

**ANALYSIS OF REQUIREMENTS FOR
IMPLEMENTATION OF SOFTWARE SOLUTIONS FOR
THE NEEDS AND FUNCTIONS OF DEPARTMENT OF
STUDENT AFFAIRS BY ECTS OF STS. KLIMENT
OHRIDSKI "- BITOLA**

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Table of contents

1. Introduction	3
1.1. Study Cycles	4
1.2. Credits and methods of evaluation	4
1.3. Data for subjects and credits	5
1.4. Statistical data for the purposes of rector / university	5
2. Student affairs.....	6
2.1. Files for students	6
2.1.1. Personal information for students	7
2.1.2. Additional information for students	7
2.1.3. Data for completed education.....	7
2.1.4. Information for students who is registered in some unit of the university	7
2.1.5. Enrollment information and endorsement of semesters	8
2.1.6. Financial data	9
2.1.7. Data about passed exams	9
2.2. Applied exams.....	10
2.3. Exam (final exam and colloquia) – Statistical reports	10
2.4. Students switching from one study program to another	11
2.5. Transfer of students from one to another Unit of the University, i.e. from one to another higher education institution in the country and abroad	11
2.6. Issuing of certificates, confirmation documents, forms, announcements and other necessary documents	12
2.6.1. Confirmation documents.....	12
2.6.2. Certificate for passed exams	12
2.6.3. Certificate for the acquisition of expert knowledge and passed exams	13
2.6.4. sign out document	13
2.6.5. Producing reports and bulletin board.....	13
3. For students.....	14
3.1. Student File	14
3.2. Subjects	15
3.3. Exam-Registration.....	16
3.4. Registration and verification of Semesters	17
3.5. Issuing certificates and other needed forms	18
3.6. Schedule	18
3.7. announcements.....	18
4. For Teachers	19
4.1. Subjects	19
4.2. Exam sessions and registration of exams:	19
4.3. Results of the exams.....	20
4.4. Announcements	20
4.5. Reports, Reviews, Statistics	21
5. Implementation	22
5.1. Implementation of project phases.....	22
5.2. Implementation dynamics of project phases.....	22

1. INTRODUCTION

The European Credit Transfer System is a system of academic recognition of studies based on: information on study programs and student achievement, mutual trust between the units or research institutions of the University, mutual bargaining between the partner institutions of the University and other institutions in the country and abroad and a use of credits (points) as a measure of student workload.

The system should cover all the features arising from the unique basis of the organization and implementation of study programs and mode according to the European Credit Transfer System (see Appendix - Regulation on the single credit system and the transition from one to another academic program, or from one another unit of the University).

The system should also cover the functionalities arising from the established bases for organizing and implementation of mobility of the students from one university to another unit or from one to another high education institution in the country and abroad (see Appendix - Guidelines for student mobility from one unit to another or from one university to another high education institution in the country and abroad). The system should coordinate the equivalence, i.e. the compatibility of the optional subjects in the study program to which the student is enrolled, the migration from one unit to another within the university or to migrate from one higher education institution in the country and abroad (See attachment-law compatibility of elective courses).

The system will cover the functionalities coming from the evaluation and grading of colloquiums and other forms of continuous evaluation, as well as the form of recording of achieved results (see Appendix - Way of Evaluation Guidelines).

The system should allow flexible definition of the content and rules of studying. This means that the universities should be able independently (without intervention in the source code) to define data for the exams, the rules and criteria of studying, ways of financing and so on.

In order to facilitate and intensify communication among students, professors and universities, with the enrollment, each student must provide email address by which it would take place. Given the variability of these data an opportunity for updating the address should also be provided.

An important component of the system is data security (automatic backup) and levels of data access. It should provide an opportunity for defining the rules for access to various classes by the users of the system so that any user (regardless of which computer work) has its (pre-defined) set of available functionality of the system. At least 5 levels of access should be provided, so every user could belong to any of them. Protecting the identity of the user should be based on public username and secret password that fulfills all the security criteria. For the special features of the system will be available only to professors / assistants (entering grades in exams, etc..) an extra protection should be provided, as in terms of physical location (computer or office) from where they will operate, so and in terms of protection with a special password for each examination of each session.

The public information derived from the system, should be publishable in different forms compatible with the local information system of each of the faculties.

The obligation of the faculty of forming and processing of documentation of studies and students is regulated by law and it must remain intact, so the system needs to provide computer support for processing and printing of documents where this process allows. In that sense, in addition to this document prescribed forms are given which are to be generated by the system, i.e. to provide way of their processing.

1.1. STUDY CYCLES

The system should cover all periods of study at university level (see Appendix - Rules for ECTS - Article 3, 4, 5, 6) and the structure of academic programs. There are cycles of the following studies:

- The first cycle of study – undergraduate
- second cycle of study - Postgraduate Studies
- Third Cycle studies - PhD studies
- The first cycle of professional studies
- Specialist Degree

Based on the curricula of the faculties a base of compulsory and elective courses should be formed per year and guidance, which allows the formation of student records based on registered cases during the semester enrollment.

