

Academic Vice-Management

<http://academico.unizar.es/>

OUAD

<http://ouad.unizar.es/>

Students & IRR Service

Access & Admission DEGREES

- University Access Exams:**
- **High school students 6,000**
 - People older than 25 years
 - People older than 45 years
- University Access with professional experience:**
- People older than 40 years
- University admission process:**
- Applications [12.000]
 - Selection
 - Publication of results [6.000]
 - Enrollment
 - Students on waiting lists
 - Change of studies

Internacional Relations Office

Scholarships [All levels]

- National scholarships:**
- Master and Degree (officials)
 - Requirements check:
 - Academics
 - Family and economics
- Scholarships from the GA:**
- Master and Degree (officials)
 - Requirements check:
- Scholarships from the UZ:**
- All levels of official studies
 - Unexpectedly situations
 - Disability situations
 - Foreign students (outside UE)
 - Excellence

- International mobility Programs:**
- Erasmus+, Iberoamérica, NAAO
 - PAS-PDI-STUDENTS
 - International Scholarships
- Internacional Academic Cooperation Projects / Internacional Agreements / Support and advice to ORIs (centers)**

Academic Planning Service

Degree & Master [official studies]

- Degrees & Masters:**
- Curricula process and rules
 - Enrollment process and rules
 - Support and advice to centers
 - Resolve claims and appeals
 - Permanence in de UZ rules
 - National mobility [SICUE]
- Masters:**
- Access & Admission**
- General admission procedure
 - Support and advice to centers
 - Resolve claims and appeals

Curricula Office (study programs)

Titles & Permanent Training

- Permanente training (unofficial):**
- Processing proposals
 - Diffusion of the studies offer
 - Advice to proposing units
 - Technical support
 - Processing enrollment authorizations
- Titles:**
- Processing official and unofficial titles, SET, DEA.
 - Equivalence certificate to Doctoral level
 - Certified copies of titles

- Processing all the procedures related to the approval of new official studies, modifications, extinctions, etc.
- Support and advice to centers and departments

SIGMA Unit

The **main misión** of this unit is to provide technical support to the 'computer' application of academic processes [SIGMA]

- Support and advice to centers, Doctorate School, Administrative services, etc.
- Troubleshooting
- Introduce new developments

However, this unit also provides support to:

- ADD, Moodle, Deposita
- TUI | ESC [European Student Card]
- Web site Academic Vice-Management

CIUR

<https://www.unizar.es/ciu/ciu>

- General information about the University of Zaragoza, academic offer, University services, admission and enrollment processes, etc.
- The information can be face-to-face, by telephone or by e-mail, virtual.
- Orientation chats
- Hosting service management
- Reception and processing of suggestions, complaints and congratulations.
- Chatbot 'Pilar'

Common tasks to all Services and Offices

- Website contents
- Statistics
- Reports
- Design general procedures
- Support and advice to University Government