

Essential Package

Complete Package

Included in all packages:

- ◆ Phone and email support
- ◆ 100 GB storage space included
- ◆ Training
- ◆ Technical maintenance
- ◆ Installation
- ◆ Free updates

ESSENTIAL

Staff Positions

» The Staff Positions module allows the creation of the document based on which payments are made by completing and describing teaching activities for both base workload norms and hourly-paid activities.

Curriculum Plan

- » Structure of the curriculum plan (number of semesters, hours per week, hours of practical activities)
- » Clear and well-organized structure: number of semesters, hours per week, practical activities adapted to current educational requirements
- » Configuration of subjects: mandatory, optional or elective
- » Categories: fundamental, specialization or complementary
- » Quick assignment of teachers to subjects
- » Import and export of the curriculum plan for simple and fast management
- » Possibility to define the formula for calculating the grade average (exam, seminar, laboratory)
- » Course description provides a concise overview of each university subject, including objectives, content, teaching methods, credits, learning outcomes, instructor details, and assessment criteria.

Committees

» Creation of committees for monitoring, analyzing, drafting and harmonizing university documents.

University Staff Management

» Efficient management of all user categories: teaching staff, administrators, dorm managers, and administrative personnel

Student Management

» Import and automatic assignment of students into groups and ability to modify their status (e.g., expelled, interrupted studies, re-enrolled)

Online Gradebook

» Allows electronic verification of the academic situation

» Viewing and editing the gradebook depending on user type and assigned subject

Student Attendance

» Simple management of student attendance for access to exams and retakes. Provides clear and complete records of each student's participation in academic activities.

Grades Summary

» Automatic generation and downloading of the justificatory document that centralizes students' grades for each academic year, subject, and group.

Statistics & Reports

» Reports on credits and grades centralize student results, indicating subjects taken, grades obtained, useful for monitoring academic progress, official records, and international study equivalences

Elective Subjects

» Procedure for selecting elective subjects:

1. Distribution of students to optional subjects according to their submitted choices
2. For courses where more students choose a subject than the number of available spots, assignment is performed by the Secretariat within the limit of available spots for each subject

Configuration Electronic Identity

» Users can manage multiple roles from the same account

» Prevents unauthorized access to infrastructure, applications, and data

» Administrators can manage resources and organize users based on needs and roles while maintaining IT system security

University Structure

» Defines, edits, and manages the university structure at the level of: faculties, departments, study cycles, fields, programs, years, series, groups

Calendar

» The Memento function sends personalized notifications before each activity to avoid omissions. Reminders can be personal or shared with others, improving coordination and deadline compliance

Report incidents **NEW**

» Allow students & teachers to anonymously report serious issues, such as substance abuse, violence, misconduct, or other ethical concerns that may arise within the university environment. Also the administrative staff can manage, categorize, and flag the reports.

Messages **NEW**

» Allow sending individual messages or messages to specific interest groups, such as all administrative staff, all students from a certain academic year, or from a specific program of study. When a message is received, the recipient also receives a push / email notification.assessment criteria.

COMPLETE

All Essential modules plus:

Financial Module

- » Tuition and re-examination fees / other services
- » Students can pay fees directly through the platform
- » Revenue and expenses:
 - Receipt management
 - Bank transfer payments
 - Specific reports
- » Fee classifications
- » Connectivity with the university's accounting software (import-export of data)

Digital Library

- » Aggregates digitized collections of: courses, books, manuscripts, publications, journals, cartographic resources, audio-video resources. Includes search and sorting options by relevance, publication date, etc.

Files

- » Allows storage and distribution of important academic documents: courses, teaching materials, forms, declarations

Video Lessons

- » Teachers can hold online classes integrated with Zoom, Webex, Meet

Scholarships

- » Define scholarship criteria
- » Define scholarship types:
 - Performance (including International Olympic Merit);
 - Merit;
 - Social (including occasional social scholarship);
 - Special;
 - Erasmus;
 - Scholarships for the didactic master's program.
- » Define budgets
- » Assign scholarships
- » Scholarship reports

Mobile App for Students

- » Quick access to courses, grades, attendance, real-time notifications, and direct messages with teachers. Helps students stay connected to academic activity.

Documents NEW

- » Creation and management of university documents, including: admission orders, re-enrollment, transfer and expulsion orders.

Erasmus

» This module allows easy management of the academic journey for Erasmus students:

- **Flexible subject selection:** Once added to the system, Erasmus students have direct access to a complete list of subjects available for the entire program. They can personalize their list by adding/removing subjects based on preferences and goals.

- **Approval and monitoring:** Teachers can quickly approve or reject selected subjects. Erasmus student information becomes available to teachers and secretariat for easier academic progress monitoring.

Academic Profile NEW

Research Activity Management

» The Academic Profile module offers an efficient tool for managing and centralizing scientific activity in one place.

» Manage personal and institutional affiliation data

» Define research domains and scientific interests

» Add scientific publications manually or via integration with Google Scholar, Scopus, Web of Science

» Add research projects, diplomas, awards, and patents

» Generate personalized reports for institutional evaluations

Admissions

Administrator:

- » Create session:
 - Session name and description;
 - Setting the periods within the application process and the actions allowed in each period;
 - Setting required documents (select from predefined list or create custom document)
 - Setting application fees (paid via bank transfer)
 - Setting application options
- » Session actions:
 - View and edit session details;
 - Publish session & view published sessions;
 - Close session & view closed sessions;
 - Delete session
- » View list of candidates
- » View a candidate's application file
- » Admission management - ability to transition between statuses:
 - File validation;
 - Candidate rejection;
 - Requesting modifications from candidate;
 - Adding grades;
 - Candidate allocation (manual or automatic based on grades and chosen options)
 - Confirmation of required documents and fees for securing the admitted spot
- » Send message

Candidate:

- » View session information
- » Apply to available sessions:
 - Select application options & priorities;
 - Complete and upload required documents;
 - Upload proof of fee payment.
- » View application file
- » Edit application file (if requested by admin)
- » Withdraw application
- » Confirm allocated spot
- » View session history

Dormitory & Housing Services Management System

User Management

» Easy administration of all users: students, administrators, dorm managers, and administrative staff

Accommodation Management

» Full management of accommodation requests, allocation processes, transfers, and room releases

Document Generation

» Automatic issuance of accommodation requests, contracts, and administrative decisions populated with student data

Student Account

» Personalized digital space for each student with information on accommodation, documents, payments, and notifications

Housing Space Management

» Efficient organization of dorms, rooms, and available spots with clear capacity and occupancy records

Financial:

» Automatic generation of payment orders. Tracking of payments and outstanding amounts

Cost Management

» Configure and adjust fees based on room type, accommodation period, or other specific factors

Reports

» Detailed reports on occupancy rate, revenues, requests, and other relevant statistics for decision-making