



OPUS
college

Enter:
user name:
password:

University System for Academic Registry

This instruction deals with the automatic transfer of already existing students (i.e. students who are currently already following a Programme of Study) from a given cardinal time unit to the next, based on their study results in the given cardinal time unit (i.e. from the 1st to the 2nd semester, the 3rd to the 4th etc...).

So this transfer is done at the end of a cardinal time unit (semester/trimester) and PRECEEDS the CONTINUOUS REGISTRATION process for the next cardinal time unit.

The transfer is done by the DEAN of the School/Faculty.

ATTENTION: the transfer of students CAN ONLY BE DONE if a PROGRAMME of Study for the next cardinal time unit has been defined in OPUS-College. (i.e. if you want to transfer students from the 2nd semester of a given academic year to the 1st semester of the next year, the Programme for the next year has to be registered in OPUS before).

module database: 3.12

3.13

useOfScholarshipPercentages: Y

**Transfer students****Second level unit**

Office of the Dean (Parent/Child level 1) ▼

Study

-choose- ▼

Academic year

-choose- ▼

Programme of study

-choose- ▼

Cardinal time unit number

-choose- ▼

Use filters to display students to transfer!

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University, Netherlands & Ministry of Education and Culture, Mozambique

First choose the correct Programme of study, Academic year and Cardinal time unit you want to transfer students from (to the next time unit)

**Transfer students****Second level unit**

Department of Computer Sciences (Parent ▼)

Study

Computer Science ▼

Academic year

2013 ▼

Programme of study

Bachelor of science - regular programme - ▼

Cardinal time unit number

-choose- ▼

-choose-

semester 1

semester 2

semester 3

semester 4

semester 5

semester 6

Use filters to display students to transfer

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Higher Education & Ministry of Education and Culture, Mozambique


Transfer students
Second level unit
Study
Academic year
Programme of study
Cardinal time unit number

After the selection, you get a screen with all the students in that Cardinal time unit with their results for the courses of that time unit.

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
	12000014	Mary	Bayra	4 / 4 / 0 / 0			-choose- ▼		
	12000026	Patricia	Johnson	4 / 3 / 1 / 0			-choose- ▼		
	12000049	Stephen	Mavega	4 / 4 / 0 / 0			-choose- ▼		
	12000052	Christopher	Mwanza	4 / 4 / 0 / 0			-choose- ▼		
	12000065	Brad	Pettersen	4 / 0 / 0 / 4			-choose- ▼		
Generate End grades					Update status		Transfer selected students		

Number of students: 5


Transfer students
Second level unit

Department of Computer Sciences (Parent ▼)

Study

Computer Science ▼

Academic year

2013 ▼

Programme of study

Bachelor of science - regular programme - ▼

Cardinal time unit number

semester 1 ▼



Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
12000014	Mary	Bayra	4 / 4 / 0 / 0			-choose- ▼		
12000026	Patricia	Johnson	4 / 3 / 1 / 0			-choose- ▼		
12000049	Stephen	Mavega	4 / 4 / 0 / 0			-choose- ▼		
12000052	Christopher	Mwanza	4 / 4 / 0 / 0			-choose- ▼		
12000065	Brad	Petterson	4 / 0 / 0 / 4			-choose- ▼		

Generate End grades

Update status

Transfer selected students

Number of students: 5

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in partnership with the Government of Mozambique & Ministry of Education and Culture, Mozambique

First thing to do is to generate the end grades for that time unit, based on the course marks of the students.

For this, click on this button here.


Transfer students
Second level unit

Department of Computer Sciences (Parent ▼)

Study

Computer Science ▼

Academic year

2013 ▼

Programme of study

Bachelor of science - regular programme - ▼

Cardinal time unit number

semester 1 ▼

The end grades will help you to choose a "Progress status", which is step 2 and which you can do by means of this field here (follow the example).



Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
12000014	Mary	Bayra	4 / 4 / 0 / 0	72.5 (1.5) - Y	Meritorious	-choose- ▼		
12000026	Patricia	Johnson	4 / 3 / 1 / 0	63.1 (1.0) - Y	Very Satisfactory	-choose- ▼		
12000049	Stephen	Mavega	4 / 4 / 0 / 0	58.7 (1.0) - Y	Very Satisfactory	-choose- ▼		
12000052	Christopher	Mwanza	4 / 4 / 0 / 0	69.7 (1.5) - Y	Meritorious	-choose- ▼		
12000065	Brad	Pettersen	4 / 0 / 0 / 4	- (0.0) - N		-choose- ▼		

Generate End grades

Update status

Transfer selected students

Number of students: 5


Transfer students
Second level unit

Department of Computer Sciences (Parent ▼)

