

## User Manual

# **Management of guardianships and thesis doctoral Programs Doctorate R.D. 99/2011**

May 2017

## **Sigma Unit. Academic Vice-Management**

### **INDEX**

1. Entry into the application
2. Doctoral academic guardianship
  - 2.1 Enrolment
  - 2.2 Fees: Tuition fee refunds
  2. 3 Doctoral management
    - 2.1.1 Registration and monitoring
    - 2.1.2 Discharge management and authorisation of extensions
    - 2.1.3 Registration records of guardianships of academic years prior to RD 99/2011
  - 2.4 Exams
    - 2.4.1 Generate special minutes
    - 2.4.2 Manage minutes
3. Doctoral thesis
  - 3.1 Doctoral management: Registration and monitoring
  - 3.2 Enrolment
    - 3.2.1 Academic validation: doctoral thesis tuition without a minimum of three guardianships
  - 3.3 Exams
    - 3.3.1 Generate special minutes
    - 3.3.2 Manage minutes
4. Lists of exams
  - 4.1 Final list of studies
  - 4.2 List students subjects
  - 4.3 List status minutes
5. Registration lists
  - 5.1 List of students with/without school insurance
  - 5.2 List of students enrolled
6. Validation
  - 6.1 Individual reconstruction
  - 6.2 Doctoral thesis tuition without a minimum of three guardianships
  - 6.3 Change regime of permanence
7. Dossiers
  - 7.1 Consultation of files
  - 7.2 List of statistics

### 7.3 Possible studies

## 1. ENTRY INTO THE APPLICATION

- Entry on the page of academic links, manuals and informative pages:  
<http://www.unizar.es/academico/enlaces.html>
- Entry into the application for secretariats and departments:  
<https://sia.unizar.es>
- Entry into the application for students who make tuition of guardianship through the Virtual Secretariat:  
<http://www.unizar.es>  
Virtual Secretariat  
Doctoral Studies  
Auto-registration on the Internet

The screenshot shows the login interface for the University of Zaragoza's academic management system. At the top, it displays 'UNIVERSIDAD DE ZARAGOZA'. Below that, a blue banner indicates the date '29-08-2013' and the message 'Bienvenido/a al sistema de Gestión Académica'. The main content area features a box titled 'Identificación' with two input fields: 'Usuario/a' and 'Contraseña', followed by a blue 'Entrar' button.

The user and password of the user who performs the process is entered and clicked on the "Enter" button.

The password is capitalised and lower case sensitive and can be modified by the user.

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



## 2. DOCTORAL ACADEMIC GUARDIANSHIP

The steps to be taken to manage the academic doctoral guardianship in Sigma@ are the following:

- Student tuition
- Generate special report
- Manage collective examination report

### 2.1 REGISTRATION

Prior to enrollment, the corresponding department must register (or self-register the doctoral student), admission and transfer to the student's tuition, process described in the ACCS *Manual. Registration and Admission in Doctoral Programs R.D. 99/2011*.

Next, the Doctoral School carries out the enrolment or the doctorate through the auto-registration program.

In the Enrollment module, registration is selected (if it is new registration) or tuition modification (if you already have the subject enrolled and you have to modify some data in said enrollment).

**UNIVERSIDAD DE ZARAGOZA Formación**

Clave : 0160 Perfil : SMATS Usuario/a :

Materias

**Menú de datos Previos**

Seleccione la Acción que desea realizar

- Alta de Matrícula
- Consulta de Matrícula
- Modificación de Matrícula
- Anulación de Matrícula
- Reactivación de Matrícula
- Reconstrucción de bits

Informe los datos que se solicitan

Año / Semestre: 2016/17-0  
 Centro: 160 - Escuela de Doctorado  
 Tipo Matrícula: Tipo Normal

Tipo de Potencial

Asignaturas Primer Curso	<input type="checkbox"/>
Asignaturas Suspendidas	<input type="checkbox"/>
Asignaturas Convalidadas	<input type="checkbox"/>
Asignaturas Prescritas	<input type="checkbox"/>
Asignaturas Campos	<input type="checkbox"/>
Asignaturas Obligatorias (arcos en profundidad)	<input type="checkbox"/>
Asignaturas Oportivas (arcos en profundidad)	<input type="checkbox"/>

Otros parámetros

Número máximo de asignaturas que se podrán marcar por bloque: 20

The potential can be marked so that later the subject is informed on the screen of subjects to be enrolled. Otherwise, the code will be entered directly on that screen.

The student is selected:

**UNIVERSIDAD DE ZARAGOZA Formación**

Clave : 0300 Perfil : UMATS Usuario/a :

Materias

**Búsqueda de alumno**

NIP:

NIA:

DNI/Pasaporte:

Primer apellido:

Segunda apellido:

Nombre:

Fecha nacimiento:

Sexo:

**Comentarios para la búsqueda**

En los campos de búsqueda puede utilizarse el comodín asterisco (\*) para facilitar la búsqueda de alumnos.

If there is no data to enter or modify in the personal data tabs and statistical questionnaire, you go directly to the Subjects tab to enroll.

## SUBJECTS TO ENROLL

In "Subjects to enroll", if the potential has been marked, the subject of guardianship will appear already informed. It is selected by clicking "Add".

In the event that the subject does not appear, click on "Add", the code is entered, it is searched and added. The subject will appear in "My Selection".

UNIVERSIDAD DE ZARAGOZA **Formacion**

Matrícula © Clave : 0160 Perfil : SMATS Usuario/a

**Nombre** Plaza 050 Centro101\_Dpto4007\_Area630 CG 06/04/2004 **DNI** 9900010030

**Año** 2016/17-0 **NIP** 10050

**Centro** 160 - Escuela de Doctorado **NIA** 10050

**Estudio** 7108 - P.D. Patrimonio, Sociedades y Espacios de Frontera **Tipo de Estudios** 7 - Doctorado

**Plan de Estudios** 569 - Programa de Doctorado en Patrimonio, Sociedades y Espacios de Frontera **Especialidad** 0 - No especificada

**Régimen** 0 - Estudiante a tiempo completo

**Mi matrícula**

Asignaturas	Créditos
1	0

Mis Datos Personales Cuestionario estadístico **Asignaturas a matricular** Información del pago Confirmación de la matrícula

**ASIGNATURAS A MATRICULAR**

OPCIONES

Especialidad	0 - No especificada	Código Agrupación	Sin agrupación
Curso más alto	0		
Régimen de Permanencia	0 - Estudiante a tiempo completo		

MI SELECCIÓN

Asignatura	Centro	Plan	Clase	Créditos	Ciclo	Curso	Módulo	Periodo	Grupo	Estado	Observaciones	Idioma	Convo. Consu.	Pestaña
78001 - Tutela de Patrimonio, Sociedades y Espacios de Frontera	160 - Escuela de Doctorado	569 - Programa de Doctorado en Patrimonio, Sociedades y Espacios de Frontera	Investigación 0,0	0,0	X	XX	XX	Anual	99				0	Plan

Convalidada **Plan** Fuera del Plan

**No hay asignaturas disponibles**

Atrás Siguiente

## PAYMENT INFORMATION

To continue, click on the "Payment Information" or "Next" tab. This screen is filled in by selecting the type of discount and type of scholarship if any and the payment method is marked.

The following optional rates will be already marked:

- school insurance, if the student is under 28 years old.
- the opening of the file, if this is the first time you enroll in that curriculum.

● Selección del expediente   
 ● Mis Datos Personales   
 ● Cuestionario estadístico   
 ● Asignaturas a matricular   
 Información del pago   
 ● Confirmación de la matrícula

**INFORMACIÓN DEL PAGO**

Aplicación descuento

Tipo de descuento

**Disponibles:**  
 1 - Familia numerosa general (4 hijos)  
 2 - Familia numerosa especial  
 3 - Personal U.Z.  
 4 - Hijos y cónyuges de Personal U.Z.  
 5 - Premios extraordinarios  
 9 - Otras causas  
 20 - Otros beneficiarios Fondo Social  
 25 - Gratuidad en título por premio extraordinario  
 30 - Familia numerosa general (hasta 3 hijos)  
 33 - Características

**Seleccionado:**

Tipo de beca: No solicita beca

Pago a plazos

Forma de pago:

Entidad Financiera  
 Pago Electrónico (TPV)  
 Pago en Efectivo  
 Domiciliación Bancaria

¿Tiene intención de realizar matrícula en el 2º cuatrimestro?

**Otras Tasas**

	Descripción	Importe
<input type="checkbox"/>	Seguro escolar	1,12 EUR
<input checked="" type="checkbox"/>	Apertura de expediente	31,90 EUR
<input type="checkbox"/>	Cuota de deportes - Zaragoza	29,00 EUR
<input type="checkbox"/>	Cuota de deportes - Huesca	29,00 EUR
<input type="checkbox"/>	Cuota de deportes - Teruel	29,00 EUR
<input type="checkbox"/>	Defensa de tesis doctoral	147,33 EUR
<b>Seguro obligatorio accidentes para mayores de 28 años</b>		<b>Importe:</b>
<input type="checkbox"/>	Obligatorio aportar recibo seguro accidentes curso actual	0,00 EUR

← Atrás    Siguiente →

## REGISTRATION CONFIRMATION

Then go to the "Registration Confirmation" tab or click on "Next".

