

Overview of IS/STAG User Roles

The procedures for safe operation include, in particular, the rights and obligations of employees who are users of the IIS, specifically in the IS/STAG, with the following assigned roles:

- **Vice-Rector**
 - A role with access to all functions provided by the system except for the system functions;
 - with an option to switch to the role of any student and view all the PD of the selected student;
 - with access to all reports (overviews and lists of applicants, students, teachers, academic qualification theses including the assignment thereof, budget outputs for mobility periods, supporting documents for the annual report, overviews of the number of people at TBU);
 - access within the scope of the entire TBU.

- **Secretary to Faculty**
 - A role with access to all functions provided by the system except for the timetable system functions;
 - a role with access to students' files and enabling viewing of all their PD;
 - a role with access to the Admission Procedure module enabling viewing of all PD of applicants, including assigning of decisions to relevant applicants;
 - access within the scope of the relevant Faculty; the role is assigned to Vice-Deans and to Heads of Student Affairs Offices.

- **Department**
 - A role with access to entering of grades, posting of examination dates and to the Graduate module;
 - access within the scope of the relevant Department/studio/centre.

The role is primarily used to:

 - keep records of persons in the employee code list;
 - keep records of and edit course unit information sheets;
 - deal with administrative issues regarding academic qualification theses (posting of topics, assigning of topics to students, cancelling/removing of the student's registration for academic qualification thesis, printing of supporting documents for assigning of topics);
 - access information about final state examinations (course of the thesis defence and the results of the FSE) including viewing of the students' PD.

- **Student Affairs Officer**
 - A role with access to all functions provided by the system related to applicants, students and graduates, with the entitlement to edit all PD;
 - a role with access to the Payments module with the entitlement to view/enter/edit data related to scholarships;
 - access within the scope of the relevant Faculty.

- **Person entering records regarding FSE**
 - A role with access to the portal section of the IS/STAG for recording of the course and assessment of the FSE and viewing of selected PD of graduates;
 - the completed data shall be submitted in hard copy in the form of a protocol to the committee for signature;
 - access within the scope of the relevant Department/studio/centre.

- **ECTS coordinator**
 - A role with access to data of incoming and outgoing students, enabling viewing and editing of selected PD related to incoming/outgoing mobility;
 - the role creates and approves contracts with external institutions;
 - access within the scope of the relevant Faculty.