The curricula are composed of compulsory and elective subjects. Also objects may, but need not, be grouped into modules, and compiling the study program should be modular in both the compulsory and optional subjects, and independent subjects can also be added. A possibility of relating certain subject's listening or testing with the listening and passing of any other subject. Subjects may be separate and / or belong to one or more modules. The student can enroll on the Web to configure the objects of study program and obtain proper ID. After payment confirmation is made of enrolled subjects and to be verified by e-mail and be able to see the appropriate Web web site.

1.2. CREDITS AND METHODS OF EVALUATION

The system should provide input for the credits of objects and their possible modification. Student to know exactly which object and how many points which activity brings. It is a review of the manner of calculating the credit.

The credit is relative numeric integer value that defines the subject programs, which describes the quantity of work the student in relation to the total quantum of work required to complete one academic year of the unit at the University.

The number of credits (points) for the subject programs is determined on the basis of lectures, colloquia, or final exams, consultations carried exercises, conducted practical work, preparation of seminar papers, field work, independent / homework, studying in the library, mentoring other students, made or implemented projects, specialist paper, master thesis, doctoral thesis, etc.. (See attachment - Rules and Guidelines for ECTS assessment).

1.3. DATA FOR SUBJECTS AND CREDITS

Automatic calculation needs to be provided for the acquired credits and checking accomplishment of the conditions for taking a particular exam, the system should provide an opportunity for updating data items (type of subject, title, number of classes, credits, professor, etc.). In this way base is formed from which educational programs for years and guidance will be created.

The system should provide intuitive and easy way to enter the rules and norms for obtaining degrees in accordance with the ***Regulations for the introduction of unique bases for organizing and implementing programs of study and mode of study according to the European Credit Transfer System (ECTS) at the University***. This applies to all students studying under the new system. For students who have launched studies and follow to previous ways of studying, the records will be conducted through the existing system until the exhaustion of the studies.

1.4. STATISTICAL DATA FOR THE PURPOSES OF RECTOR / UNIVERSITY

Based on the data processed by the faculties, the rectorate should be able to establish the necessary statistical (and other) reports. For that purpose should be a database that periodically (automatic / semi-automatic), the flow data from all units of the university. Based on the information thus collected, will rector may at any time to create reports needed to perform their functions? The content and form of required reports and dynamic updating of the university database would be created after the establishment of higher-education systems.

2. STUDENT AFFAIRS

From the user point of view, the system should cover all functions that arise from the legal obligation of the units of the University of record keeping for courses taking place in them. In addition, additional functionality are to be provided that will simplify the process of exchanging data and documents, which would get greater access to information and reduce the physical size of the processing performed by the Student Affairs departments and professors

Student service should have access to all data about students made their adjustments and amendments, if needed. It performs a verification of semesters, issues certificates, forms and other required documentation.

Services for Student Affairs act within the professional services at universities. They work for student affairs officers who participate in the implementation of the following processes:

- registration of students and their home record

The registration of students is done at Student Affairs by submitting the proper documentation and payment. Data are then taken by the software for the entrance exam. The data which are stored in software can be entered additionally when the student is enrolled to the appropriate study program.

- keeping records of data on the course of study for students
- Issuing certificates, certificates and so on.
- Reporting and advertising - bulletin board
- Preparation of statistical and other reports on studies.

System Student Affairs Management should provide the following functions:

- Publication of information from the work of faculty - an electronic bulletin board (schedules, announcements, results of exams, ranking lists, etc.).
- Registration, certification, registration / deregistration, preparation of certificates and other documentation from the student affairs locally and through internet.
- To connect to one another, ie, the enrollment of subjects to be under: ***The rules for ECTS and the student section progressing through the study program that is Articles 14-22.***
- Students can receive information that is of interest in terms of scheduling of examinations, verification of semesters, results of exams etc.. for studying local and online

The system should be compatible with MS Windows and is based on MS SQL Server and NET.

2.1. FILES FOR STUDENTS

For individual students, depending on whether regular or part time, has a access for storage and review of personal data and all data from registration, course of studies and examinations, if it is a student in the higher semesters, with appropriate prior to entry ID, name or number of index.

To simplify and expedite the process of entering personal data on enrollment of students, an option is added to take them from the software for

ranking applicants confirmation after the competition for enrollment of students. In addition to this automatic, an opportunity for manual input of the personal data on students and their updates (additions and corrections) should be available.

Office of Student Affairs keeps and updates the student record. In the student's file should be stored the following data:

2.1.1. PERSONAL INFORMATION FOR STUDENTS

- Name
- Father's name
- Surname
- ID Number
- Address of permanent residence
- Municipality
- City
- Phone
- Nationality
- Citizenship
- Sex

2.1.2. ADDITIONAL INFORMATION FOR STUDENTS

- Father's Occupation
- Mother's Occupation
- Address

2.1.3. DATA FOR COMPLETED EDUCATION

- Completed secondary education
 - o School - School Name
 - o Profession
 - o Municipality
 - o City
- success of secondary education
- diploma number of accomplished education
- type of scoring and total points - for students who are enrolled in the first cycle of study
- Data of Education if the student is enrolled for the second, third, the first cycle of vocational studies or specialized studies.
- Year of completion of previous education

2.1.4. INFORMATION FOR STUDENTS WHO IS REGISTERED IN SOME UNIT OF THE UNIVERSITY

- Number of index (file) the student
- Date of opening the file for the student
- General information
 - Which enrollment cycle he passed
 - student status - whether full time or part-time student, or written off if the student give up their studies or transfer to

another unit to study whether it is within the University or not; system should allow tracking of the status of students and creating proper documentation in case of migration from and faculty.