Study

Computer Science ▼

Academic year

2013 ▼

Programme of study

Bachelor of science - regular programme - ▼

Cardinal time unit number

semester 1 ▼



Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
12000014	Mary	Bayra	<u>4 / 4 / 0 / 0</u>	72.5 (1.5) - Y	Meritorious	-choose- ▼		
12000026	Patricia	Johnson	<u>4 / 3 / 1 / 0</u>	63.1 (1.0) - Y	Very Satisfactory	-choose- ▼		
12000049	Stephen	Mavega	<u>4 / 4 / 0 / 0</u>	58.7 (1.0) - Y	Very Satisfactory	-choose- ▼		
12000052	Christopher	Mwanza	<u>4 / 4 / 0 / 0</u>	69.7 (1.5) - Y	Meritorious	-choose- ▼		
12000065	Brad	Pettersen	<u>4 / 0 / 0 / 4</u>	- (0.0) - N		-choose- ▼		

Generate End grades

Update status

Transfer selected students

Number of students: 5


Transfer students

Second level unit

Study

Academic year

Programme of study

Cardinal time unit number

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
<input type="checkbox"/>	12000014	Mary	Bayra	4 / 4 / 0 / 0	72.5 (1.5) - Y	Meritorious	-choose-		
<input type="checkbox"/>	12000026	Patricia	Johnson	4 / 3 / 1 / 0	63.1 (1.0) - Y	Very Satisfactory	-choose-		
<input type="checkbox"/>	12000049	Stephen	Mavega	4 / 4 / 0 / 0	58.7 (1.0) - Y	Very Satisfactory			
<input type="checkbox"/>	12000052	Christopher	Mwanza	4 / 4 / 0 / 0	69.7 (1.5) - Y	Meritorious			
<input type="checkbox"/>	12000065	Brad	Pettersen	4 / 0 / 0 / 4	- (0.0) - N				

Number of students: 5

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- choose-
- CP - Clear pass (→ semester 2)
- DE - Deferred/Supp. Examinations
- E - Expelled
- EP - Exclude program
- ES - Exclude school
- EU - Exclude university
- FT - To Full-time (→ semester 2)
- G - Graduate
- P - Proceed (→ semester 2)
- PR - Proceed & Repeat (→ semester 2)
- PT - At Part-time (→ semester 1)
- R - Repeat (→ semester 1)
- S - Suspended
- TPT - To Part-time (→ semester 1)
- WP - Withdrawn with permission (→ semester 1)
- WTP - Penalty withdrawal/Withdrawal without permission


Transfer students

Second level unit

Study

Academic year

Programme of study

Cardinal time unit number

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
<input type="checkbox"/>	12000014	Mary	Bayra	4 / 4 / 0 / 0	72.5 (1.5) - Y	Meritorious	-choose-		
<input type="checkbox"/>	12000026	Patricia	Johnson	4 / 3 / 1 / 0	63.1 (1.0) - Y	Very Satisfactory	-choose-		
<input type="checkbox"/>	12000049	Stephen	Mavega	4 / 4 / 0 / 0	58.7 (1.0) - Y	Very Satisfactory			
<input type="checkbox"/>	12000052	Christopher	Mwanza	4 / 4 / 0 / 0	69.7 (1.5) - Y	Meritorious			
<input type="checkbox"/>	12000065	Brad	Pettersen	4 / 0 / 0 / 4	- (0.0) - N				
				<input type="button" value="Generate End grades"/>					

Number of students: 5

powered by Radboud University, Netherlands & Ministry of Education

- choose-
- CP - Clear pass (→ semester 2)
- DE - Deferred/Supp. Examinations
- E - Expelled
- EP - Exclude program
- ES - Exclude school
- EU - Exclude university
- FT - To Full-time (→ semester 2)
- G - Graduate
- P - Proceed (→ semester 2)
- PR - Proceed & Repeat (→ semester 2)
- PT - At Part-time (→ semester 1)
- R - Repeat (→ semester 1)
- S - Suspended
- TPT - To Part-time (→ semester 1)
- WP - Withdrawn with permission (→ semester 1)
- WTP - Penalty withdrawal/Withdrawal without permission

Transfer students

Second level unit	Department of Computer Sciences (Parent ▼)
Study	Computer Science ▼
Academic year	2013 ▼
Programme of study	Bachelor of science - regular programme - ▼
Cardinal time unit number	semester 1 ▼

All students have "Clear pass" and can continue to the next semester (which is the 2nd semester in 2013), except "Patricia Johnson" who has to go to Part time, meaning having to repeat the failed courses in the same semester. Since this semester (1st semester of the programme) is only given in the next year, she goes to 2014. (this is obvious, since the 1st semester in 2013 is already finished).

