



## academyFIVE Basic system

### Your benefits at a glance

- + Complete presentation of the student life cycle (incl. potential applicants, lecturers and company employees)
- + Complete mapping of all master data and customer relationship management, including contact history
- + Central interface for master data imports and exports available
- + Mapping of the links to all institutions and companies

The academyFIVE Campus Management System maps the entire process of a student's academic cycle in an integrated system.

It is based on a professional customer relationship management (CRM) system, which was developed exclusively for universities and is therefore tailored to their specific needs:

academyFIVE lets you conveniently manage all data of potential applicants, applicants, students, alumni, university employees and lecturers, as well as of external contacts, partners and institutions using a single system.

Links between individuals and institutions as well as relationships between companies and institutions can be easily displayed.

### Target group

All universities and educational institutions that are looking to uniformly map their regular university processes in a single system.



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# Top features



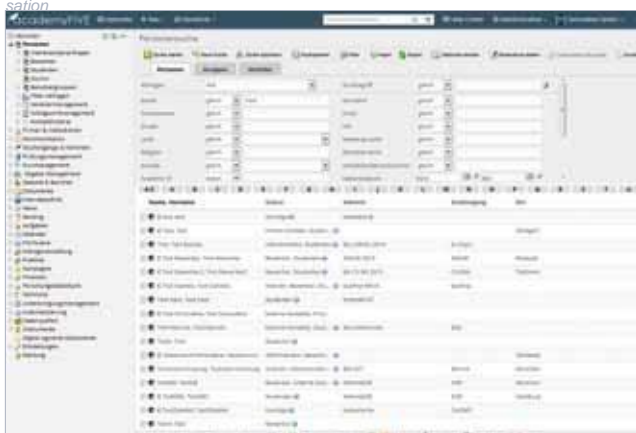
Student profile



Company management



Study programmes with categorisation



Search function

## Functions

- + Location and client capability, including individual configuration
- + Management of study programmes and cohorts, semester management
- + Clustering of the study programmes at your discretion
- + Management of all personal data, including any contact and address data as well as contact history
- + Filing of personal backgrounds and curriculum vitae with every profile
- + Duplicate search and removal possible
- + Company management, including hierarchy creation for branches or profiles
- + Mapping of relationships between individuals and/or institutions
- + Comprehensive search option, including mailing list and keyword management as well as various filter options
- + Management and assignment of any files via the integrated document management, incl. authorisation system
- + Creation of mail merges in Microsoft Word and PDF documents
- + Task management with automatic reminder functionality
- + Maximum data security based on versatile rights management
- + Storage of all changes to log files
- + Audit-proof data repository and compliance with applicable data protection guidelines

## Benefits of academyFIVE

- + Independent and responsive user interface: academyFIVE can easily be operated on any terminals and with different resolutions
- + Role-based views: exceptional clarity thanks to user-specific views and input screens
- + Customer-specific field and screen names: the user quickly and easily comes to terms with their terminology
- + Process focussing: individual processes can be modelled and automated, and are workflow- and status-driven
- + User-defined system configuration in an integrated system: individual configuration options as well as modular extensibility
- + Separate range of functions for key users and portal users: management interface as well as CampusWEB for students and lecturers have a different structure for maximum efficiency at work



## academyFIVE Course and Room Planning

### Your benefits at a glance

- + Provision of a course and lecture directory as well as a specific timetable for students and lecturers
- + Early planning based on planning groups possible
- + Takeover of all planning data, incl. lecturers, planning groups and course segments from the course and lecture directory
- + Direct resolution of conflicts in the planning process via a visual matrix presentation of the free timeslots
- + Automatic enrolment and fair online enrolment via multi-stage enrolment processes

The academyFIVE Course and Room Planning module maps the entire planning process within a system. This gives you access to all the available data, such as the curricula and lecturers.

It also includes an effective resource and conflict check as well as considering all relevant data on the number of participants, rooms, availability of the teaching staff and required technical equipment. Important statistics, such as target/actual comparisons of scheduled hours and hours worked, as well as absentee rates help with controlling.

### Implementation

The initial configuration of the course and room planning in academyFIVE is followed by the definition and mapping of specific planning workflows in a joint workshop. In subsequent training sessions, employees learn about the complete process, from planning through to execution.