- The program of study in which the student is enrolled.– Guidelines are given by the unit of the University.
- Department of enrolled students who
- Category which belongs to the student - for students of first cycle studies, there are several categories that can be classified. This determines the manner of funding to students. There are the following categories:
 - o Normal (with participation - Government quota and fees)
 - o Students without parents - without the participation
 - o invalids of second and third group - no participation
 - o Disabled - no participation
 - o People raised in homes for abandoned children - no participation
 - o security forces - no participation

The division of categories is related to way of payment (state quota, co-released from participation, re-entering the academic year)

- Study Program
 - Cycle of study - the system should cover all periods of study (see Rules for ECTS - Article 3)
 - Structure of the study program in dependent of the cycle of study (see Rules for ECTS - Article 4,5,6)
- Gaining of credits, rights of taking the exams and rights to acquire vocational preparation (see Rules for ECTS - Article 7,8,9,10,11)
- School year of graduation
- Date of graduation
- Success of study
- Certificate of graduation number
- Date of certificate
- Number of degrees issued
- Date of issuance of the diploma
- Note

2.1.5. ENROLLMENT INFORMATION AND ENDORSEMENT OF SEMESTERS

Records and inspection of the data when the semester enrolled

- School Year - current school year
- Number of semester
- First registration / re-registration
- Regular / Associate
- Certified / uncertified
- Note - per semester

The process of registration and verification of the semester should be conducted to ensure efficient processing of documentation in support of test conditions required for registration / certification of the semester. The system should provide control whether all conditions for registration / certification are met and appropriately respond.

In developing software modules for registration of items the: **Rules for ECTS** should be considered, especially the **Articles 14-22**.

2.1.6. FINANCIAL DATA

- Table with chores and payments
 - Types of payment (for exams, write the year, compensation, insurance, re-taking the exam, etc.).
 - The amount of duty
 - The amount of payment
 - Current balance

Student should have access through web site to have an overview of all necessary payments, calculation of amounts and display all necessary bank accounts and examples of completed orders.

2.1.7. DATA ABOUT PASSED EXAMS

- Name of subject
- Which semester is enrolled in
- Fund of classes
- Number of credits
- With which Professor
- Additional activities
- School Year
- Testing session when he passed the exam
- Date of examination
- Date of publication of the result
- Ordinal number of the application for the subject (first, second,...)
- Date of application
- Date of examination

If the student is not satisfied with the resulting grade for a subject, it is possible to reverse and the test can be re-taken. For cancellation of already passed the exam, the student must submit an application for annulment of the examination in the Office of Student Affairs. Request for re-taking a test, can be taken out by the service for student affairs or can be applied through the Web page where the student fills out the required fields, print it and submit to Student Affairs. The request must be delivered to Student Affairs due to the sensitivity problem.

On the Web site the student can have an overview of which exams can he re-take and under which rules and conditions.

- Achieved success - Grade

Information about student success should be available at any time: The grades for each exam, the number of credits received from each exam, the way the credits are obtained and current average status of the student.

The student can have on line overview of demonstrated success after each exam passed.

- Number of application - Each application has its own:
 - date of filing,
 - which exam
 - with which professor
 - semester in which the subject is attended
 - test questions
 - Evaluation
 - The number of times the exam is attended

For a certain exam more applications can be applied out of which only one should have a passing grade (the last one). The system has to control the applications so there will be no double grades and applications for one exam.

- Note - for exam

Data on registration and verification of semesters, financial data and data from the exam are formed according to the study flow records.

2.2. APPLIED EXAMS

Office of Student Affairs should have an overview of all applied examinations by students. Based on the filled applications this office prepares a list of students which will attend a certain exam.

The application number is assigned by the system at the time of its application. This number is actually a confirmation that the application is entered into the system. Based on the registered applications, the system will make a list of students - candidates which will attend the exam.

The lists they can be created according to: study program, alphabetical order, semester, or by way of application (usually an application or Web application) etc.