UNIVERSIDAD DE ZARAGOZA **Formacion**
Matricula 9
Clave : 0160 Perfil : SMATE Usuario/a :

- Matriculados
- Matricula**
- Citaciones de Matricula
- Procesos de grupos
- Listados Matricula
- Consulta de documentos

<b>Nombre</b>	Plaza 050 Centro101_Opto4007_Area650 CG 06.04.2004	<b>DNI</b>	9900010050
<b>Año</b>	2016/17-0	<b>NIP</b>	10050
<b>Centro</b>	160 - Escuela de Doctorado	<b>NIA</b>	10050
<b>Estudio</b>	7108 - P.D. Patrimonio, Sociedades y Espacios de Frontera	<b>Tipo de Estudios</b>	7 - Doctorado
<b>Plan de Estudios</b>	565 - Programa de Doctorado en Patrimonio, Sociedades y Espacios de Frontera	<b>Especialidad</b>	0 - No especificada
<b>Régimen</b>	9 - Estudiante a tiempo completo		

**Solicitud Provisional de Matricula**

**Datos generales**

Autoriza difusión del domicilio	SI
Curso más año	0
Tipo de plan	créditos
Alumno condicional becario	No
Tipo de descuento	0 - Ordinaria

**Otros Importes**

Otro Importe	Motivo	Descripción

**Datos Académicos**

Código	Descripción	Grupo	Idioma	Periodo	Clase	Curso	Módulo	Créd.	Conv. agotadas	Convalid.	Cód. P.I.
78001	Tutela (primer año)	99		0	Investigación	XX	XX	0,0	0	No	0

**Créd. Mat:** Investigación: 0,0

**Fees & Amounts Registration**

**Tasas e Importes**

Conceptos	Unidades	Importe unitario	Importe	Total
Tutela académica de doctorado	1,0	218,95 €	218,95 €	218,95 €
Total tasas				218,95 €

**Tasas Administrativas**

Descripción	Importe	Total
Seguro escolar	1,13 €	1,13 €
Apertura de expediente	31,90 €	31,90 €
Gastos fijos de matricula	24,05 €	24,05 €
Total tasas		57,07 €

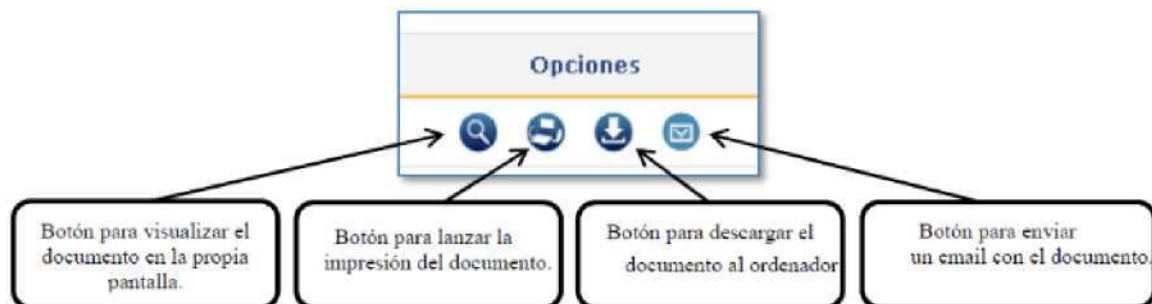
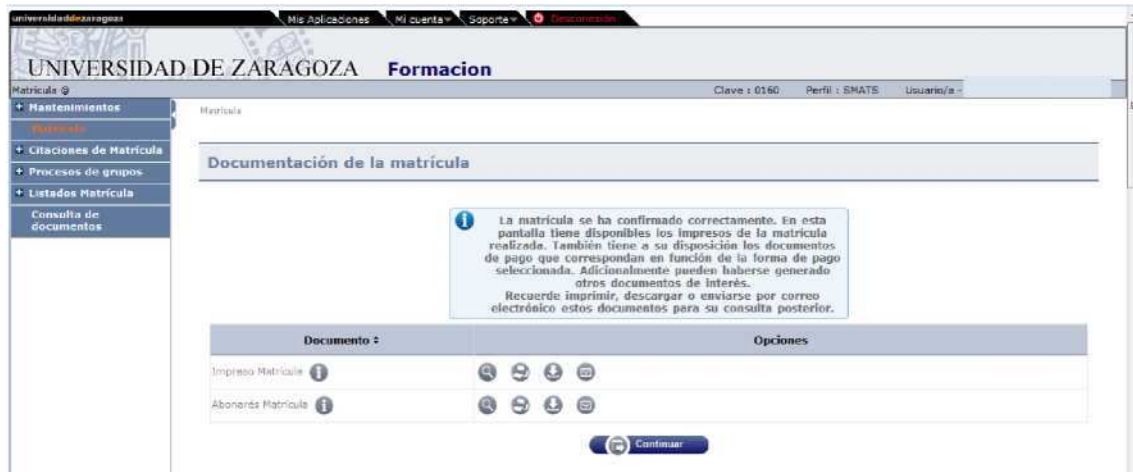
**Total registration amount**

El alumno Plaza 050 Centro101_Opto4007_Area650 CG 06.04.2004 con DNI 9900010050 debe abonar	276,02 €
Total importe matricula	276,02 €
Plazo	

If everything is correct, press "Confirm" and the registration form that can be printed will appear. Then press "Continue".

After confirming the data of a license plate, the screen displayed by the user shows the complete list of registration documents generated:





In the event that you have chosen the payment method "Financial Entity", you should not forget to also print the payments, one for the entity and the other for the student, with which you can make the payment effective.



## IV University

This BARRAS CODE CONTACTS NECESSARY INFORMATION TO EFFECT THE FAGO IN THE OFFICES OF THE ENTITY FINANCE DISPONGAN OF THE CORRESPONDENT SERVICE

**EXI: 05018001-134 Ref: 613 4000162285 Id: 077160 IXP: EER\*\*\*\*276,02**

### I WILL PAY

C'XECC'T  
201M ■&  
Payment  
Urico

■Centre : 163 Scope of Doctor-do  
Plan: 569 Doctoral Program in Patrimonary, Societies and Espades of Fro NTEA

Don/na 050 Centrq1O1\_Dpto4¿> 37 Area650,CG 06.042004 owed faith amount of EUR 276.02 corresponding to preco publtoo' &sa by Patroiiacon in accordance with the disposicbnes legaba in force.

Zaragoza, 7 February 2017

ISSUE 05018001-134  
REFERENCE 6134009162299  
IDENTIFICATION 077163  
PERIOD AMOUNT 3 days  
NIP EUR-276.02  
SHAPE OF PHAGE 031035343  
Payment for nnancera -  
Abónate

**EXI: 05018001-134 Ref: 6134000162285 Id: 077160 IXP: ETR\*\*\*\*276,02**

### I WILL PAY

07.022017  
201 &17-0  
Unique  
Payment

Centre: 160 Doctor -co School  
Plan: 569 Doctoral Program in Patrimonus, Companies and Swords of Fro rtera

Don/na \*35'3 Center! 01 \_Dpto4O37\_Area6 50 CG 06.042004 owed faith amount EUR 270/02 correspond to the preco pubic/teass by Matriculacon in accordance with the disposicbnes legabs vgentes. Zaragoza, 7 February 2017

ISSUE 05018001-134  
REFERENCE 6134-500162289  
IDENTIFICATION 077163  
PERIOD AMOUNT 3 days  
NIP EUFr\*276:3  
SHAPE OF PHAGE 0010\*35343  
Payment for nnancera - Atones

**EXI: 05018001-134 Ref: 6134000162285 Id: 077160 IXP: ETR\*\*\*\*276,02**

The message is continued, accepted and displayed: The license plate has been processed correctly. To end your session properly press OK.

## 2.2 FEES: TUITION FEE REFUNDS

When tuition modifications are made that involve a downward modification of fees, once the tuition modification has been recorded, the refund must be managed through a charge management. The application will automatically calculate the maximum amount to be returned.

Returns are managed in the Fees module:

- SIGM@ Fees:
  - Is Movement management
  - Consultation of movements

UNIVERSIDAD DE ZARAGOZA **Formacion**

Tasas sign@ Mis Aplicaciones Mi cuenta Soporte Utilización

Clave : 0160 Perfil : STAS Usuario/a :

Gestión de Movimientos > Consulta de Movimientos

### Búsqueda de Movimientos de Tasas

Centro: 160 - Escuela de Doctorado

Estudios: [ ]

Plan: [ ]

Año/Semestre: 2016/17-0

Departamentos: [ ]

Actividad Académica: [ ]

Número de Orden Tasa desde: [ ] hasta: [ ]

NIA: [ ] NIP: [ ]

DNI/Pasaporte: [ ]

Nombre Alumno: [ ]

Tipo Movimiento: [ ] Situación: [ ]

Clase Liquidación: [ ] Forma de Pago: [ ]

Número Recibo: [ ]

Número Casación: [ ] - [ ] - [ ] - [ ]

Número Propuesta devolución desde: [ ] hasta: [ ]

Número de operación TPV: [ ]

[ Limpia ] [ Buscar ]

Academic year and student are selected.

UNIVERSIDAD DE ZARAGOZA **Formacion**

Tasas sign@ Mis Aplicaciones Mi cuenta Soporte Utilización

Clave : 0160 Perfil : STAS Usuario/a :

Gestión de Movimientos > Consulta de Movimientos

### Consulta de Movimientos de Tasas

[ Imprimir ] [ Volver ]

Id	Año Acad.	Centro	Estudios	Actividad Académica	Número de Orden Tasa	NIA	Nombre Alumno	Tipo Movimiento	Importe Movim.	Importe Val.	Importe Conc.	Importe Pendiente Devolu.	Prop. vencimiento	Fecha de
1	2016/17-0	160 - Escuela de Doctorado	7168 - P.O. Patrimonia. Sociedades y Espacios de Frontiera	Matrícula	1022	10050	Plaza 030 Centro101_Dotro4007_Ansa650 ICB 06-04-2004	U - Pag-31102	276,02	0,00	0,00	276,02		10/02/2017
Suma Importes Pendientes												276,02		

The main movement (single payment) of the corresponding academic activity is selected and the following screen will appear:

Centre	160 - Doctoral School	Year/Semester	2016/17-0
Academic Activity Date Cancellation	Mat - Enrollment	Order Number Rate	1622
ID card/Passport	9900010050	NIA	10050
Student Name	Square 050 Central01_Dpto4007_Area650 CG 6.4.2004	NIP	10050
Type Studies	7 - Doctorate	Cod.go Studies	7108 - P.D. Heritage, Societies and Spaces
No. Dossier	1332242		
Type Movement	U - SinglePayment		
Payment Method	Financial Institution		
Amount Movement	276,02	Date Movement	7 / 2 / 2017
Amount Validation	0,00	Date Validation	
Amount Conciliation	0,00	Date Conciliation	

### CHECK OUT DETAILS

Selecting "Inquiry detail" will display the fees and amounts associated with the registration.

### CHARGE MANAGEMENT

To manage the return, the "Charge Management" tab is selected and then "New proposal".