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
<input type="checkbox"/>	12000014	Mary	Bayra	4 / 4 / 0 / 0	72.5 (1.5) - Y	Meritorious	CP - Clear pass (→ s ▼	2013 ▼	
<input type="checkbox"/>	12000026	Patricia	Johnson	4 / 3 / 1 / 0	63.1 (1.0) - Y	Very Satisfactory	PT - At Part-time (→ ▼	2014 ▼	
<input type="checkbox"/>	12000049	Stephen	Mavega	4 / 4 / 0 / 0	58.7 (1.0) - Y	Very Satisfactory	CP - Clear pass (→ s ▼	2013 ▼	
<input type="checkbox"/>	12000052	Christopher	Mwanza	4 / 4 / 0 / 0	69.7 (1.5) - Y	Meritorious	CP - Clear pass (→ s ▼	2013 ▼	
<input type="checkbox"/>	12000065	Brad	Petterson	4 / 0 / 0 / 4	- (0.0) - N		-choose- ▼		

☐ End grades

Number of students: 5

The student "Brad Petterson" cannot be transferred, since he has not yet taken any exams.


Transfer students

Second level unit	Department of Computer Sciences (Parent ▼)
Study	Computer Science ▼
Academic year	2013 ▼
Programme of study	Bachelor of science - regular programme - ▼
Cardinal time unit number	semester 1 ▼

No students selected. Please select one or more students to be transferred!

		Courses subscribed / passed /		no	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
<input checked="" type="checkbox"/>	Code								
<input checked="" type="checkbox"/>	12000014			/ 0	72.5 (1.5) - Y	Meritorious	CP - Clear pass (→ s ▼	2013 ▼	
<input checked="" type="checkbox"/>				/ 0	63.1 (1.0) - Y	Very Satisfactory	PT - At Part-time (→ ▼	2014 ▼	
<input checked="" type="checkbox"/>	12000049			/ 0	58.7 (1.0) - Y	Very Satisfactory	CP - Clear pass (→ s ▼	2013 ▼	
<input checked="" type="checkbox"/>	12000052			/ 0	69.7 (1.5) - Y	Meritorious	CP - Clear pass (→ s ▼	2013 ▼	
	12000065	Brad	Petterson	4 / 0 / 0 / 4	- (0.0) - N		-choose- ▼		
					Generate End grades	Update status	Transfer selected students		

Now, before you transfer make sure that all students you want to transfer are checked here.

Number of students: 5


Transfer students

Second level unit	Department of Computer Sciences (Parent ▼)
Study	Computer Science ▼
Academic year	2013 ▼
Programme of study	Bachelor of science - regular programme - ▼
Cardinal time unit number	semester 1 ▼

Successfully transferred 4 student(s).

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
<input type="checkbox"/>	12000065	Brad	Petterson	4 / 0 / 0 / 4	- (0.0) - N		-choose- ▼		
				Generate End grades	Update status		Transfer selected students		

Number of students: 1

The system informs us that all students have been transferred, except of course "Brad Petterson" who still has to take the exams.

i **Transfer students**
Second level unit Department of Computer Sciences (Parent)

Study Computer Science

Academic year 2013

Programme of study Bachelor of science - regular programme -

Cardinal time unit number semester 1

- choose-
- semester 1
- semester 2**
- semester 3
- semester 4
- semester 5
- semester 6

Now, let's check whether our transferred students show up in the list of the 2nd semester (the time unit they have been transferred to).

<input type="checkbox"/>	Code	First names	Surname	Ranked / no result	Endgrade (passed)	Endgr comm	Academic year	Quota allocation
	12000065	Brad	Petterson	4 / 0 / 0 / 4	- (0.0) - N			

Generate End grades

Update status

Transfer selected students

Number of students: 1

i Transfer students

Second level unit
Study
Academic year
Programme of study
Cardinal time unit number

Department of Computer Science
 Computer Science
 2013
 Bachelor of science - regular pro
 semester 2

We see indeed our 3 students who had a Clear pass. Of course we do not see "Patricia Johnson", because she is still in the 1st semester at Part time (in 2014).

<input type="checkbox"/>	Code	First names	Surname	Courses subscribed / passed / failed / no result	Endgrade (passed)	Endgrade comment	Progress status	Academic year	Quota allocation
	12000014	Mary	Bayra	4 / 0 / 0 / 4			-choose-		
	12000049	Stephen	Mavega	4 / 0 / 0 / 4			-choose-		
	12000052	Christopher	Mwanza	4 / 0 / 0 / 4			-choose-		

Generate End grades
 Update status
 Transfer selected students

Number of students: 3

Now let's see how things look in the individual Studyplan of a student.