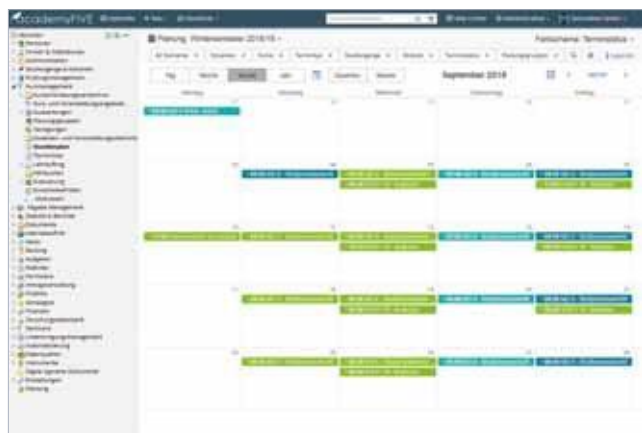


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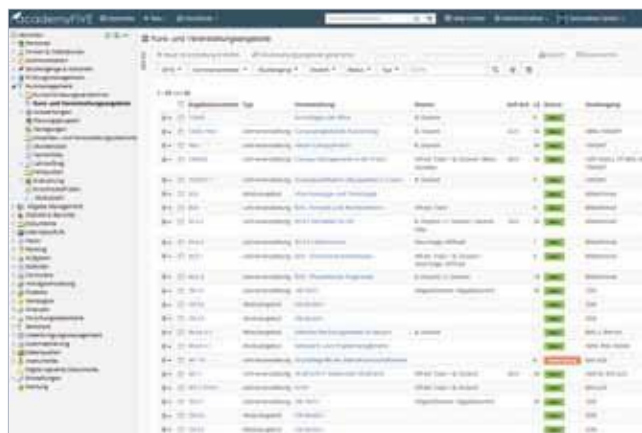
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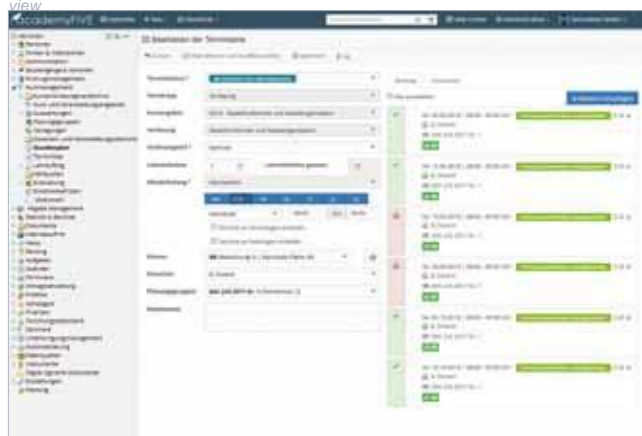
# Top features



Timetable



Course overview



Conflict resolution

## Course Management functions

- + Creation and management of the course and lecture directory
- + Automatic generation of the course offers based on the exam regulations
- + Individual definition of a status-driven planning workflow
- + Automatic booking of course participants for compulsory classes according to the specific academic progress
- + Clear management of course participants
- + Modelling of the course offers with any number of course segments and corresponding lectureship modules as well as the assignability of lecturers
- + Course offers can be clustered in any types of classes (lecture, seminar, tutorial, etc.) and specifically filtered
- + Mapping of individual supervision (bachelor's or master's thesis) as well as individual tuition
- + Printing of PDF documents, such as room allocation plans, attendance lists and attendance certificates
- + Target/actual comparisons for scheduled lectureship modules
- + Possibility of evaluating courses

## Scheduling functions

- + Seminar, lecture and timetable planning as a daily, weekly, monthly and annual schedule
- + Planning of any types of classes, such as lectures, seminars, tutorials, individual tuition, teaching projects and individual classes
- + Location-based (public) holiday management
- + Management of any number of time grids for planning
- + Location, building and room management, including equipment
- + Management of planning groups as well as participant allocation
- + Automated calculation of the necessary deadlines based on the lectureship to be scheduled
- + Participant, lecturer and room conflict check in real time
- + Relocation of individual classes, including targeted notification of participants via email or SMS
- + Recording and evaluation of attendance and absenteeism



## academyFIVE **Grade management**

### Your benefits at a glance

- + Mapping of any number of complex exam regulations
- + Convenient creation of the course and module handbook
- + Efficient recording and management of the examination results
- + Automated calculation of the final grades as well as required intermediate results
- + Full support of the European Credit Transfer System (ECTS)
- + Creation of certificates and graduation documents
- + Generation of comprehensive reports, statistics and rankings, including graphic representation

Grade management is the central module of the academyFIVE system. Complex study and exam regulations can be modelled without any technical knowledge. Customised depth of structuring into units, modules and subjects is possible as well as the specification of credits and rules, the definition of assessment schemes, the breakdown into compulsory and elective units as well as the provision of calculation rules. The recorded grades can be used to generate customised graduation documents, such as a transcript of records or diploma supplement.