<b>Datos Personales</b>			
NIA	10050		
DNI/ Pasaporte	9900010050		
Nombre Alumno	Plaza 050 Centro101_Dpto4007_Area650 CG 06.04.2004		
<b>Datos académicos</b>			
Centro	160 - Escuela de Doctorado	Año/Semestre	2016/17-0
Actividad Académica	MAT - Matriculación	Número de Orden Tasa	1622
Tipo Estudios	7 - Doctorado	Propuesta devolución	
<b>Propuesta devolución</b>			
Importe Máx. a Devolver	0,00	Forma de Devolución	
Situación Propuesta	P - Propuesta	Importe a Devolver	
Fecha Propuesta		Fecha Conciliación	
Importe Devolución			
Fecha Acep./Rech.			
<b>Datos Bancarios</b>			
IBAN			
Código BTC (SWIFT)	i (Campo obligatorio solo si la cuenta (IBAN) pertenece a una entidad extranjera)		
Nombre			
Primer Apellido			
Segundo Apellido			

On this screen you have to report the following fields:

- Proposed situation, always selected C – Granted with return.
- Return form, MANUAL is always selected.
- Date of Proposal and Date Accept./Rech., by default the current date will appear.
- Amount Return, the maximum amount to be returned will appear but it is modifiable. It can be refunded less than what appears but never allows a higher amount.
- Date Conciliation, the date of the day on which the return is handled is entered.
- Reason Acceptance, one of the following values is selected:
  - !H 1 "Acceptance refund fees"
  - K 2 "No return – wrong move"

Accepting generates a proposal number that will be associated with the main movement.

The screenshot displays the 'Gestión de Cargos a la Universidad' interface. The main form fields are:

- Centro: 160 - Escuela de Doctorado
- Año/Semestre: 2012/13-0
- Actividad Académica: MAT - Matriculación
- Número de Orden Tasa: 11

The table below the form shows the following data:

	Propuesta devolución	Situación	Importe a Devolver	Fecha Propuesta
	1903	C - Concedida con devolución	0,00	

Buttons at the bottom: Otro alumno, Volver, Nueva propuesta.

If when the refund is managed there is an outstanding payment, the application will automatically offset that amount and the proposal for a refund will be generated only by the difference.

For example: Student who owes EUR 120 of a movement. Then you must make a refund of EUR 180 (this will be the maximum amount). As you still have a debt with the University of EUR 120, you will only be refunded (amount to be repaid):  $EUR\ 180 - EUR\ 120 = EUR\ 60$ . The remainder of the amount will be automatically reconciled on the move of EUR 120.

## 2.3 PHD MANAGEMENT

In this module, all the computer procedures related to the student's registration are carried out.

Those related to the examination minutes will continue to be carried out in the Examination module.

### 2.3.1 REGISTRATION AND MONITORING

- Doctoral Management
  - K Doctoral School
  - K Registration and monitoring

Student and school record 160 is selected and the following screen will appear:

UNIVERSIDAD DE ZARAGOZA Formación

Gestión Académica > Inscripción y seguimiento > Inscripción y seguimiento

Clave : 0000 Perfil : AGTCD Usuario/a :

### Búsqueda de Alumnos

NI*	<input type="text"/>	<input type="text"/>
NIA	<input type="text"/>	<input type="text"/>
DNI/Pasaporte	<input type="text"/>	<input type="text"/>
Primer apellido	<input type="text"/>	<input type="text"/>
Segundo apellido	<input type="text"/>	<input type="text"/>
Nombre	<input type="text"/>	<input type="text"/>

### REGISTRATION

To register the data related to the PhD thesis project, click on "New". The "Enrollment" tab will appear with the student's plan, and the type of subject 4 – Doctoral Thesis is selected. The full screen will then be displayed with the rest of the tabs.

Inscripción y seguimiento

Inscripción y seguimiento

- ☑ Listados programas de doctorado
- Historico de Tesis
- Integra TESEO
- ☑ Mantenimientos
- Cierre de expedientes por Central permanencia doctorado
- Certificados de directores de tesis y miembros del tribunal
- Certificado directores
- ☑ Cartas
- ☑ Procesos
- Descargar documentación alumno

Sección Académica > Inscripción y seguimiento > Inscripción y seguimiento

**Inscripción y seguimiento**

<b>DNI / Pasaporte</b>	9900010050	<b>NIA</b>	10050	<b>NIP</b>	10050
<b>Apellidos y nombre</b>	Centro101_Opts4007_Area550 CB 06-04-2004, Plaza 050				
<b>Decreto</b>	RD 99/2011	<b>Fecha máxima de finalización Tesis</b>	<a href="#">28/02/2020</a>		

**Inscripción** | Miembros tribunal | Directores de tesis | Plan de investigación | Documento de actividades

Plan:

Tipo de asignatura:

**Tutor académico**

De la Universidad

Código Profesor:

Externo

Nombre y apellidos:

DNI / Pasaporte:

Email:

Segundo Email:

Universidad del tutor:

Fecha desde:

[Cambiar tutor](#)

Departamento:

Título:

**Idiomas Tesis**:

**Idioma defensa tesis**:

**Lineas de investigación tesis**

Lineas de investigación:

[Añadir](#) [Quitar](#)

Lineas de investigación seleccionadas:

**Estudios**

Traspasa TESEO:

Tesis por comprensión de artículos:

Tesis presentada mediante videoconferencia:

Tesis sujeta a confidencialidad:

Otras situaciones:

Número de registro de tesis: **2957**

Fecha inicio: <input type="text" value="01/02/2017"/>	Fecha acceso: <input type="text" value="15/05/2017"/>	Número de registro: <input type="text"/>
Fecha depósito: <input type="text" value="15/05/2017"/>	Fecha del último día de exposición pública: <input type="text" value="30/01/2017"/>	
Fecha propuesta tribunal de tesis: <input type="text" value="11/04/2017"/>		
Fecha aprobación del tribunal: <input type="text" value="01/06/2017"/>	Fecha autorización: <input type="text" value="15/05/2017"/>	
Fecha presentación lectura: <input type="text" value="31/05/2017"/>	Hora presentación lectura: <input type="text" value="00:00:00"/>	

Lugar:

Observaciones:

Historico de correos:

Sin Mención  Mención al Doctorado Europeo  Mención al Doctorado Internacional

Lección acorde con los equilibrios:

**Cotutela de Tesis**

Mención doctorado industrial

On this screen will be informed the start date, which is the one that will determine the maximum end date of the thesis and that is displayed at the top of this screen.



In this tab the following data are entered:

- Tutor and department: this data will normally appear already informed because it is introduced by the departments in the admission of the doctoral student.
- Title: name of the thesis project.
- The "Start date" field contains the date of registration of the first guardianship.

Based on this date, the application calculates the completion date of the thesis, and it appears in the "Maximum Date Thesis" field at the top of the screen, depending also on the casualties or extension authorisations if any.

The data can be recorded as each of the tabs is filled in or recorded at the end, once all the corresponding data has been entered in the rest of the tabs.

Each time they are recorded, if all is correct, you will give the message that the operation has been performed correctly and you press "Back". A record like the one on the screen that is played below will appear. By clicking on the green button "Modify" you can access the registry again to continue with the procedure or modify what is necessary.



### MEMBERS OF THE TRIBUNAL

If you try to access this tab, under "Date proposed thesis court" of the Enrollment tab you will give the message: "In order to define Members Tribunal it is necessary to inform the proposed date of thesis court".

### THESIS DIRECTORS

To complete the registration, the director or directors of the thesis project are introduced. The only required field in this tab is "Professor", it is added and recorded.



## RESEARCH PLAN

In this tab the principal/guardian will find the documentation that the student presents as a result of their research for their annual evaluation.

Each published document will generate a row at the end of the screen. The Director/Guardian will download the document to be reviewed and enter the date of acceptance.

The following data must be completed:

- Description
  - Attach the document(s)
  - Review
    - K First review: the student will publish as many documents as they wish to be evaluated and activate this option.
    - K Six-monthly review: If the evaluation is negative, the doctoral student will have six months to submit a new research plan. In that case you will check this option.
- A second negative evaluation will lead to the definitive withdrawal of the doctoral program.

**UNIVERSIDAD DE ZARAGOZA Formacion**

Gestión Doctorado Clave : 0160 Perfil : AGTCD Usuario/a :

Gestión Académica > Inscripción y seguimiento > Inscripción y seguimiento:

### Inscripción y seguimiento

<b>DNI / Pasaporte</b>	9900010950	<b>NIA</b>	10050	<b>NIP</b>	10050
<b>Apellidos y nombre</b>	Centro01_Dpto0407_Area050 CG 06.04.2004, Plaza 050				
<b>Asignatura</b>	78000 - Tesis doctoral				
<b>Tipo de asignatura</b>	4 - Tesis doctoral				
<b>Plan</b>	566 - Programa de Doctorado en Patrimonio, Sociedades y Espacios de Frontera				
<b>Decreto</b>	RD 99/2011	<b>Fecha máxima de finalización Tesis</b>	07/02/2020		

Certas  
 Procesos  
 Descargar documentación alumno

Inscripción y seguimiento  
 Listados programas de doctorado  
 Histórico de Tesis  
 Integro TEEEO  
 Mantenimientos  
 Cierre de expedientes por Control permanencia doctorado  
 Certificados de directores de tesis y miembros del tribunal  
 Certificado directores

Certas  
 Procesos  
 Descargar documentación alumno

Inscripción  
 Miembros tribunal  
 Directores de tesis  
 Plan de investigación  
 Documento de actividades

Descripción  
 Documento   
 Fecha documento: 07/02/2017 (dd/MM/yyyy)   
 Fecha aceptación: (dd/MM/yyyy)   
 Año Académico: 2016/17-0   
 Observaciones  
 Revisión  
 Primera revisión del curso  
 Visible por el alumno

## DOCUMENT OF ACTIVITIES

The doctoral student will have introduced the activity or activities he/she wants to do and the tutor/director will find it informed as a proposal. It must or should not be authorised by marking in "State".

- Proposal: it will be activated by default at the time the student has entered an activity.
- Proposal accepted: The tutor/director will activate this option if he considers the appropriate proposal for the training of the doctoral student.
- Carried out: The tutor/director will activate this option when the doctoral student has performed the activity.
- Not accepted: The tutor/director will activate this option if they do not consider the appropriate proposal for the training of the doctoral student.