Overview

Add

Admission flow

Transfer students

Continued registration flow

Customize programme

Depa

Com

2013

Bachelor of science - regular programme -

semester 2


Code
First names
Surname
**Courses
subscribed /
passed /
failed / no
result**
**Endgrade
(passed)**
**Endgrade
comment**
Progress status
Academic year
**Quota
allocation**

12000014

Mary

[Bayra](#)

4 / 0 / 0 / 4

12000049

Stephen

[Mayega](#)

4 / 0 / 0 / 4

12000052

Christopher

[Mwanza](#)

4 / 0 / 0 / 4

-choose-

-choose-

-choose-

Generate End grades

Update status

Transfer selected students

Number of students: 3

Students overview

Second level unit

Department of Computer Sciences (Parent ▼

Study

Computer Science ▼

Programme of study

Computer Science - Bachelor of science (2 ▼

Cardinal time unit number

2 ▼

Student sta

Make sure to make the appropriate selection in the fields here.

Code	Title	First names	Surname	Birth date	Primary study	Relative of staffmember	Foreign student	Active		
12000014	ms.	Mary	Bayra	12/04/1994	Computer Science	no	no	yes		
12000049		Stephen	Mayega	20/01/1993	Computer Science	no	no	yes		
12000052		Christopher	Mwanza	29/10/1994	Computer Science	no	no	yes		

Total number of Students: 3 page 1 of 1 1

Students overview

Second level unit

Department of Computer Sciences (Parent ▼

Student status

-choose- ▼

Study

Computer Science ▼

Programme of study

Computer Science - Bachelor of science (2 ▼


Cardinal time unit number

2 ▼



Code	Title	First names	Surname	Birth date	Primary study	Relative of staffmember	Foreign student	Active		
12000014	ms.	Mary	Bayra	12/04/1994	Computer Science	no	no	yes		
12000049		Stephen	Mayega	20/01/1993	Computer Science	no	no	yes		
12000052		Christopher	Mwanza	29/10/1994	Computer Science	no	no	yes		

Total number of Students: 3 page 1 of 1 1

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[Personal data](#) | [Opususer data](#) | [Registration data](#) | [Anomalies](#) | [Address\(es\)](#)

Details

Second level unit Department of Computer Sciences (Parent ▼)

Second level unit of Primary study Department of Computer Sciences

Primary study Computer Science (Department of Comput ▼)

Study of second choice -choose- ▼

Foreign student no ▼

Student code 12000014

If empty, a code is generated (which can be overruled)

Relative of staffmember no ▼

Surname Bayra

First names Mary

Alias first names
National registration number (NUIC)
Civil title ms. ▼

Academic title -choose if applicable- ▼


Gender female ▼

Birth date day month year
12 04 1994

The valid date format is dd-MM-yyyy

Civil status single ▼

Housing on campus
Application motivation I very much would like to become an IT-professional.

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Details

Second level unit Department of Computer Sciences (Parent ▼)

Second level unit of Primary study Department of Computer Sciences

Primary study Computer Science (Department of Comput ▼)

Study of second choice -choose- ▼

Foreign student no ▼

Student code 12000014

If empty, a code is generated (which can be overruled)

Relative of staffmember no ▼

Surname Bayra

First names Mary

Alias first names
National registration number (NUIC)
Civil title ms. ▼

Academic title -choose if applicable- ▼

Gender female ▼

Birth date day month year


The valid date format is dd-MM-yyyy

12 04 1994

Civil status single ▼

Housing on campus
Application motivation

I very much would like to become an IT-professional.

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[Personal data](#)
[Opususer data](#)
[Registration data](#)
[Anomalies](#)
[Address\(es\)](#)

Studyplan(s)

Date of enrolment

day month year

08 03 2012

The valid date format is dd-MM-yyyy

Registration requirements fulfilled

no

Applied for scholarship

no

[edit Scholarship Student](#)

Submit

Student status

add

Start date
[08/03/2012](#)
Student status

active



Studyplan(s)

[Results Overview](#)

add

Description
[Computer Science - Bachelor of science](#)
Programme of study

Computer Science - Bachelor of science


Studyplan status

Approved admission



Information about the previous institution

Copy of diploma of the previous institution

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[Personal data](#)
[Opususer data](#)
[Registration data](#)
[Anomalies](#)
[Address\(es\)](#)

Studyplan(s)