2.3. EXAM (FINAL EXAM AND COLLOQUIA) – STATISTICAL REPORTS

Once the examination is completed, recording of grades, deployment of applications to the personal files of students and publication of list of passed candidates, this service can prepare various reports:

- By subject
 - How many students applied for the exam and how many have passed it ;
 - Overview by test sessions, how many applications are recorded for each session, how many of applied students attended the exam and how many have passed it;
 - Average positive grade on the exam (ratio between the total received positive grades with the number of candidates which have passed it.) – according to examination sessions and the chance to compare the average positive grades of each examination session.
 - Average grade on the exam (ratio between total scores on the exam - positive and negative and the number of exam candidates)
 - Review - out of passed students, how many passed with each grade:10,9,8,7,6 ;

- review of candidates who passed the enrolled subject for the first time and summary by scored grades - 10,9,8,7,6 and average received positive grade of those who enrolled the subject for the first time.
- By study program
- After the test session or colloquium week

2.4. STUDENTS SWITCHING FROM ONE STUDY PROGRAM TO ANOTHER

The system should allow easy updating of data for the student who wants to be switched from one study program to another, in the frame of unit at the University. The student should apply for the implementation of mobility and appropriate documentation to transfer from one to another study program. This means that the student can complete the form on the Internet and can immediately print. The document stands and ID. If the student needs to pay, is paid to the respective ID. The application must be submitted in the office of Student Affairs. Approval of the request or notice due to incomplete documentation or failure to be transferred via e-mail notification.

- Through the Web site of the faculty student login. Also. There is and other options of submitting an application for transfer from one to another study program.

Transferring students from one study program to another in the frame of the unit of the University is governed by "Guidelines for the mobility of students from one unit to another or from one university to another higher education institution in the country and abroad on the basis of article 57, line 9 of the Law of Higher Education "(see Guidelines for mobility of Article 2-11)

Equivalence of subject - will be used for migration from in the faculty from one to another program. In the future it would be good to can afford this on the university level.

Equivalence of subjects covers which subject of which organizational unit or study year covers wholly or partially any other subject. This equivalence provides students transferring from one program to another study program in the same or other faculty in the organizational units of the faculty.

For students who are enrolled from other faculties, the equivalence should be created with recognition of subjects or the appropriate number of credits from some subject of a specific form in which all subjects are shown for the respective study program.

The other subjects that will not find equivalence are treated as optional.

All documentation for the student mobility is an integral part of the student's file.

2.5. TRANSFER OF STUDENTS FROM ONE TO ANOTHER UNIT OF THE UNIVERSITY, I.E. FROM ONE TO ANOTHER HIGHER EDUCATION INSTITUTION IN THE COUNTRY AND ABROAD

According to the Law on Higher Education is made possible mobility of students from one unit of a University or another higher education institution in the country and abroad.

The Office of Student Affairs shall publish international exchange programs for students, or on the basis of bilateral agreements between universities. There is a need of opportunity to announce and compatibly between academic programs and courses.

The system should allow easy updating of data for the student who wants and is transferred from one to another higher education institution in the country and abroad. The student should submit a request and appropriate documentation to transfer from one to another higher education institution. This means that a student complete a form on the Internet and can immediately print. The document stands and ID. If there is a need to pay, is paid to the respective ID. The application must be submitted in the office of Student Affairs. Approval of the request or notice due to incomplete documentation or failure to be transferred via e-mail notification.

- Through the Web site of the faculty student log in. After login in, beside the other options, there is a option of submitting an application for transfer from one to another higher education institution in the country and abroad.

Transferring students from one to another higher education institution in the country and abroad is regulated by the Guidelines for the mobility of students from one unit to another or from one university to another higher education institution in the country and abroad on the basis of article 57, line 9 of the Law on Higher Education (See Instruction mobility of Article 2-11)

All documentation for the student mobility is an integral part of the student's file.

2.6. ISSUING OF CERTIFICATES, CONFIRMATION DOCUMENTS, FORMS, ANNOUNCEMENTS AND OTHER NECESSARY DOCUMENTS

Office of Student Affairs publishes various types of certificates, confirmation documents, forms, and announcements and other required documentation, reviews and prepares various statistical reports in collaboration with students, teachers and the needs of the Rectorate.

Some requirements for certificates, confirmation documents and so on, can be completed online, but will have to be submitted in person at Student Affairs, to protect against abuse of the system. Applications for various certificates and confirmation documents can be gathered in groups - a group of requirements which must be submitted in person at Student Affairs and a group of requirements that will be only through the Web to be submitted to the Student Affairs.

2.6.1. CONFIRMATION DOCUMENTS

In the course of study, students need confirmation documents of their status. The system will automatically provide the same issue on the basis of data on students who entered in the system. The form and content of the certificate to comply with the prescribed form.

2.6.2. CERTIFICATE FOR PASSED EXAMS

In the course of study, students need this kind of certificates to compete for scholarships, credits, student homes and so on. The form and content of the certificate to comply with the prescribed form.

2.6.3. CERTIFICATE FOR THE ACQUISITION OF EXPERT KNOWLEDGE AND PASSED EXAMS

After passing all the exams, at the request of the student, the Office of Student Affairs issues transcripts and certificate that the student graduated. The form and content of these certificates to comply with the prescribed forms.

2.6.4. SIGN OUT DOCUMENT

The student who wants to transfer to another educational institution, at their request, sign out document is issued. The form and content of the sign out document comply with the prescribed form.