### Implementation

After initially configuring academyFIVE grade management in your system, a comprehensive training session gives you the opportunity to find out more about the individual subsegments and their maintenance as well as the use of the data repository. This takes account of your individual requirements so that you can correctly and comprehensively map your study and exam regulations to make sure that you can make full use of the system in this area.



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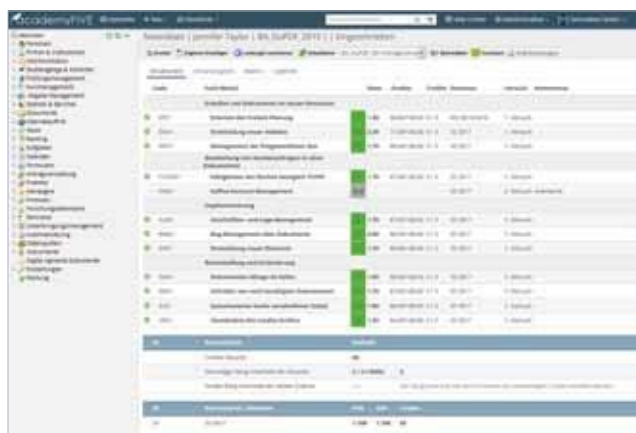
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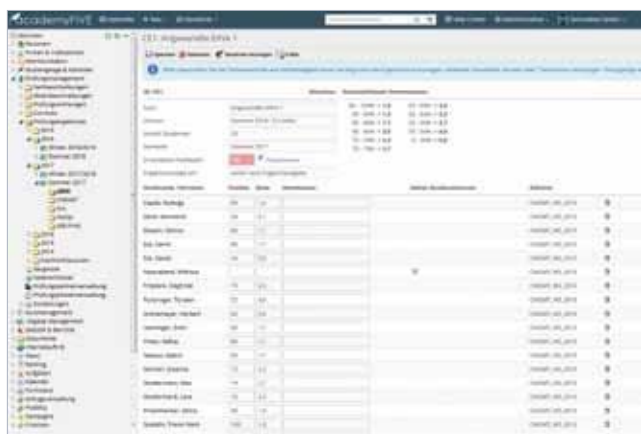
# Top features