The screenshot shows a web application interface for 'Registration and monitoring' of doctoral programs. The interface is divided into several sections:

- Top Bar:** Contains 'Clave : 0180', 'Perfil : ASTCD', and 'Usuario/a : '.
- Left Sidebar:** A menu with options like 'Inscripción y seguimiento', 'Listados programas de doctorado', 'Historio de Tesis', 'Integrare TESEO', 'Maintenance', 'Certificates', 'Cartas', 'Procesos', and 'Descargar documentación alumno'.
- Main Content Area:**
  - Registration and monitoring:** A form with fields for 'ID card / Passport', 'Surname and name', 'Subject', 'Type of subject', 'Plan', and 'Decreto'. It also includes a 'NIP' field and a 'Fecha maxima de finalización Tesis'.
  - Documentos de actividades:** A section with tabs for 'Inscripción', 'Miembros tribunal', 'Directores de tesis', 'Plan de investigación', and 'Documento de actividades'. It contains a form for 'Curso académico', 'Tipo de actividad', 'Descripción', 'Fecha inicio', 'Fecha fin', and 'Número de días'. It also has a section for 'Entidad donde se realizará la actividad' with dropdowns for 'Universidad', 'Departamento/institución', 'Entidad registrada', 'Otra', and 'País'. There is an 'Estado' section with radio buttons for 'Propuesta', 'Propuesta aceptada', 'Realizada', and 'No aceptada'. Below this is a 'Ficheros adjuntos' section with an 'Adjuntar' button.
  - Table of Activities:** A table with columns: 'Curso académico', 'Tipo de actividad', 'Descripción', and 'Revisión'. It shows two rows of data:
 

Curso académico	Tipo de actividad	Descripción	Revisión
2016/17	T - INGLÉS ACADÉMICO	Descripción fija	Propuesta
2015/17	G - Colaboración en docencia	Descripción variable	Propuesta aceptada
  - Bottom Bar:** Contains buttons for 'Volver' and 'Grabar'.

### 2.3.2 CASUALTY MANAGEMENT AND AUTHORISATION OF EXTENSIONS

In order to manage discharges and authorise extensions of doctoral studies, the student is selected for registration and follow-up and the corresponding action is selected under "Other Actions".

The screenshot shows a web application interface for 'Formación' at the University of Zaragoza. The interface is divided into several sections:

- Top Bar:** Contains 'Clave : 0000', 'Perfil : UEXA', and 'Usuario/a : '.
- Left Sidebar:** A menu with options like 'Actas de examen', 'Generar actas', 'Borrar actas', 'Manage minutes', 'Close Minutes', 'Mass closure of minutes', 'Generate special minutes', 'Registration and monitoring', 'Reopening recovery reports', 'Maintenance', 'management of calls', 'Listados', 'Grade distribution', 'Other Processes', 'Indonesian Prag (students leaving)', and 'curriculum management'.
- Main Content Area:**
  - Localización y selección de inscripción y seguimiento:** A section with a table of 'Otras Acciones'. It shows one row of data:
 

Otras Acciones	Código Asignatura	Año	Semestre	Tipo	Título asignatura
Cartas Nombramiento Gestión de bajas Authorisation extension	0	0	0	4	Tesis en Biología
  - Bottom Bar:** Contains buttons for 'Volver' and 'Nueva'.

## CASUALTY MANAGEMENT

If the doctoral student requests and is granted your discharge from the program, it will be processed in Discharge Management.

The screenshot shows the 'Mantenimiento bajas en doctorados' form. The header includes 'UNIVERSIDAD DE ZARAGOZA Formacion' and user information: 'Clave : 0160 Perfil : AGTCD Usuario/a -'. The left sidebar lists navigation options like 'Inscripción y seguimiento', 'Listados programas de doctorado', and 'Mantenimientos'. The main form area is titled 'Mantenimiento bajas en doctorados' and shows 'Alumno Plaza 050 Centro 101\_Dptra4007\_Area950 CG 06.04.2004'. It contains a table with columns for 'Motivo', 'Fecha inicio', 'Fecha fin', and 'Observaciones'. The 'Motivo' dropdown is set to 'Baja por enfermedad'. Below the table are 'Grabar' and 'Limpiar' buttons, and a 'Volver' button at the bottom.

## AUTHORISATION OF EXTENSIONS

If the extension of the deadline for the submission of the doctoral thesis is authorised, it will be processed in Authorisation of extension.

The screenshot shows the 'Autorización prórroga' form. The header is the same as the previous screenshot. The left sidebar is also visible. The main form area is titled 'Localización y selección de inscripción y seguimiento'. It features a table with columns: 'Otras Acciones', 'Código Asignatura', 'Año Semestre Tipo Plan', and 'Título asignatura'. Below the table, there are three icons (info, success, error) and a list of actions: 'Cartas Nominación', 'Gestión de bajas', and 'Autorización prórroga'. A modal window titled 'Autorización prórroga' is open, showing radio buttons for 'Sin prórroga', 'Primera prórroga', and 'Segunda prórroga', with 'Cancel' and 'Grabar' buttons at the bottom.

### 2.3.3 REGISTRATION RECORDS OF GUARDIANSHIPS FROM ACADEMIC YEARS PRIOR TO R.D. 99/2011

The records of guardianship students from previous academic years will be displayed when accessing the student's registration. Each of the records has three icons, querying, modifying and deleting.

- The program will not allow to unsubscribe because they were created when recording the license plate and would only disappear if a physical cancellation of it was made previously.
- No modifications to these records can be made, only the registration tab can be displayed.



## 2.4 EXAMS

The minutes of the academic guardianships are **always collective acts**, this means that one or more students may be included in the same act.

### 2.4.1 GENERATE SPECIAL MINUTES

- Exams
  - IB Examination minutes
  - IB Generate special minutes



The data of the report that you want to generate is entered and the list of the students enrolled in the subject will appear.



In the "Mark" column, the student or students who want to include it is marked, if you want to inform the description of the group and click "Generate".

If no description of the group has been entered, the information message will appear: The description of the collective is not informed. Do you want to continue?, the "Execution & Print Queue Management Console" screen is accepted and the "Execution and Print Queue Management Console" screen will appear.





You can check if you want to receive notification at the end of the process and the attachment that indicates whether the report has been generated correctly. For this, the email address is entered. If you do not want the option "Send by email" will be unchecked at the bottom of the screen. It's accepted.

In both cases you can consult the execution of the process and then the result, using the processes and listings tabs respectively, located in "My Account" at the top of the screen.

## 2.4.2 MANAGE MINUTES

### ■ Exams

#### Examination minutes Manage minutes

To manage a report, which has previously been generated, the academic year, center, subject, plan is selected, group 99 is entered and the call field in which 1 or 2 is selected will appear.



Click "Search" and appear for each record, the minutes "Summary" and the minutes in the "Open" situation.

The application generates a collective number each time an act is generated. When managing it will also appear all the groups of said act that have been generated previously, with the corresponding students who have been marked on each occasion.



When you select the open report, the access screen to the exam report will appear. The access key is entered, which for all records of the Doctoral School is A160, and is accepted.





## CONSULT MINUTES

When you enter, you can access directly the tab of the consultation of the minutes:

UNIVERSIDAD DE ZARAGOZA Formacion

Exámenes Clave : 0160 Perfil : SEKA Usuario/a :

Actas de examen > Gestionar actas

Centro: 160 Escuela de Doctorado  
 Año acad./semestre: 2016/17 Anual  
 Asignatura: 78001 Tutela (primer año)  
 Colectivo: 100  
 Situación acta: A Abierta  
 Estudios: 7108 P.D. Patrimonio, Sociedades y Espacios de Frontera

Convo.: 1  
 Grupo: 99  
 Tribunal: N  
 Versión: 1

Seleccionar Acta Consultar acta Marcar alumnos Calificar alumnos Profesores acta Listado Fin de Estudios

Apellidos y nombre	DNI	NIA	Calificación	Estado
Centro101_Dpto4007_Area650 CG 06.04.2004, Plaza 050	9900010050	10030		

Número de alumnos activos en la versión: 1  
 Fecha de apertura: 07/02/2017 Fecha de cierre: 06/02/2017

## QUALIFYING STUDENTS

Academic tutoring subjects are rated with positive evaluation, negative or non-qualifiable evaluation for discharge.

In the "Month" field, the corresponding one is selected. It is then recorded.

UNIVERSIDAD DE ZARAGOZA Formacion

Exámenes Clave : 0000 Perfil : UEXA Usuario/a :

Actas de examen > Gestionar actas

Centro: 160 Escuela de Doctorado  
 Año acad./semestre: 2012/13 Anual  
 Asignatura: 78001 Tutela (primer año)  
 Colectivo: 103  
 Situación acta: A Abierta  
 Estudios: 7065 Pruebas doctorado 2011

Convo.: 1  
 Grupo: 99  
 Tribunal: N  
 Versión: 1

Seleccionar acta Consultar acta Marcar alumnos Calificar alumnos Profesores acta Listado Fin de Estudios

Grabar

Mes: Mayo

Apellidos y nombre	DNI	NIA	Calificación
Centro101_Dpto4007_Area650 CG 06.04.2004, Plaza 050	9000010502	10050	Evaluación positiva

Número de alumnos activos en la versión: 1  
 Fecha de apertura: 15/05/2013 Fecha de cierre: 15/05/2013

## TEACHERS MINUTES

In this tab are mandatory fields:

- Professor, you can search with the "Consult" button.

- Position within the Tribunal
- Department
- Order

This data is recorded and the minutes are then closed.

### CLOSE MINUTES

Once a record has been entered in the previous tab, "*Professors minutes*", the next tab, "*Close minutes*" will appear. If this tab does not appear, it is because no registration has been entered in "*Professors minutes*".

When you accept the closure, the "*Execution & Print Queue Management Console*" screen will appear again. The result can be received by mail or in the tab listed at the top.

### FINAL LIST OF STUDIES

From this tab you can get the list of each version of the act, whether it is open, qualified or closed, or closed.

When you accept, the "*Execution & Print Queue Management Console*" screen will appear again. The list is obtained by clicking on the tab listed at the top.

This list is identical to that obtained in the menu "List" of the same name and described in point 4 of this manual.

## 3. DOCTORAL THESIS

The steps to take to manage a doctoral thesis are the following:

- Complete the registration and follow-up with the data of the thesis, registration that was already registered when registering the guardianship.
- Enroll the subject of doctoral thesis, by modification of enrolment since previously the

doctoral student will be enrolled in the subject of guardianship in the same academic year.

- Generate individual special report
- Manage individual examination report

### 3.1 DOCTORAL MANAGEMENT: REGISTRATION AND MONITORING

The minutes of the doctoral thesis subjects are individual minutes and the registration registration must be completed prior to the student's enrollment.

- Doctoral Management
  - IB Registration and follow-up (also hung the menu in Exams, Examination Minutes)

Selecting student and dossier will appear the following screen:



In the example above, the student's doctoral guardianship register is displayed.

#### REGISTRATION

As already indicated, the registration register has been registered previously when entering the data corresponding to the thesis project.

To enter the thesis registration data, click on the green button "Modify".