2.6.5. PRODUCING REPORTS AND BULLETIN BOARD

The function of this process is to provide in time and accurate information for students. It is necessary to provide bulleting to:

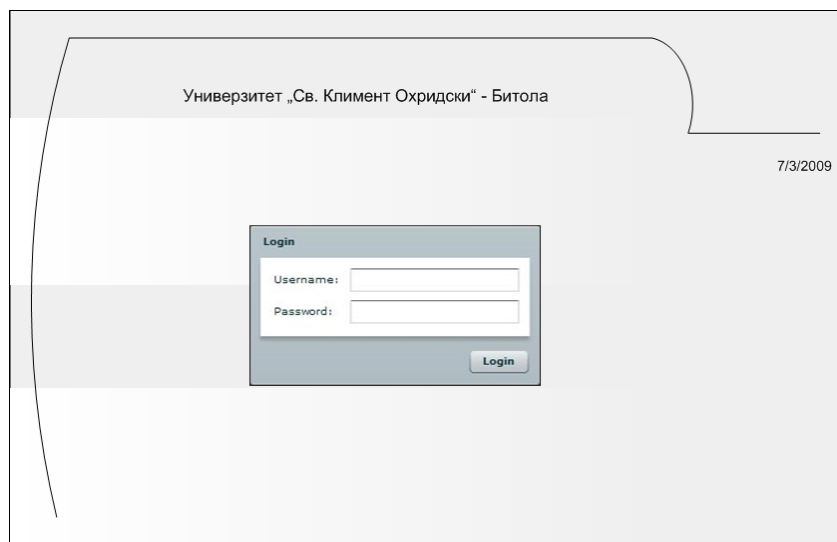
- reports which will be generated by the system (report of examination held, a list of exams per year and guidance, etc.)
- other appropriate announcements (for example - a announcement for approved additional test session, a announcement of deferred exam or colloquium, announcement for delayed classes, announcements for seminars, training etc..)
- schedule of classes;
- schedule of exams;
- Sessions and so on.

This kind of reports should be available on the Web.

Bulleting will be done on large monitors through the computer system of student affairs.

3. FOR STUDENTS

The system should allow login of the student, immediately after loading a Web page with the appropriate username and the appropriate password'



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7/3/2009

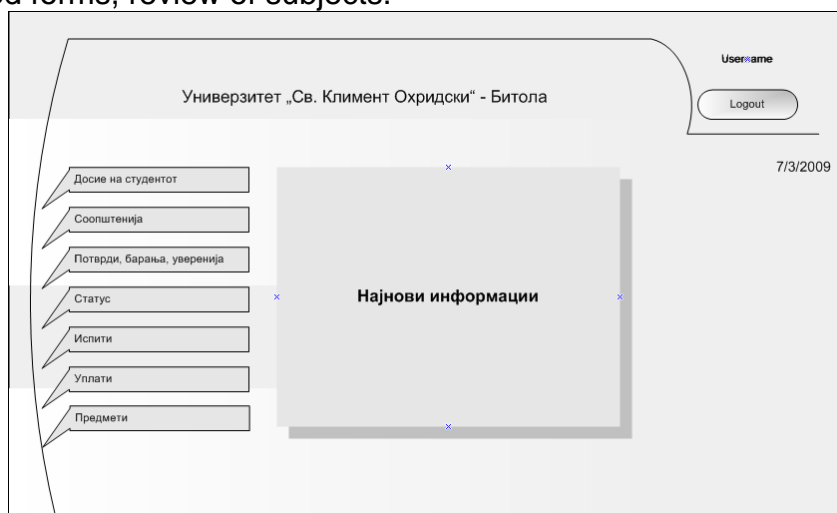
Login

Username:

Password:

Login

Immediately after logging, the student has overview of the data with great importance to him as: an overview of his entire file, newest announcements related to him. Many forms issued by the Institution are available to him: announcements, requests, certificates and other documentation, review of exams, payments and bank accounts as well as completed forms, review of subjects.



