

4.2 - Reference tables

In the "Reference tables" form you can configure various reference tables specific to your institution: "faculties", "fields of study", "courses", "cooperation programmes", "mobility types", "mobility programmes", "agreement types" and "funding types".

Code	Name in moveon	Translation	English	Subject area	Active
01	Faculty of Architecture	Faculty of Architecture			<input checked="" type="checkbox"/>
02	Faculty of Scienze	Faculty of Scienze			<input checked="" type="checkbox"/>
03	Faculty of Pharmacy	Faculty of Pharmacy			<input checked="" type="checkbox"/>
04	Faculty of Mathematics and Computer Science	Faculty of Mathematics and Computer Scienc			<input checked="" type="checkbox"/>
05	Faculty of Biology	Faculty of Biology			<input checked="" type="checkbox"/>
06	Faculty of Economics and Business Studies	Faculty of Economics and Business Studies			<input checked="" type="checkbox"/>
07	Faculty of Social Sciences	Faculty of Social Sciences			<input checked="" type="checkbox"/>
08	Faculty of Literature and Philosophy	Faculty of Literature and Philosophy			<input checked="" type="checkbox"/>
09	Faculty of Sport	Faculty of Sport			<input checked="" type="checkbox"/>
10	Faculty of Medicine	Faculty of Medicine			<input checked="" type="checkbox"/>
11	Faculty of Law and Political Sciences	Faculty of Law and Political Sciences			<input checked="" type="checkbox"/>

Fig. 1: "Reference tables" form

To open the "Reference tables" form, click "Configuration" in the main menu and then "Reference tables".

You can access the various reference tables from a drop-down list in the upper part of the form: "1. Faculties, fields of study, courses", "2. Cooperation programmes", "3. Mobility types", "4. Mobility programmes", "5. Agreement types" and "6. Funding types".

The data in each table is displayed in list form.

To add an element to a table, click Add. To edit or delete an element, click Details. These two buttons open a window in which you can add or edit an element.

For each of the reference tables you can create a list by clicking Print.

In every table apart from the "Funding types" table, you can enter the translation of the elements in various languages. These translations can be used in mail merges from moveon (e.g. for a letter in French). The translations are also essential to the operation of the moveonline online modules, because it is the translations of the mobility programmes, faculties, fields of study, etc. which appear in the online modules rather than the name in moveon.

1- Faculties, fields of study, courses

Select "1. Faculties, fields of study, courses" from the drop-down list to manage the structure and programme of courses offered by your institution.

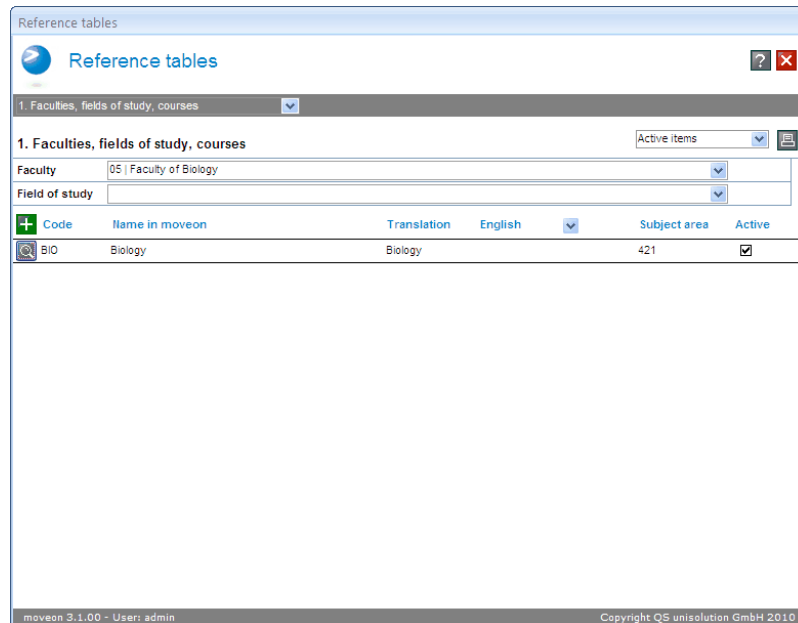


Fig. 2: "Reference tables" form, faculties, fields of study and courses configuration

The form opens to display the list of faculties. To update or modify the list of faculties, you do not need to select a faculty from the drop-down list in the upper part of the form. The Add and Details buttons are used to add or edit a faculty. A field of study can be viewed or modified in a similar way by first selecting the faculty to which the field of study is attached in the drop-down list in the upper part of the form. Similarly, courses can be viewed or modified by selecting the field of study to which the course is attached.

