserva plaza máster		7	U - Pago Único	Pago Electrónico (TPV)	300,00	300,00	300,00	0,00	27/02/2023	27/02/2023	

Consulta de Movimientos de Tasas

Consulta Detalle Anulación Validar Pago Tasa Modif. Estado Pago Modif. Datos Bancarios Modif. Forma Pago Gestión de Cargos Ingeniería documentos pago Consulta Contabilidad Movimientos Modif. Cose Uq

Ver

Centro	103 - F. Filosofía y Letras	Año/Semestre	2023/24-0
Actividad Académica	RPL - Reserva plaza máster	Número de Orden Tasa	7
Fecha Anulación	27/2/2023		
DNI/Passaporte		NIP	
Nombre Alumno		NIP	
Tipo Estudios	4 - Máster	Código Estudios	0 -
Nom. Expediente	0	Entidad Pagadora	
Tipo Movimiento	U - Pago Único		
Forma de Pago	Pago Electrónico (TPV)		
Importe Movimiento	300,00	Fecha Movimiento	27/2/2023
Importe Validación	300,00	Fecha Validación	27/2/2023
Importe Conciliación	300,00	Fecha Conciliación	27/2/2023