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Username

Logout

7/3/2009

Досие на студентот

Соопштениеја

Потврди, барања, уверенија

Статус

Испити

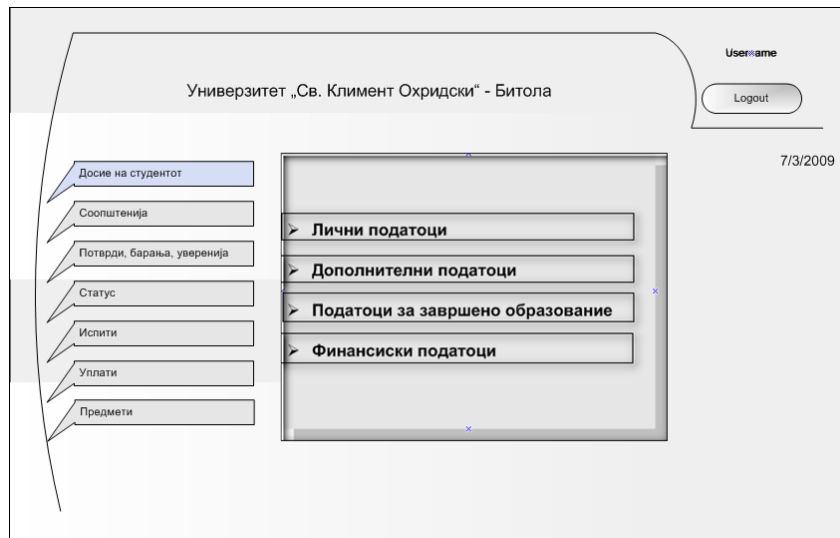
Уплати

Предмети

Најнови информации

3.1. STUDENT FILE

With his ID, the student log in the system and have a review of his file all records about him. . On his email, student receive notification of the test sessions, the deadline for applying the exams, period for verification of the semester, information on whether it meets the requirement for scholarships and student credits. Depending on which studying program the student is enroll, he need to get the information, on registration of a new semester, for mandatory subjects, optional subjects, which subject should re-write, each subject haw many credits have, receipts for various payments and so on.



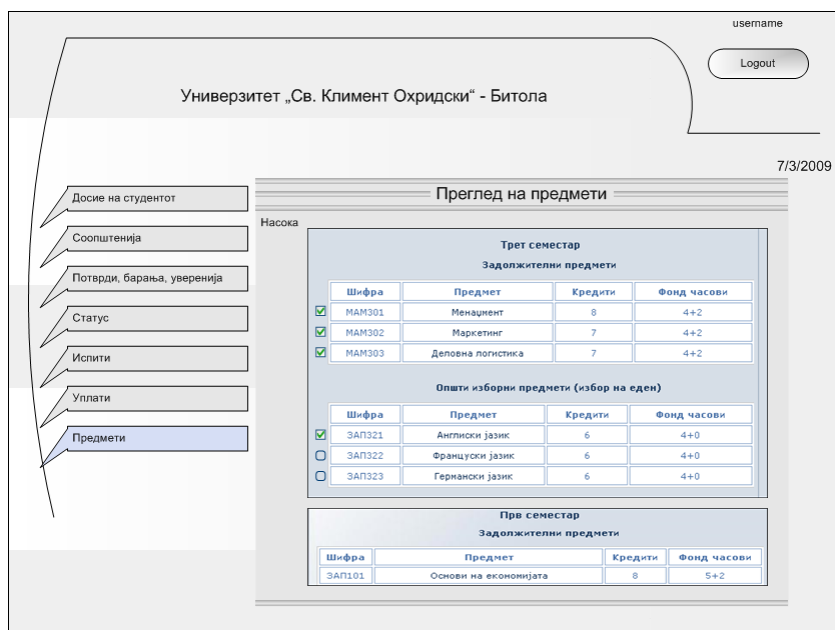
3.2. SUBJECTS

To enroll a new semester, the system should allow the following:

Required subjects: The student checked the subjects that are in accordance with the Rules of Procedure of the ECTS UKLO, which receive the appropriate number of credits, the opportunity to add subjects independent of the selected module (Article 10 of the Rules of ECTS UKLO). It does not have to choose whether new or re-enrolled subject, because the system itself will recognize it.

Elective subjects: Choose - checked a number of subjects according to the prescribed rules of ECTS UKLO. There is need of possible relationship (dependence) where the student can write / taken the subject has passed or listened another subject. Subjects may be separate or belong to one or more modules. When the student enrolls, on the Web he can configure the subjects of the study program and obtain appropriate ID. After payment, the confirmation of enrolled subjects is made and it will be verified by e-mail and can see on the corresponding Web page.

In the Subject field for greater visibility, and easily selection, the student has all the subject required, elective, and additional activities. Using the check boxes has the opportunity to make its choice. Also, the system will allow the subject displays and exams that the student has not passed, and given the opportunity to re-enroll.



Additional activities: Depending on which cycle students study,(undergraduate, postgraduate, doctoral studies, the first cycle of professional studies and specialist studies) additional activities are generated(in accordance with the Rules of Procedure of the ECTS UKLO, Article 4, 5, 6). There is need to allow time period for selection and change, and keep the changes in the database.

3.3. EXAM-REGISTRATION

Processes such as registration, inspection and examinations as well as comprehensive data should be implemented so that maximum will be automated and will provide control in all phases. The system should provide an opportunity to scheduling the exams by the teachers and Office of Student Affairs. Students should be able to see this assembled schedule of exams via the Internet, an appropriate Web page. In the program should be updated scheduled for passing the exams (colloquia) on the basis of the tables of days (dates), or months. This schedule, when is finite, will be displayed on the Web site of the institution, and subjects with an appropriate date and time need to be sent to the e-mail to any students. There is a need of service which, before a certain time of examination session, will send e-mail to students with a schedule for taking the subjects of their interest. Students can apply exams in two ways: it can do it on the Office of Student Affairs or via Web site.