Date of enrolment

day month year

The valid date format is dd-MM-yyyy

Registration requirements fulfilled

no

Applied for scholarship

no

[edit Scholarship Student](#)

Student status

Start date
[08/03/2012](#)
Student status

active



Studyplan(s)

[Results Overview](#)

Description
[Computer Science - Bachelor of science](#)
Programme of study

Computer Science - Bachelor of science

Studyplan status

Approved admission



Information about the previous institution

Copy of diploma of the previous institution

[back to overview](#) > [Bayra, Mary](#) > add/edit Studyplan(s)

General

studyplan-cardinaltimeunits

Studyplan

Application number	<input type="text" value="0"/>
Description	<input type="text" value="Computer Science - Bachelor of science"/>
Applicant category	<input type="text" value="School leaver"/>
Study	<input type="text" value="Computer Science (Department of Comput"/>
Programme type	<input type="text" value="Bachelor of science"/>
Studyplan status	<input type="text" value="Approved admission"/>
Active	<input type="text" value="yes"/>

Quota Allocation (Elective)

1st choice onward study	<input type="text" value="-choose-"/>
Programme type	<input type="text" value="-choose-"/>
2nd choice onward	<input type="text" value="-choose-"/>
Programme type	<input type="text" value="-choose-"/>
3rd choice onward	<input type="text" value="-choose-"/>
Programme type	<input type="text" value="-choose-"/>

Secondary school subjects (request for admission)

Choose exactly 5 courses from secondary school from the group(s) below

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Course	Grade	Level
English Language	<input type="text" value="1"/>	<input type="text" value="-choose-"/>
General Science	<input type="text" value="2"/>	<input type="text" value="-choose-"/>
Mathematics	<input type="text" value="2"/>	<input type="text" value="-choose-"/>



Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Course	Grade	Level
Combined science	<input type="text" value="2"/>	<input type="text" value="-choose-"/>

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General | studyplan-cardinaltimeunits



studyplan-cardinaltimeunits
[Results Overview](#)
Cardinal time unit number 1

Study time	Programme of study	Category of study	Cardinal time unit	Time unit status	Progress status	Active	
2013 - Daytime	Computer Science - Bachelor of science	regular programme	semester	Actively registered	CP - Clear pass	yes	 

Course	Compulsory / Elective	Programme of study
Programming 1 (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Artificial Intelligence 1 (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Introduction to Logic (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Domain modeling (2013)	compulsory	Computer Science - Bachelor of science - Daytime)

Progress status for the 1st semester.

Cardinal time unit number 2

Study time	Programme of study	Category of study	Cardinal time unit	Time unit status	Progress status	Active	
2013 - Daytime	Computer Science - Bachelor of science	regular programme	semester	Waiting for payment		yes	 

Course	Compulsory / Elective	Programme of study
Programming 2 (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Advanced Mathematics (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Artificial Intelligence 2 (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
Requirements Analysis (2013)	compulsory	Computer Science - Bachelor of science - Daytime)

Continuous registration status for the 2nd semester (so now the Continuous registration process still has to start).

List of courses for the 2nd semester automatically added to the Studyplan.

[back to overview](#) > [Johnson, Patricia](#) > add/edit Studyplan(s)

General studyplan-cardinaltimeunits

studyplan-cardinaltimeunits

[Results Overview](#)
Cardinal time unit number 1

Study time	Programme of study	Category of study	Cardinal time unit	Time unit status	Progress status	Active
------------	--------------------	-------------------	--------------------	------------------	-----------------	--------

add

2013 -Daytime	Computer Science - Bachelor of science	regular programme	semester	Actively registered	PT - At Part-time	yes
---------------	--	-------------------	----------	---------------------	-------------------	-----


Course
Compulsory / Elective
Programme of study

Programming 1 (2013)	compulsory	Computer Science - Bachelor of science - Daytime
--------------------------------------	------------	--

Artificial Intelligence 1 (2013)	compulsory	Computer Science - Bachelor of science - Daytime
--	------------	--

Introduction to Logic (2013)	compulsory	Computer Science - Bachelor of science - Daytime
--	------------	--

Domain modeling (2013)	compulsory	Computer Science - Bachelor of science - Daytime)
--	------------	---

2014 -Daytime	Computer Science - Bachelor of science	regular programme	semester	Waiting for payment		yes
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Course
Compulsory / Elective

Artificial Intelligence 1 (2014)	compulsory	Computer Science - Bachelor of science - Daytime)
--	------------	---

And she has the Progress status "At Part-time" now.

This is te same screen for "Patricia Johnson". She is still in 1st semester (but now in the year 2014) where she has to repeat the failed course.

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Ministry of Education and Culture, Mozambique