This tab fills in the following fields:

- In the field "Title" the title of the thesis. If it does not match the name of the thesis project it is modified.
- Date deposited, Date of last day of public exposure, Date proposed thesis court, Date approved by the court, Date authorised and Date submitted read.  
All these dates must be completed to be able to enroll in the thesis subject and to enter the members of the court in the next tab.
- The "Start date" field contains the date of registration of the first guardianship.  
Based on this date, the application calculates the completion date of the thesis, and it appears in the "Maximum Date Thesis" field at the top of the screen, depending also on the casualties or extension authorisations if any.
- If mentions are marked (Mention to the European Doctorate or the International Doctorate) new screen options will appear that must be filled in, the same if the Industrial Doctorate Mention is marked.

- If the Thesis Cotutela is checked, new screen options will also appear to fill in.

Once entered the data of this tab can be recorded already or recorded at the end, once the data of the rest of the tabs have been entered. Given the high number of data it contains, it is advisable to record it as it is entered, to avoid losing the information entered in case the session is interrupted. Once recorded, it can be accessed again in the registry by clicking on the green modification icon.

### **MEMBERS TRIBUNAL**

The doctoral thesis minutes are individual minutes with 5 members of the court (president, clerk and three members), which are entered under the tab "Members Tribunal".

If the proposed date of the thesis board has not been previously entered in Enrollment, the following message will appear: *"In order to define Members tribunal it is necessary to inform Date proposed thesis court"*.

These are mandatory fields:

- Type of member: the **holder** must be selected to be taken into account for the closing of minutes.
- Teacher
- Position within the court (President, Registrar or Vocal)
- Order, in which they will appear in Minutes 1, 2, 3, etc.

**Registration and monitoring**

ID card /Passport: 9900010050 NIA 10050 NIP: 10050  
 Surname and name: Centro01\_Dpto4007\_Area650 CG 6.4.2004, Plaza 050  
 Subject Type of subject: 4 – Doctoral thesis  
 Plan: 569 – Doctoral Program in Heritage, Societies and Border Spaces Maximum date  
 Decreto: RD 99/2011 **Finalización tesis** 28/02/2017

**Membros tribunal**

Type de miembro (supplementary, definitive, proposal): Propuesta  
 Convocatori: [dropdown]  
 Profesor/a: [dropdown]  
 Nombre y apellidos: [text]  
 DNI / Pasaporte Profesor/a: [text]  
 Provenance: University [dropdown]  
 Entidad: [dropdown]  
 Cod. Entidad: [text]  
 Otra: [dropdown]  
 Descripción: [text]  
 Email: [text]  
 Segundo Email: [text]  
 Cargo Universidad: [dropdown]  
 Cargo dentro del tribunal: [dropdown]  
 Orden: [text]  
 Fecha desde: 09/02/2017

[Limpia] [Añade]

Mostrar registros en baja lógica

Tipo de miembro (supplementary, proposal)	Calificación	Nombre y apellidos	Cargo Universidad	Cargo dentro del tribunal	Provenance (University / Entidad / Otra)	Departamento	Email	Fecha desde	Fecha hasta
T		PERICO de los palotes	57	Presidente	Otra: DGA	-		09/02/2017	

Once the data is entered, click "Add" and "Record". Records already recorded can be consulted, modified or deleted by clicking on the corresponding icon.

Members of the Court can also be entered, registered, once the minutes have been managed, from the "Professors Minutes" tab in the "Manage Minutes" menu of the Examinations.

### THESIS DIRECTORS

The director(s) of thesis will have been introduced before completing the data corresponding to the guardianship of doctoral thesis. They can be consulted or, if necessary, modified or deleted.

**UNIVERSIDAD DE ZARAGOZA Formación**

Gestión Doctorado > Inscripción y seguimiento > Inscripción y seguimiento

Clave : 0150 Perfil : AGTCD Usuario/a : -

**Registration and monitoring**

ID card / Passport: 9900010050 NIA  
 Surname and first name: Center 101\_Dpto4007\_Area650 CG 6.4.2004, Plaza 050 10050 NIP 10050  
 Subject: 78000 – Doctoral thesis  
 Type of subject: 4 – Doctoral thesis  
 Plan: 569 – Doctoral Program in Heritage, Societies and Border Spaces  
 Decree: RD 99/2011 Maximum end date Thesis

**Formulario de inscripción:**

Área de conocimiento: [ ]

Profesor/a:

Nombre y apellidos: [ ]

DNI / Pasaporte Profesor/a: [ ]

Procedencia:

Entity

Other

Descripción: [ ]

Email: [ ]

Segundo Email: [ ]

Cargo: [ ]

Categoría: [ ]

Position within the tribunal: [ ]

Fecha desde: [ ]

[+] Añadir [X] Limpiar

Mostrar registros en baja lógica

Nombre y apellidos	Cargo Universidad	Cargo dentro del tribunal	Procedencia (Universidad/Entidad u Otro)	Departamento	Fecha desde	Fecha hasta
Pedro Picapiedra			Universidad: 21 - Universidad de Zaragoza			

3 Professor registered in the system

© Professor not registered in the system

Provenance -----  
 University

Position within the Tribunal -----

Provenance (University/Entity/Other)

## 3.2 ENROLMENT

The tuition of doctoral thesis is carried out in the Doctoral School in a very similar way to that of academic tutelage of doctorate. Self-registration of doctoral thesis is not allowed.

If the student, as usual, is already enrolled in the guardianship in the same academic year in which the thesis is intended, "*Modification of tuition*" is accessed. Otherwise it is accessed by "*High Registration*".

As in academic guardianship, you can mark the potential for the subject to appear on the screen of subjects to be enrolled. Otherwise, the code will be entered directly on that screen.

### **SUBJECTS TO ENROLL**

In "Subjects to enroll", if the subject is already informed because the potential has been marked, the thesis subject is selected by clicking on the sign on your left. In case it does not appear, click on "Add" in the "*Plan*" tab, enter the code of subject 78000, search and add.



If the registration has not been informed the mandatory dates of the tab "Registration" of registration and follow-up, when going to add the subject will give the following message: "As of today, the reading of the thesis has not been authorised in registration and follow-up".

The screenshot displays a web application interface for student registration. On the left is a navigation menu with options like 'Maintenance', 'Citations of', 'Group processes', 'Listings Registration', and 'Consulta de documentos'. The main area shows a student's profile with fields for 'Nombre', 'Año', 'Centro', 'Estudio', 'Plan de Estudios', and 'Régimen'. To the right, there's a 'My license' section showing 'Subjects' (1) and 'Credits' (0). Below the profile is a progress bar with five steps: 'Mis Datos Personales', 'Statistical questionnaire', 'Subjects to enroll', 'Información del pago', and 'Confirmation & registration'. The 'Subjects to enroll' step is currently active. Below this is a section titled 'ASIGNATURAS A MATRICULAR' with 'OPCIONES' for 'Specialty', 'Course plus other', and 'Regime of Residence'. A table labeled 'R S MY SELECTION' shows a list of subjects with columns for 'Subject', 'Centro', 'Plan', 'Clase', 'Créditos', 'Ciclo', 'Curso', 'Módulo', 'Periodo', 'Grupo', 'Estado', 'Observaciones', 'Idioma', 'Convo. Consu.', and 'Pestaña'. One subject is listed: 'Q 78001 - Guardianship (first year)'. Below the table are tabs for 'Consolidada', 'Plan', and 'Fuera del Plan', a search bar, and a table with columns for 'Asignatura', 'Centro', 'Plan', 'Clase', 'Créditos', 'Ciclo', 'Curso', 'Módulo', 'Periodo', 'Grupo', 'Estado', 'Observaciones', 'Idioma', and 'Com. Consu.'. The table shows one subject: '78000 - Tesis doctoral'. At the bottom, there are 'Anterior' and 'Siguiente' buttons.

### PAYMENT INFORMATION

To continue, click on the "Payment Information" tab and fill in this screen.



— Academic data

Code	Description	Group	Language	Period	Class	Course	Module	Créd.	Conv.	sold out	Convalid.	Cód. P.I.	
78000	Doctoral thesis	99			0		ResearchXX	XX	XX	0.0		No	0
78001	Guardianship (First)	99			0		Research!	XX	XX	0.0		No	0

**Créd. Mat**    **Research 0.0**

— Fees and Registration Amounts

— Fees and Amounts

Concepts	Units	Unit	Amount	Amount	Total
Doctoral thesis	1.0		EUR 0.00	EUR 0.00	EUR 0.00
Doctoral academic guardianship	1.0		EUR 218,95	EUR 218,95	EUR 218,95
Total fees					EUR

Description	Amount	Total
School insurance	EUR 1,12	EUR 1,12
Opening of file	EUR 31,90	31,90
Fixed tuition fees	EUR 24,05	24,05
Defense of doctoral thesis	EUR 167,33	EUR 167,33
Total fees		EUR 224,40

— Total registration fee

The student Plaza 050 Control01\_Dpto4007\_Area650 CG 6.4.2004 with ID 9900010050 must pay

— Payment method

Payment method	Financial Institution
Date of printing	15/05/2017

El pago de los precios públicos no supone la aceptación de la matrícula quedando ésta condicionada a que el interesado reúna los requisitos establecidos. Esta liquidación es nula si lleva enmiendas o falta algún dato fundamental.

La autorización para la difusión del domicilio, en caso de ser afirmativa, supone la autorización a la Universidad de Zaragoza para ceder su dirección, nombre, titulación, centro, curso o ciclo a empresas del sector comercial y/o formativo o a organismos públicos con fines educativos y laborales.

Si eres estudiante con discapacidad y has indicado SI, la Oficina de Atención a la Discapacidad te enviará información de tu interés.