- The students should be given a chance to pay for the exam to enroll with payment notification.
- Through the Web site of the faculty the student logs. After login the system, beside the other topic, has the option of application the exams, if there is a planned exam session. All exams are divided in two groups - exam which the student can take and the exam which the student can not take. For exams that the student has no right to take, there should be description of reasons why the student don't have right to take the exam .After selection the subjects that the student wants to take, the system should calculate how much money on which account to has to pay. Once applied exam the student getting confirmation that they are applied, the system will display ID to be called in completing the

payment notification. Also suitable confirmation ID should be sent to their e-mail. If the student again login into the system, to can see the ID of applied examinations. If the student have not paid, to can make new choices and to get a new ID. After arrival of money in accounting, for entering and completion of the ID, automatically shut down the appropriate applications and the student to can come out of the list for the taking. If the student entered the section for reporting examinations per application and evidence of payment to be able to see that payment is made for the respective exams. Students, who will be delayed, with appropriate payment for late registration, can register for the exam on the day of the exam. The student usually does not submit an application for exams, so the application is printed on the base of candidates and payments and updates made from the accounting. Students should attend the exam, if they pay late and omitted the date of exam application, then they bring pay notification in the Student's Affairs and they are added to the list afterwards.

On the basis of processed applications, the system should provide a list of candidates for the exam. After exam, the subject teacher / assistant complete the applications and in the system enter the data for each candidate. After this, the applications are submitted in the office of Student Affairs, which distributes students files and print a list of students who passed the exam. The system should provide an overview of the results of the exam through the Internet and / or via electronic mail to be sent to each of the candidates who applied the exam, regardless of whether or not passed the exam.

3.4. REGISTRATION AND VERIFICATION OF SEMESTERS

Like the other process, the enrollment / verification of year / semester need to be performed with appropriate coordination of the Office of Student Affairs.

To perform these processes, the student, previously notified by e-mail properly, need to be addressed in the Student Affairs Office or Web page. The student needs to preserve deadlines and dates for applications and to provide adequate documentation, payment notice, etc. It will be good to get e – mail feedback confirmation for enrolled / verified semester.

Verification of the semester is done through the semester sheet which had the following information:

- Student file number / identification number
- Number of semester
- Winter / summer semester
- School Year
- Regular / part-time
- Table with following columns
 - Subject
 - Name of teacher
 - Number of classes
 - Note
 - Date of submission

This document shall update the data in the student board with the student acquires the right to take the exams.

3.5. ISSUING CERTIFICATES AND OTHER NEEDED FORMS

Issuance of the necessary certificates for the students during their studies and after should be automatic. This section requires all on-line available forms and certificates for the students that may be needed during the studies. The system should give examples of completed forms, certificates and patterns that will serve as an example in which the student will be guided, as well as to avoid mistakes. For the correctly completed form, certificate or pattern, the student will get the ID. This document is prepared by Student Affairs and they will return the confirmation to student e-mail address when they are able to give it. A student raises requested document stamped by the institution to Student Affairs.

3.6. SCHEDULE

In this section each student will have the opportunity to examine currently enrolled subjects and professors and assistants, who will teach these subjects, the whole schedule with the total number of class duration. Also for each subject will be able to find the necessary materials, lectures, e-books and Literature

3.7. ANNOUNCEMENTS

On time information and its updates are the important part in this system, specifically for students. Therefore, the collaboration with Student Affairs, as well as teacher is needed. Generated reports and various statements that should be highlighted on a bulletin board, need to be published on the Web site ,where students can follow the schedule of classes, colloquium weeks, results of exams, delayed teaching, etc. and will be updated by authorized persons, and will be available certain time.

Универзитет „Св. Климент Охридски“ - Битола

Username

Logout

7/3/2009

Досие на студентот

Соопштениеја

Потврди, барања, уверенија

Статус

Испити

Уплати

Предмети

СООПШТЕНИЕ
Им се соопштува на студентите и вработените во Економскиот факултет - Прилеп дека од ден 06.07.2009 година до 04.08.2009 година административната служба ќе користи колективен годишен одмор. Предвид на изнесеното се известуваат студентите и вработените своите евентуални барања за определени документи од надлежност на административната служба да ги регулираат заклучно со ден 03.07.2009 година.

Секретар
м-р Мирослав Андоновски
Прилеп
25.06.2009 година

СООПШТЕНИЕ
Им се соопштува на студентите од Економскиот факултет - Прилеп дека пријавувањето за септемврскиот испитен рок во учебната 2008/2009 год. од 05.08.2009 до 14.08.2009 год.

ОД УПРАВАТА

Практична работа
За подетални информации студентите можат да се обратат на следниот тел. број : 048-427-020 локал 200 или испратете е-маил на: ecsfp@uklo.edu.mk

4. FOR TEACHERS

Each of the teachers at the University will use the software solutions for Web application level. That means that the system will provide several appropriate steps to update the data and practice. With first login in the system, the teacher will access to data of the University, will browse or read information. With second entry, he will have access to update the subject of his field, classes and materials, generating all kind of lists, announcement, reports, reviews, and statistics and so on. The third entry in the system would be the access to the same information, but if the teacher works from another location (e.g. from home). This would ensure maximum data protection.