For each element of the faculties, fields of study and courses tables you can specify the following data (fields marked with an asterisk are mandatory):

- code (*)
- name (*)
- higher-level attachment (*) (except for faculty)
- translations of the name
- associated subject area
- study level (for courses)
- external identifier (e.g. identifier of the element in the student management system)
- active (yes/no)

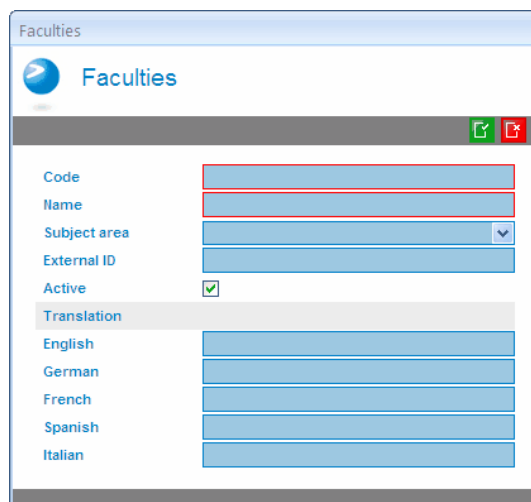


Fig. 3: "Reference tables" form, add/edit faculties window

The faculty, field of study and course codes are essential for management with moveon because they simplify the display of data in the software or in lists created from moveon. The codes can be the same as those used in your

institution's student management system or can be freely defined. For example, for a faculty of Law and Political Science, you could use the code FLPS or 902 and the codes Law and PoSci for the Law and Political Science fields.

2- Cooperation programmes

Select "2. Cooperation programmes" from the drop-down list to open the list of cooperation programmes to be managed in moveon.

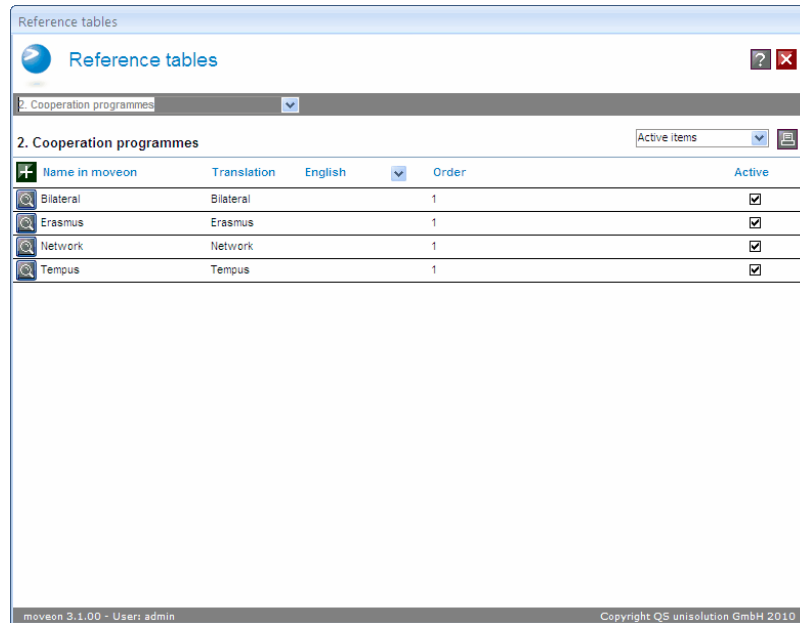


Fig. 4: "Reference tables" form, cooperation programmes configuration

For each element of the cooperation programmes table you can specify the following data (fields marked with an asterisk are mandatory):

- Name in moveon (*)
- order of appearance in the lists (complete)
- translations of the name
- active (yes/no)



Fig. 5: "Reference tables" form, add/edit cooperation programmes window

3- Mobility types

Select "3. Mobility types" from the drop-down list to open the list of mobility types to be managed in moveon.