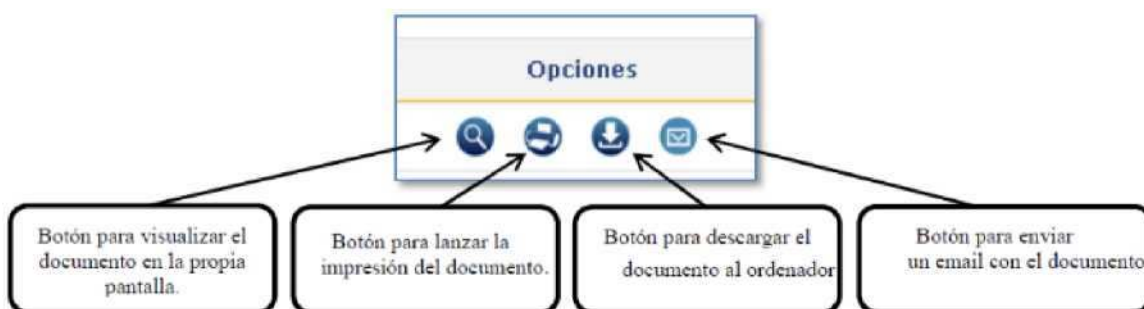
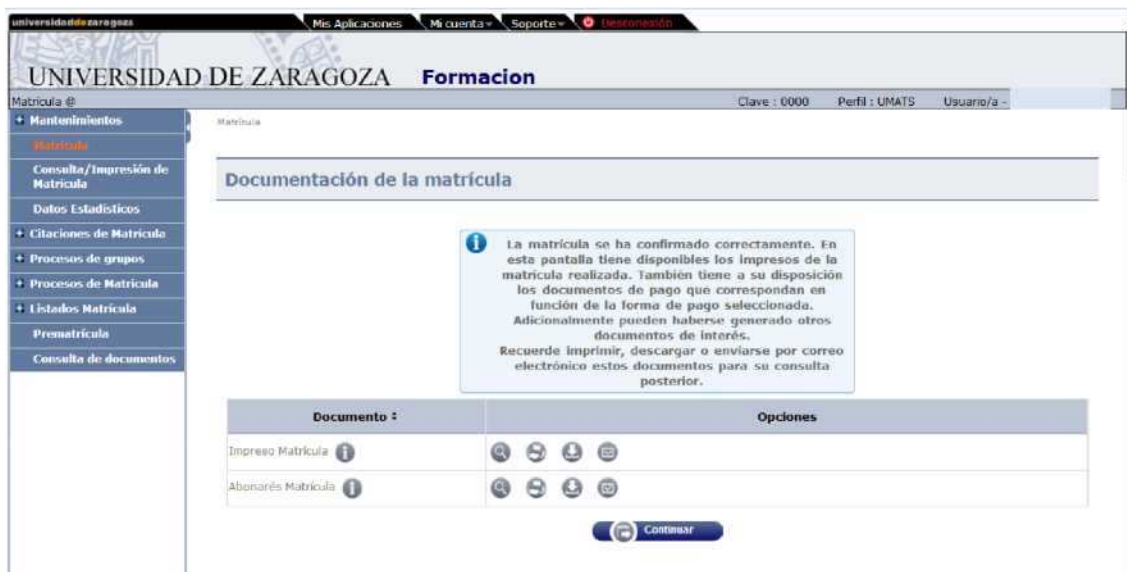
De acuerdo con la Ley Orgánica 15/1999 de Protección de datos de carácter personal, le informamos de que sus datos pasan a formar parte del fichero de estudiantes de la Universidad de Zaragoza, cuya finalidad es la gestión académica y administrativa de los estudiantes, así como su participación en los servicios universitarios, de acuerdo con lo dispuesto en la Resolución de la Universidad de Zaragoza de 16 de julio de 2001, de creación de ficheros. Le comunicamos que puede ejercitar los derechos de acceso, rectificación y cancelación de sus datos remitiendo un escrito al Sr. Gerente de la Universidad de Zaragoza adjuntando copia de documento que acredite su identidad.

The doctoral thesis will have an amount 0 in fees and tuition amounts and its corresponding amount will appear as "Thesis Deposit" in the administrative fees.

If everything is correct, press "Confirm" and the registration form that can be printed will appear. Then press "Continue".

After confirming the data of a license plate, the screen displayed by the user shows the complete list of registration documents generated:



In the event that you have chosen the payment method "Financial Entity", you should not forget to also print the payments, one for the entity and the other for the student, with which you can make the payment effective.

The message is continued, accepted and displayed: The license plate has been processed correctly. To end your session properly press OK.

If there were to be refunds of tuition of the subject doctoral thesis will proceed in the same way as in the tuition of guardianship, section 2.2 of this manual, Returns of tuition fees.

### 3.2.1 DOCTORAL THESIS TUITION WITHOUT A MINIMUM OF THREE GUARDIANSHIPS

When the subject of doctoral thesis must be enrolled without having enrolled in the previous academic years a minimum of three guardianships, the procedure explained in section 6.2 of Validation, PhD thesis registration without a minimum of three guardianships must be carried out previously.

### 3.3 EXAMINATIONS

The minutes of the doctoral thesis subject are always **individual minutes**.

#### 3.3.1 GENERATE SPECIAL MINUTES

■ Exams:

Examination minutes  
Generate special minutes

The screenshot shows the 'Generar actas especiales' form. The left sidebar contains a menu with options like 'Generar actas', 'Borrar actas', 'Gestionar actas', 'Recorre Actas', 'Generar actas especiales', 'Inscripción y seguimiento', 'Mantenimientos', 'Gestión de convocatorias', 'Listados', 'Prog. Internacional (alumnos que se van)', 'Gestión curricular', 'Inclusión individual', and 'Evaluación compensación'. The main form area has the following fields:

Año académico	2016/17 Anual
Centro	169 - Escuela de Doctorado
Plaza	569 - Programa de Doctorado en Patrimonio, Sociedades y Espacios de Frontera
Asignatura	79900 Tesis doctoral
Grupo	99
Convocatoria	1

At the bottom of the form is an 'Aceptar' button.

Data is entered and accepted. Student and dossier are selected and the screen with the student on which "Generate" is clicked. When generating, the "Execution & Print Queue Management Console" screen will appear.

The screenshot shows the 'Consola de gestión de colas de ejecución e impresión' screen. The left sidebar is the same as in the previous screenshot. The main form area has the following fields:

Aplicación	EXAS
Programa	GeneracionActasEspeciales
Forma de ejecución	<input type="radio"/> Difundido <input type="radio"/> Batch <input checked="" type="radio"/> Inmediato

Below these fields is a message: "No hay colas disponibles para esta aplicación".

The 'Notificaciones' section has a checkbox for 'Recibir notificación al terminar el proceso' (checked) and a text input for 'Dirección de email para recibir notificaciones y listados'.

The 'Selección a generar' section has a table with the following columns: 'Listado', 'Formato', 'Idioma', and 'Enviar por email'.

	Listado	Formato	Idioma	Enviar por email
<input checked="" type="checkbox"/>	instancias generar	PDF	Castellano	<input checked="" type="checkbox"/>

At the bottom of the form is a 'Procesar' button.

You can check if you want to receive notification at the end of the process and the attachment that

indicates whether the report has been generated correctly. For this, the email address is entered. If you do not want to uncheck the option "Send by email". It's accepted.

In both cases you can consult the execution of the process and then the result, using the processes and listings tabs respectively, located in "My Account" at the top of the screen.

### 3.3.2 MANAGE MINUTES

#### ■ Exams

IS Examination minutes

IH Manage minutes

To manage a report that has previously been generated, academic year, center, subject, plan and group are selected. The student's search icon will appear.

Año académico	2016/17 Anual
Centro	160 - Escuela de Doctorado
Asignatura	76000 Tesis doctoral
Plan	477 - Programa de Doctorado en Ciencias de la Antigüedad
Grupo	99
Convocatoria	1
Alumno	

Selecting student and file and pressing "Search". The minutes will appear with the name of the student and in the "Open" situation.



Collective	Tribunal	Collective description	Version	Status report *	Version type
		Center 10 L_Dpto4007_Area650 CG		Summary	Summary
		Center 10L_Dpto4007_Area650 CG		Open	Normal

When you select the open report, the access screen to the exam report will appear. The access key is entered, which for all records of the Doctoral School is A160, and is accepted.



## CONSULT MINUTES

When you accept you access the tab of the consultation of the minutes:



UNIVERSIDAD DE ZARAGOZA **Formacion**

Exámenes Clave : 0160 Perfil : SEXA Usuario/a :-

Actas de examen > Gestionar actas

<b>Centro</b>	160 Escuela de Doctorado	<b>Convo.</b>	1
<b>Año acad./semestre</b>	2016/17 Anual	<b>Grupo</b>	99
<b>Asignatura</b>	78000 Tesis doctoral	<b>Tribunal</b>	N
<b>Colectivo</b>	114 Centro101_Dpto4007_Area550 CG	<b>Versión</b>	1
<b>Situación acta</b>	A Abierta		
<b>Estudios</b>	7108 P.D. Patrimonio, Sociedades y Espacios de Frontera		

Selecionar Acta **Consultar acta** Marcar alumnos Calificar alumnos Profesores acta Listado Fin de Estudios

Apellidos y nombre	DNI	NIA	Calificación	Estado
Centro101_Dpto4007_Area550 CG 06.04.2004, Plaza 050	9900010050	10050		

Número de alumnos activos en la versión: 1

Fecha de apertura: 15/05/2017 Fecha de cierre: 15/05/2017

### QUALIFYING STUDENTS

The student is rated in the "Qualify Students" tab. The corresponding grade is entered and recorded.

In the "Month" drop-down, the appropriate one is selected.

UNIVERSIDAD DE ZARAGOZA **Formacion**

Exámenes Clave : 0160 Perfil : SEXA Usuario/a :-

Actas de examen > Gestionar actas

<b>Centro</b>	160 Escuela de Doctorado	<b>Convo.</b>	1
<b>Año acad./semestre</b>	2016/17 Anual	<b>Grupo</b>	99
<b>Asignatura</b>	78000 Tesis doctoral	<b>Tribunal</b>	N
<b>Colectivo</b>	114 Centro101_Dpto4007_Area550 CG	<b>Versión</b>	1
<b>Situación acta</b>	A Abierta		
<b>Estudios</b>	7108 P.D. Patrimonio, Sociedades y Espacios de Frontera		

Selecionar Acta Consultar acta Marcar alumnos **Calificar alumnos** Profesores acta Listado Fin de Estudios

Grabar

Mes: Mayo

Apellidos y nombre	DNI	NIA	Calificación	Estado
Centro101_Dpto4007_Area550 CG 06.04.2004, Plaza 050	9900010050	10050	Sin calificación	

Número de alumnos activos en la versión: 1

Fecha de apertura: 15/05/2017 Fecha de cierre: 15/05/2017

### TEACHERS MINUTES

If the members of the court have been entered in "Registration and follow-up", they will be already informed in this tab, being able to modify or delete also from here. If they were not entered, they can be entered in this tab.



These are mandatory fields:

- Member, you have to select **holder** to be taken into account for the closing of minutes.
- Position within the Tribunal
- Department
- Order

This data is recorded and the minutes are then closed.