Given that, each subject in a certain period (school year or semester) will be held by one teacher, the system will need to provide evidence of the teachers and their assistants to ensure appropriate control and coordination in the process of conducting the exams. It is possibly one subject to be held by two or more teachers and assistants, and also two or more subjects to be held by one teacher. In that case the students can enroll the subject -s and the teacher-s

4.1. SUBJECTS

In this section, the teacher would have the opportunity to gain access and information only to those subjects which he teaches and belong in the field of his interest, and could organize classes for each subject. Also, he would have the opportunity to upload the various required literature, e-books and teaching materials.

Предмет - Математика	
Шифра	ЗАП201
Кредит	8
Фонд на часови	4+3
Предавања	Понеделник 1,2 час Среда 5,6 час Вторник 3,4 час
Вежби	Петок 7 час
Консултации	Четврток 10,00h-11.30h
Литература:	

Предмет - Статистика	
Шифра	ЗАП201
Кредит	8
Фонд на часови	4+3
Предавања	Понеделник 3,4 час Среда 1,2 час Вторник 5,6 час
Вежби	Петок 2 час
Консултации	Четврток 10,00h-11.30h
Литература:	

4.2. EXAM SESSIONS AND REGISTRATION OF EXAMS:

Each teacher can determine the term (date) in the test session for each of the subjects. Once, the final list of candidates who will take the exam are generated, the application for exam will be printed, to avoid unnecessary applications, regardless of method of reporting (via Web or Student Affairs)

After the exam, the teacher fills the data for the exam in the application:

- Student file number / ID number / application
- Date of examination
- Table with questions

- Question content
- Note
- Demonstrated success -evaluation
- Committee – Head of commission
- Commission - Member 1
- Commission - Member 2
- Note

4.3. RESULTS OF THE EXAMS

The result of exam of each teacher needs to be updated continuously. Under the **ECTS Rules**, the results need to be released within 10 days of holding the exam. When the final evaluation of the student is form for the subject which have sat the colloquia or exam, is necessary to preserve the way of evaluating colloquia and other forms of continuous evaluation, and the form of evidence of the results (*see Appendix - Guidelines for way of evaluation Article 1-32*).

Teachers (via Web application) enter the points for the students from the first and second colloquium, homework's, attendance and other activities that remain stored in the system according to the ECTS Rules. The data input must be completed for all students suddenly. The list of student "exists", i.e. it is valid only after completing all students' data and particular confirmation from the teacher that entry is completed.

At the beginning of the semester, the teacher should be able to define a way of calculating estimates based on the entered points, for each subject.

The formula is valid after testing page adjustment and its confirmation that it is definitive by the teacher. Required forms included in the evaluation are defined by the administrator. The teacher defines just rest.

Inserting the results of the activities to be done under the "Rules of ECTS", i.e. section: Implementation of the system for continuous monitoring and evaluating the success of students, from Article 24 -25.

According to the Rules for ECTS, to see whether part-time students will have some other forms of evaluation and to provide it in the software, in terms of Article 23.

An important part is an updating and correction of errors that are possible to occur when entering the points or estimates of students, and generating the final lists and reports. Proposed solution: To have two responsible persons which will enter a password and will be authorized to access and update. The teacher also can enter a password and make some corrections. The actual correction could have a log file.

4.4. ANNOUNCEMENTS

The Institution needs to take the announcements for the student and also for the professors. To provide the in-time Information's and continuity in curriculum, the teachers could highlights different announcements, students statements and other notices in connection with teaching units, classes, classes delay, holding a variety of extracurricular activities and more. All of this would be achieved with the above method of entry of the professor, respectively. Also, there is a need to determined period of validity of the bulletin announcement on-line "bulletin board".

4.5. REPORTS, REVIEWS, STATISTICS

The use of this program will give as the advantage of ability to generate various kinds of reports, lists of students which passed the exam, and various statistics. All this kind of reports will provide the students comparison from all reports, review and statistics and making a conclusion about the evaluations average of each student, success in exam passing and etc. Also, the system would allow some updates and fixing error in preparing of reports.

5. IMPEMENTATION

5.1. IMPLEMENTATION OF PROJECT PHASES

Generally, the project implementation should take place in the following phases:

- Logical and physical design of a database;
- Development of software modules;
- Testing with test data;
- Installation of the initial version in one unit (faculty) of the University;
- Training ;
- Working with real data;
- Identification of defects and necessary modifications;
- Perform changes and additions to the software modules;
- Installation of final version and testing the system
- Installation of the system to other units (faculties) of University
- Training for Work
- Testing in faculties;
- Identification of defects and necessary amendments
- Installation the final versions
- Training of system operators and engineers
- Guarantee maintenance

5.2. IMPLEMENTATION DYNAMICS OF PROJECT PHASES

The implementation of project phases should last about one year. But, the testing phase of the system should not last less than 4 months, and will be divided in two testing phases. The first test phase will cover only one faculty and the second all the other.

Because of the multiple license needs for MS SQL Server full analysis of cost should be made. We need 11 licenses for all the faculties, 1 license for the University and licenses for the institutions, if they organized studies of second and third degree.