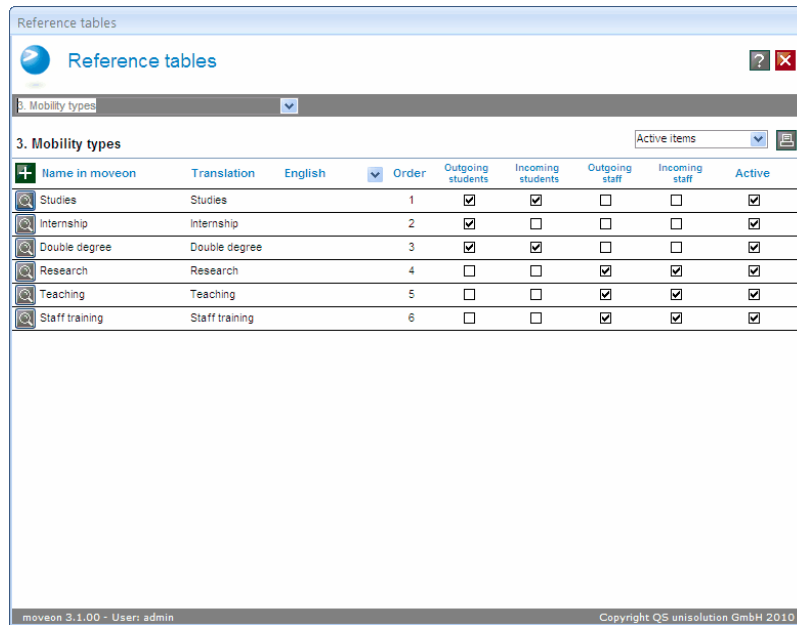


Fig. 6: "Reference tables" form, mobility types configuration

For each element of the mobility types table you can specify the following data (fields marked with an asterisk are mandatory):

- name (*)
- order of appearance in the lists (complete)
- active (yes/no)
- types of use (options: outgoing students, incoming students, outgoing staff, incoming staff), multiple options can be chosen
- translations of the name

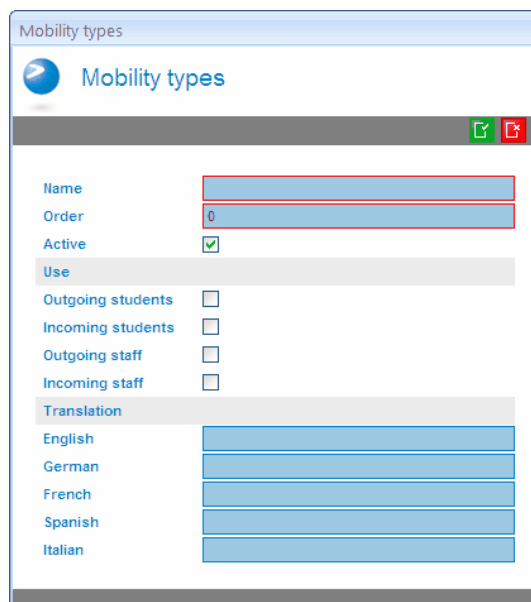


Fig. 7: "Reference tables" form, add/edit mobility types window

4- Mobility programmes

Select "4. Mobility programmes" from the drop-down list to open the list of mobility programmes to be managed in moveon.

Name in moveon	Translation	English	Order	Outgoing students	Incoming students	Outgoing staff	Incoming staff	Active
Bilateral	Bilateral		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erasmus-SMS	Erasmus-SMS		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erasmus-SMP	Erasmus-SMP		3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leonardo	Leonardo		4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Double Degree	Double Degree		5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mundus	Mundus		8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marie Curie	Marie Curie		7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erasmus-STA	Erasmus-STA		10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Erasmus-STT	Erasmus-STT		11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fig. 8: "Reference tables form, mobility programmes configuration

For each element of the mobility programmes table you can specify the following data (fields marked with an asterisk are mandatory):

- name (*)
- order of appearance in the lists (complete)
- external identifier (e.g. identifier of the element in the student management system)
- active (yes/no)
- types of use (options: outgoing students, incoming students, outgoing staff, incoming staff), multiple options can be chosen
- translations of the name

Fig. 9: "Reference tables" form, add/edit mobility programmes window

For a single programme involving multiple activities (e.g.: Erasmus programme with student course and work placement mobility and staff mobility), you must enter separate programmes in moveon for each activity: Erasmus SMS, Erasmus SMP, Erasmus STA, etc.