The screenshot shows the 'Formacion' system interface for 'Actas de examen'. The top navigation bar includes 'Universidad de Zaragoza', 'Mis Aplicaciones', 'Mi cuenta', and 'Soporte'. The main header displays 'UNIVERSIDAD DE ZARAGOZA Formacion' and user information: 'Clave: 0160', 'Perfil: SEXA', and 'Usuario/a:'. A left sidebar menu lists various exam management options like 'Generar actas', 'Borrar actas', and 'Gestionar actas'. The main content area shows exam details in a table:

Centro	160 Escuela de Doctorado	Convo.	1
Año acad./semestre	2015/17 Anual	Grupo	99
Asignatura	78000 Tesis doctoral	Tribunal	N
Colectivo	114 Centro101_Dpto4007_Area650 CS	Versión	1
Situación acta	A Abierta		
Estudios	7108 P.D. Patrimonio, Sociedades y Espacios de Frontera		

Below the table is a form for 'Profesores acta' with tabs for 'Seleccionar Acta', 'Consultar acta', 'Marcar alumnos', 'Calificar alumnos', 'Profesores acta', and 'Listado fin de Estudios'. The form includes fields for 'Miembro', 'Profesor', 'Cargo Universidad', 'Cargo dentro del Tribunal', 'Departamento', and 'Orden', along with 'Grabar' and 'Limpiar' buttons.

### CLOSE MINUTES

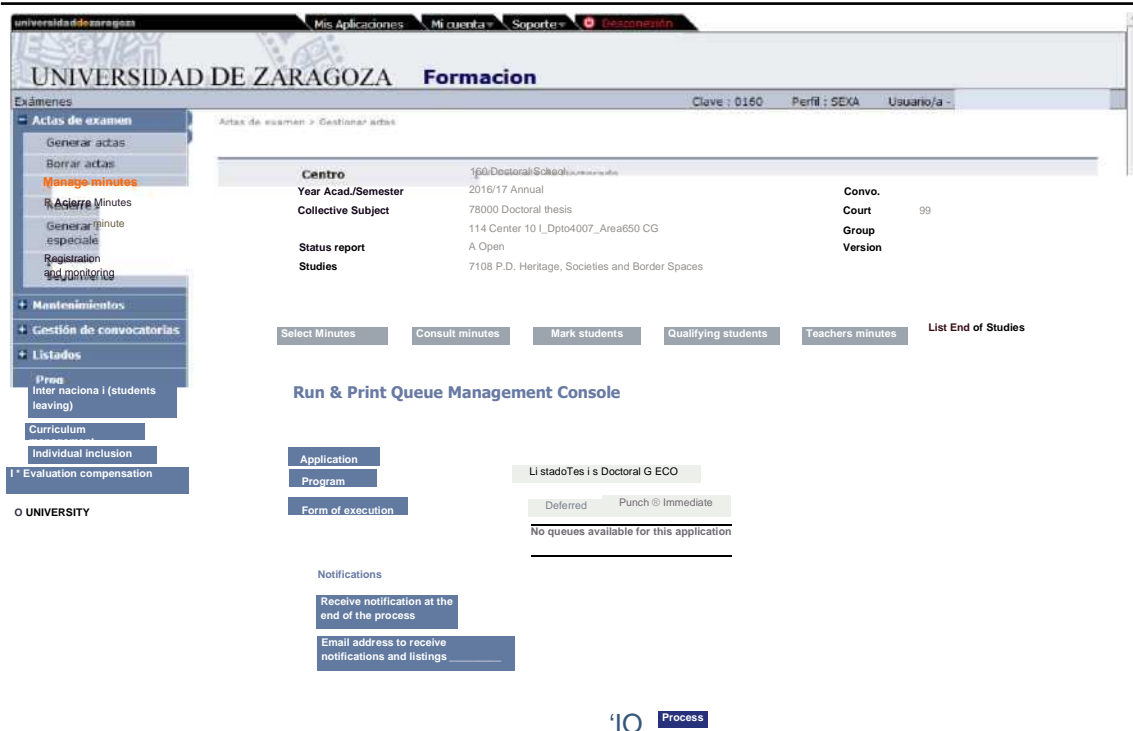
If the "Close Minutes" tab does not appear, it is because there are no at least five **tenured teachers** entered.

When you accept the closure, the "Execution & Print Queue Management Console" screen will appear again. The result can be received by mail or in Listings, in "My Account" at the top of the screen.

### FINAL LIST OF STUDIES

In the "End of studies list" tab, you can obtain the list of the minutes, whether the minutes are open, with or without qualification, or closed.

Clicking on this tab will display the "Execution & Print Queue Management Console" screen.



Notification of the process can be received by mail and notification and listing through the processes and listings tabs respectively, located in "My Account" at the top of the screen.

This list is identical to that obtained in the menu "List" of the same name and described in point 4 of this manual.

## 4. LISTS OF EXAMS

The lists of most useful minutes for the Doctoral School are the following:

- 4.1.1 List of end studies
- 4.1.2 List of students special subjects
- 4.1.3 List of records

In all listings, once the necessary data has been entered, the application refers to the screen "Execution and print queue management console".

### 4.1 FINAL LIST OF STUDIES

This list is a reprint of which is obtained from the tab "End list of studies" of "Manage minutes", with the difference that from this menu can only be obtained from closed minutes. However it has the advantage that you can request listings at intervals of subjects.

- List students subjects
- List notes generated
- List of ballots

■ Exams

- Listings
- Special Minutes Listings
- Final list of studies

- Actas de examen
- Mantenimientos
- Gestión de convocatorias
- Listados

- Reprinting of examination reports
- Reimp. minutes without duplicate
- List Class with Collective
- Listing stay, ratings
- List status minutes
- Listing minutes pend. close
- List Class without Collective
- Minutes for the introduction of teacher's qualifications
- Report Statistics
- Special Minutes Listings
  - List of final career project
  - List doctoral thesis
  - List of research sufficiency (individual)
  - List of research sufficiency (collective)
  - Final list of studies

Listado de fin de estudios

Año académico	2016/17 Anual	
Centro desde	160 - Escuela de Doctorado	
Centro hasta	160 - Escuela de Doctorado	
Plan desde	477 - Programa de Doctorado en Ciencias de la Antiquedad	
Plan hasta	575 - Programa de Doctorado en Lógica y Gestión de la Cadena de Suministr...	
Asignatura desde	0	Asignatura hasta 9999999
Grupo desde	0	Grupo hasta 9999
Convocatoria desde	1	Convocatoria hasta 3
Versión acta desde	1	Versión acta hasta 99
Colectivo desde	0	Colectivo hasta 99999

Aceptar

## 4.2 LIST OF STUDENTS SPECIAL SUBJECTS

Red 3  
Acceso a Internet

■ Exams

- IBListings
- IBList of students special subjects

An Excel list is obtained with data of the students enrolled (NIP, DNI, grades, principals, etc.).

It can be obtained by academic, center, plan, code and type of subject (4 Doctoral Thesis, 18 Doctoral Academic Guardianship).

- Actas de examen
- Mantenimientos
- Gestión de convocatorias
- Listados**
  - Reprinting of examination reports
  - Reimp. minutes without duplicate
  - List Class with Collective
  - List students subjects
  - List notes generated
  - List of ballots
  - Listing stay, ratings
  - List status minutes
  - Listing minutes pend. close
  - List Class without Collective
  - Minutes for the introduction of teacher's qualifications
  - Report Statistics
  - Special Minutes Listings
    - List of checks on the status of the minutes
    - List of checks for notices of court
    - Summary minutes
    - List Special Students

### List of students special subjects

---

Academic year

2016/17 Anual I

Academic year

2016/17 Anual p-I

Center from

160 - Doctoral School I

Center hasta

Plan desde

ER Doctoral School

Plan hasta

477 - Doctoral Program in Antiquity Sciences

Estudios desde

575 - Doctoral Program in Logistics and Supply Chain Management

Estudios hasta

7051 - Logistics and supply chain management

Clase de estudios

7198 - P.D. Heritage, Societies and Border Spaces

Asignatura desde

0

Asignatura hasta

9999999

Grupo desde

0

Grupo hasta

9999

Tipo periodo / Volar periodo

Convocatoria

1

## 4.3 LIST STATUS MINUTES

- Exams
- IB Listings
- IB List status minutes

A list is obtained in Excel format with the status of the minutes (open, closed or printed) and collective of the student, by academic year, center, plan from to, subject code (non-compulsory field) and call.

universidaddezaragoza
Mis Aplicaciones
Mi cuenta
Soporte
Disconexión

UNIVERSIDAD DE ZARAGOZA **Formacion**
Clave : 0160 Perfil : SEXA Uparno/a -

- Exámenes
- Actas de examen
- Mantenimientos
- Gestión de convocatorias
- Listados**
  - Reimpresión de actas de examen
  - Reimp. actas sin duplicado
  - Listado Clase con Colectivo
  - Lista alumnos asignaturas
  - Lista notas actas generadas
  - Listado papeletas
  - Listado estad. calificaciones
  - Listado estado actas**
  - Listado actas pend. cerrar
  - Listado Clase sin Colectivo
  - Actas para introducción de calificaciones del profesor
  - Estadísticas de Actas
  - Listados actas especiales
    - Listado de control de estado de las actas
    - Listado control convocatorias tribunal
    - Listado acta resumen

Listados > Listado estado actas

### Listado del estado de las actas

Año académico	2016/17 Anual	
Tipo estudios desde	I - Diplomatura o equivalente	Tipo estudios hasta: II - Tit. Extranjero No Homologado
Centro desde	160 - Escuela de Doctorado	
Centro hasta	160 - Escuela de Doctorado	
Plan desde	477 - Programa de Doctorado en Ciencias de la Antigüedad	
Plan hasta	575 - Programa de Doctorado en Logística y Gestión de la Cadena de Suministr...	
Estudios desde	7051 - Logística y gestión de la cadena de suministro	
Estudios hasta	7198 - P.D. Patrimonio, Sociedades y Espacios de Frontera	
Clase de estudios	Oficial	
Asignatura desde	0	Asignatura hasta: 9999999
Grupo desde	0	Grupo hasta: 9999
Tipo periodo / Volar periodo		
Convocatoria	1	

Sigma Unit/Academic Leadership

May 2017  
44/50

## 5. REGISTRATION LISTS

The application has two tuition lists that can be useful for the Doctoral School:

- 5.1 List of students with/without school insurance
- 5.2 Listing students enrolled

In both lists, once the necessary data has been entered, the application refers to the *screen "Execution and print queue management console"*.

### 5.1 LIST OF STUDENTS WITH/WITHOUT SCHOOL INSURANCE

- Registration
  - Maintenance
  - Registration lists
  - Students with/without school insurance

The application will generate a list per academic year in pdf or excel, of students with or without school insurance, as selected, their age, country, date of payment and total amount of insurance and separated by study plans if several are requested.

The screenshot shows the 'Formacion' section of the University of Zaragoza's registration system. The main heading is 'Listado de alumnos con/sin seguro escolar'. The form contains the following fields:

Año académico	2016/17-0
Centro Desde	160 - Escuela de Doctorado
Centro hasta	160 - Escuela de Doctorado
Plan Desde	477 - Programa de Doctorado en Ciencias de la Antiquedad
Plan hasta	575 - Programa de Doctorado en Logística y Gestión de la Cadena de Suministro
Separar por planes	<input checked="" type="checkbox"/>
Tipo de estudio Desde	1 - Diplomatura o equivalente
Tipo de estudio hasta	11 - Tit. Extranjero No Homologado
Estudio Desde	100 - Ciencias Ambientales
Estudio hasta	20938 - CAP
Con seguro escolar	S - Si N - No S - Si

An 'Aceptar' button is located at the bottom right of the form.

### 5.2 LIST OF STUDENTS ENROLLED

- Registration
  - Maintenance
  - Registration lists
  - List of students enrolled

The application will generate a list by academic year in pdf or excel, of the students enrolled in a plan or curricula, with all students ordered in alphabetical order or with the students ordered and separated by plans, according to the selection.

The screenshot shows the 'Listado Alumnos Matriculados' interface. The header includes 'UNIVERSIDAD DE ZARAGOZA Formacion' and user information: 'Clave: 0160 Perfil: SMATS Usuario/a:'. The left sidebar contains a navigation menu with options like 'Mantenimientos', 'Matricula', 'Citas de Matricula', 'Procesos de grupos', and 'Listados Matricula'. The main area has a search form with the following fields:

Año académico	2016/17-0
Centro Desde	160 - Escuela de Doctorado
Centro hasta	160 - Escuela de Doctorado
Tipo de estudio Desde	1 - Diplomatura o equivalente
Tipo de estudio hasta	11 - Tit. Extranjero No Homologado
Plan Desde	477 - Programa de Doctorado en Ciencias de la Antiquidad
Plan hasta	575 - Programa de Doctorado en Logística y Gestión de la Cadena de Suministro
Separar por planes:	<input type="checkbox"/>
Alumnos a Mostrar:	<input checked="" type="radio"/> Todos los alumnos <input type="radio"/> Sólo alumnos matriculados por primera vez <input type="radio"/> Sólo alumnos con convocatoria extraordinaria <input type="radio"/> Sólo alumnos de programa de intercambio <input type="radio"/> Sólo alumnos matriculados por primera vez, trasladados, adaptados y reconocidos
Alumnos matriculados por curso	Todos

At the bottom of the search area is an 'Aceptar' button with a green checkmark icon.

## 6. ACADEMIC VALIDATION

The Academic Validation module is responsible for ensuring that the student's academic information is consistent with the curriculum, academic standards and stay regime in force during the student's teaching period.

- 6.1 Individual reconstruction
- 6.2 Doctoral thesis registration without a minimum of three guardianships
- 6.3 Change of permanence regime

### 6.1 INDIVIDUAL RECONSTRUCTION

This process regenerates all the information in a file from its opening to the present moment.

- Academic Validation Sigm@:
  - Reconstruction of the file
  - Individual reconstruction

Student and dossier are selected and the following screen will appear:



The reconstruction of the file without laundering anything is an option that will be used regularly.

To do this you click

**Rebuild**

The reconstruction can be completed correctly, in which case the following message will appear at the top of the screen:

Reconstruction of milestones performed correctly

But reconstruction can give errors and, in that case, the following will appear:

All subjects placed but the dossier  
he's got punishments.

In this case by pressing the "Inquire incidents" button you can find out what punishment it is and clicking on "Show Traces" you can get more detailed information.

## 6.2 DOCTORAL THESIS TUITION WITHOUT A MINIMUM OF THREE GUARDIANSHIPS

When the subject of doctoral thesis must be enrolled without having enrolled in the previous academic years a minimum of three guardianships, when trying to save the academic data of the enrolment, the following message will appear informing that it does not meet a tuition requirement that prevents continuing with it:

*Requirements: To enroll in the subject 78000 a minimum must be completed of 3 subjects of the subjects*



78001,78002,78003,78004,78005,78006,78007,78008 (Type A Code 2)'

In these cases, to be able to register the doctoral thesis, it is necessary to authorise this requirement in advance to each student who must fail to do so.

- Academic Validation Sigm@
  - ⌘ Regime of permanence
  - ⌘ Authorisation

The procedure is as follows:

- NIP and file are selected.
- The type of authorisation and the corresponding rule is selected (if we do not know the requirement, this will give us tuition when trying to save the academic data of the student's tuition, A- Requirement Subject Plan and rule 2).
- You can also select by consulting all requirements, selecting the type of authorisation and clicking on the magnifying glass in the Rule field that corresponds.
- It is authorised for the corresponding course with one year of application and recorded. The log will be displayed at the bottom of the screen and can be consulted and, if necessary, deleted, cancelled or modified.
- The student can then be enrolled in the doctoral thesis subject.

### 6.3 CHANGE REGIME OF PERMANENCE

In this menu you can change the regime of permanence applicable to a dossier for a given academic year or for several.

It can be done before registration or later. The application will calculate the final date of the thesis



according to the student's stay regime.

- Academic Validation Sigm@
  - IB Regime of permanence
  - IB Change of permanence regime

Student and dossier are selected.

To make a change of permanence regime is selected:

- Academic year, from which the new regime of permanence applies.
- Stay arrangements: full-time student or part-time student.
- Date of registration of the change.
- This is a temporary regime change. If this option is checked, the Temporary Scheme section will appear, in which it is necessary to indicate the years of application and the year and date when the change of regime is restored.

Régimen nuevo	
Año académico	2016/17-0
Fecha de alta del cambio	16/05/2017
Régimen de Permanencia	0 - Estudiante a tiempo completo
Se contabiliza como cambio de régimen	<input type="checkbox"/>
Se trata de un cambio de régimen temporal	<input checked="" type="checkbox"/>

Régimen temporal	
Años aplicación	
Año académico en que se restaura el régimen 0	2016/17-0
Fecha de alta del cambio	16/05/2017

## 7. DOSSIERS

The menus of the dossier module that will frequently have to use the Doctoral School are the consultation of files, the list of statistics and possible studies.

### 7.1 CONSULTATION OF FILES

#### ■ Files Sigm@

Consultation of files

Student and dossier are selected.

Individual file management

File Consultation

P\* CentralOI Dpto4007 Area650 CG 6.4.2004, Plaza 050 ID 9900010050

name N.I.P.10050 N.I.A. 10050

Centre Doctoral School Branch Arts and Humanities

Type of study Doctorate Studies 7108 - P.D. Heritage, Societies and Border Spaces

Curriculum 569 - Doctoral Program in Heritage, Societies and Border Spaces Specialty 0 - No specialty

State ... Number of 1333633

dossier dossier

Nueva consulta Mis datos Mi expediente Mis trámites Normativa

My file > Current year

Printable version Include average rating of the expediente

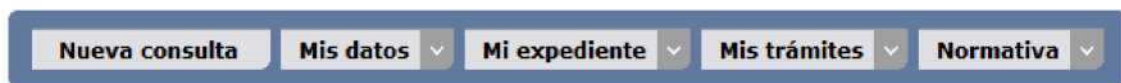
The notes in parentheses are not final until the closing of the minutes

Hover over the symbol where it appears, to display the partial grades of the subject

Hover over the symbol where it appears to display information about the exam review.

Year	Académ. Code.	Description	CR	GR	Call	Rating	C.N.	CVL	Asig type	CIC	CUR	Mod.	Observations
2016/17-0	78000	Doctoral thesis 0.0 99 May Not presented											N [Investigation X XX

The following buttons have a drop-down menu to choose different options:



Specifically in *My dossier*, *Thesis Monitoring*, you can consult thesis data, directors and activity document.

### 7.2 LIST OF STATISTICS

This list consists of a broad selection criterion to obtain personal and academic data, by academic year of enrolment and one or more studies or type of studies.

■ Files Sigm@

List of statistics

The screenshot shows the 'Criterios de selección' interface. It features a left sidebar with navigation options like 'Reconocimiento de créditos y actividades', 'Listados', 'Estudios Posibles', and 'Reconocimiento y transferencia de créditos'. The main area is titled 'Criterios de selección' and contains several sections: 'Campos a seleccionar' with a list of fields such as 'Asignación sin matricular', 'Año Pas', 'Año primera matrícula', 'Centro', 'Centro COU/FP', 'Código del Plan', 'Correo electrónico', 'Correo electrónico 2', 'CP de domicilio del curso', 'CP de domicilio habitual', 'Curso Actual', 'Descripción del Plan', 'Difusión del domicilio', 'Domicilio del Curso', 'Domicilio Habitual', 'DNI/Passaporte', 'Especialidad CFGS', 'Estado/Motivo', 'Estudio', 'Fecha anotación matrícula', 'Fecha de alta de matrícula', 'Fecha de modificación de matrícula', 'Fecha nacimiento', 'Grupo Mayoritario', 'Itinerario', 'Lengua Extranjera DAU', and 'Localidad de domicilio del curso'; 'Curso académico' with a dropdown menu; 'Centro' with a dropdown menu; 'Estudios' with a list of study options; and 'Tipo de estudio' with a list of study types like 'Diplomatura o equivalente', 'Licenciatura o equivalente', 'Doctorado', 'Estudios Propios', 'Grado', 'Máster', 'Doctorado', 'Máster y Doctorado', 'Acceso a la Universidad', and 'Tit. Edificatorio No Homologado'. A 'Cambiar' button is located in the 'Campos a seleccionar' section, and an 'Aceptar' button is at the bottom right.

Once the necessary data has been entered, the application refers to the "Execution and Print Queue Management Console" screen.

### 7.3 POSSIBLE STUDIES

Sometimes the study in the process of registration is blocked. To unlock it you have to access it from this menu.

■ Files Sigm@

IB Possible studies

Student and dossier are selected. In the Possible Studies tab, click the reactivate icon and accept it.