5- Agreement types

Select "5. Agreement types" from the drop-down list to open the list of agreement types to be managed in moveon.

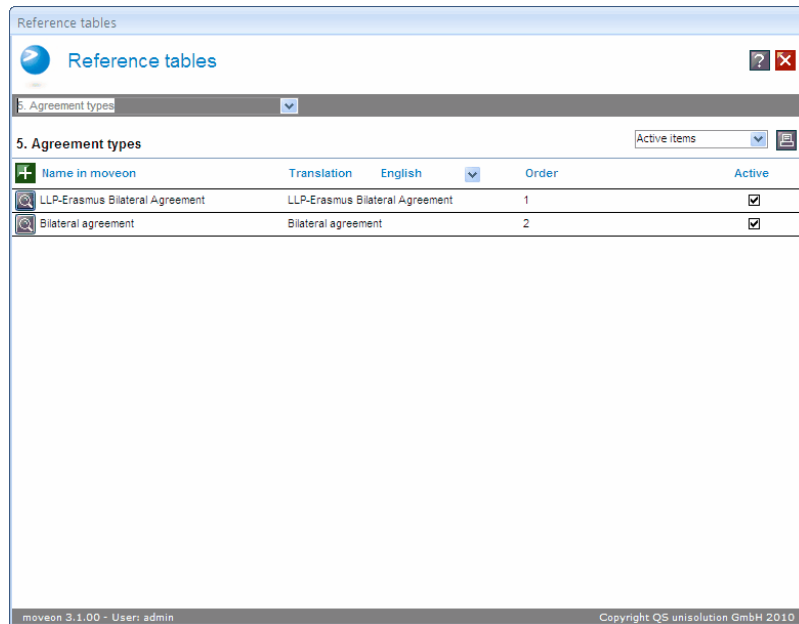


Fig. 10: "Reference tables" form, agreement types configuration

For each element of the agreement types table you can specify the following data (fields marked with an asterisk are mandatory):

- name (*)
- order of appearance in the lists (*) (complete)
- external identifier (e.g. identifier of the element in the student management system)
- active (yes/no)
- translations of the name

Agreement types

Name

Order

External ID

Academic year

Agreement template

Active

Translation

English

German

French

Spanish

Italian

Fig. 11: "Reference tables" form, add/edit agreement types window

6- Funding types

Select "6. Funding types" from the drop-down list to open the list of funding types to be managed in moveon.

Reference tables

Reference tables

Funding types

6. Funding types

Name	Acad. year	Order	Outgoing students	Incoming students	Outgoing staff	Incoming staff	Expenses	Currency	Active
Bourse MEN	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Bourse Region	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
DFH-UFA	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-OM	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMP	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMP-ELC	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMP-Handicap	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMS	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMS-ELC	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-SMS-Handicap	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-STA	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-STA-Handicap	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Erasmus-STT	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Free mover funding	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Leonardo	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Ministerium funding	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
Università Italo-Francese	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EUR	<input checked="" type="checkbox"/>
BW Stipendium	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	EUR	<input checked="" type="checkbox"/>

moveon 3.1.00 - User: admin Copyright QS unisolution GmbH 2010

Fig. 12: "Reference tables" form, funding types configuration

For each element of the funding types table you can specify the following data (fields marked with an asterisk are mandatory):

- name (*)
- Academic year: if the academic year at the institution does not correspond to the calendar year, this field can be used to indicate whether the funding is based on the academic year (ticked) or the calendar year (unticked)
- order of appearance in the lists (*) (complete)
- currency
- active (yes/no)
- types of use (options: outgoing students, incoming students, outgoing staff, incoming staff, expenses), multiple options can be chosen

Funding types

Funding types

Name

Acad. year

Order

Currency

Active

Use

Outgoing students

Incoming students

Outgoing staff

Incoming staff

Expenses

Fig. 13: "Reference tables" form, add/edit funding types window