Grade management SPO



Student grade sheet



Grade input

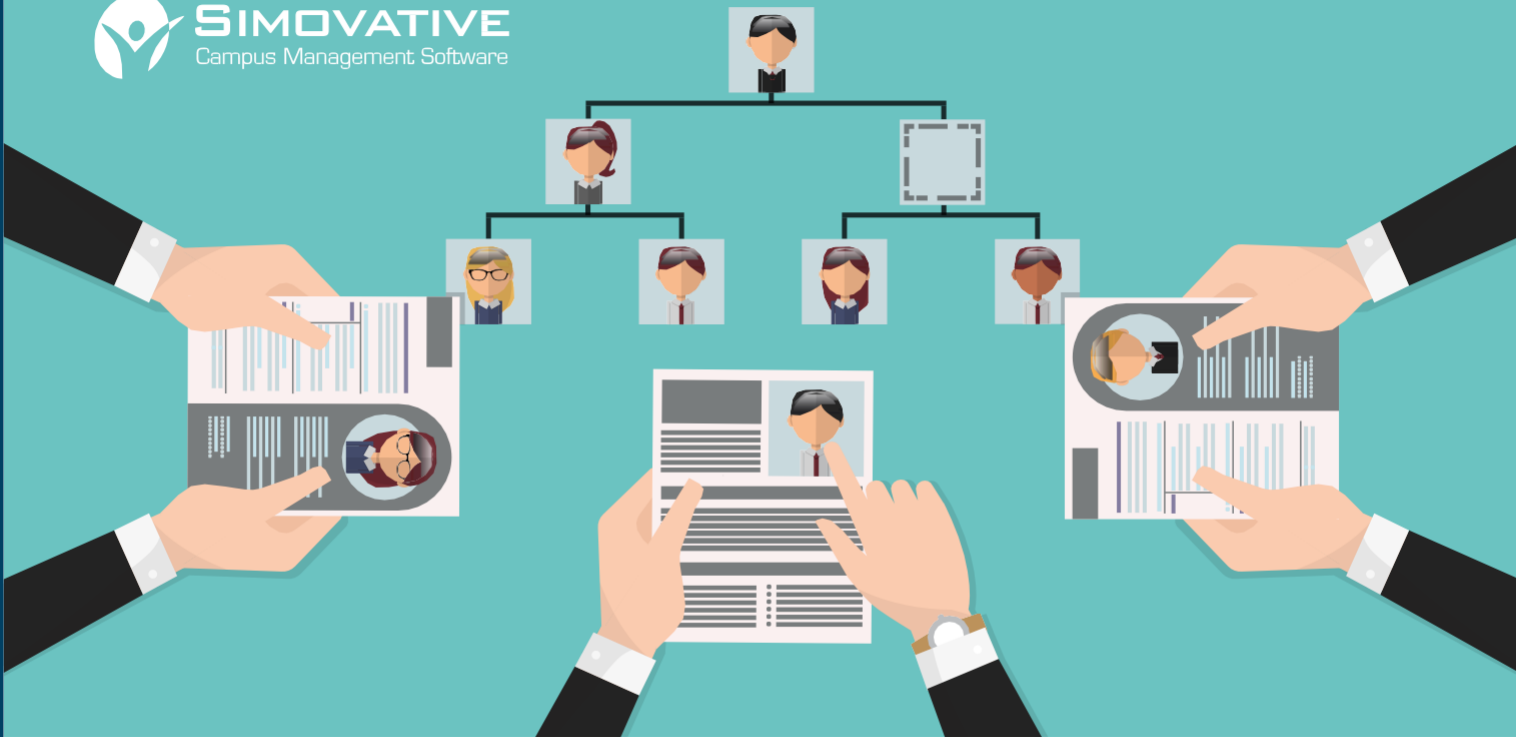


Statistical evaluation

## Functions

- + Versioned management of subjects and modules as well as their accreditation-compliant descriptions
- + Creation, maintenance and publication of a subject and module catalogue
- + Definition of any number of grade keys (such as thirds, tenths, passed) as part of the German, English and Swiss grading system
- + Modelling of any number of structured study and exam regulations
- + Individual adaptation of the study and examination regulations at the cohort or participant level
- + Free structuring of the examinations with regard to form, assessment, partial examinations, weighting, etc.
- + Management of examinations, including scheduling and resource planning
- + Definition of examination phases and enrolment deadlines
- + Online exam (de)registration is possible for students
- + Printing of examination schedules, attendance lists, exam information sheets and exam cover sheets
- + Performance of board examinations
- + Recording of the exam results for a list of participants by administration or the lecturers
- + Recording of any specific work or performances, such as exams, internships, bachelor's or master's theses as well as project and research work
- + Recognition of external work or performances
- + Logging of all entries and changes for maximum traceability
- + Automated notification of students about new examination results
- + Timed publication of grades for students in CampusWEB





## academyFIVE

## Application Management

### Your benefits at a glance

- + Flexible and customisable online application process
- + Completely integrated process from potential applicant to admission
- + Personal workflow of the application process can be mapped, even taking account of ratios and groups of applicants
- + Efficient admission process thanks to automatic admission suggestion
- + Immediate billing of the application fees possible

academyFIVE Application Management lets you digitally map a customisable application process and transfer the applicant profiles directly to the academyFIVE system.

An additional Admission Management module lets you generate automated admission suggestions based on individual groups of applicants, which can be used to simplify the process.

### Target group

All universities and educational institutions that are looking to digitally and transparently map their applicant process. Users who want to use automated admission management for large numbers of applicants and the mapping of different groups of applicants with ratios as a tool.

### System requirements

- + Activated module: Applicant and Admission Management

### Implementation

After initially configuring the academyFIVE Applicant Management module, the specific workflow is defined together with you during a process definition workshop. We then provide training on creating and maintaining the online application as well as on admission management.

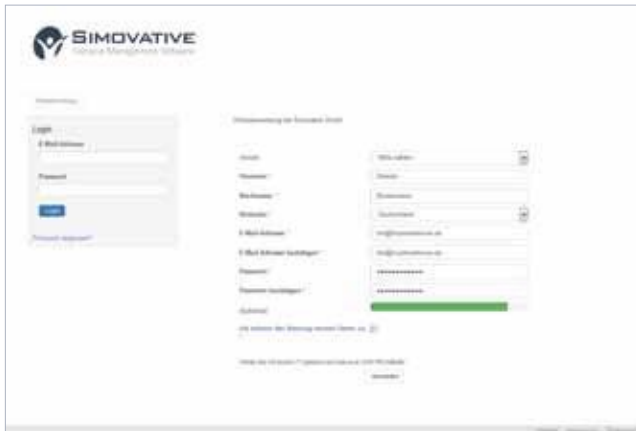


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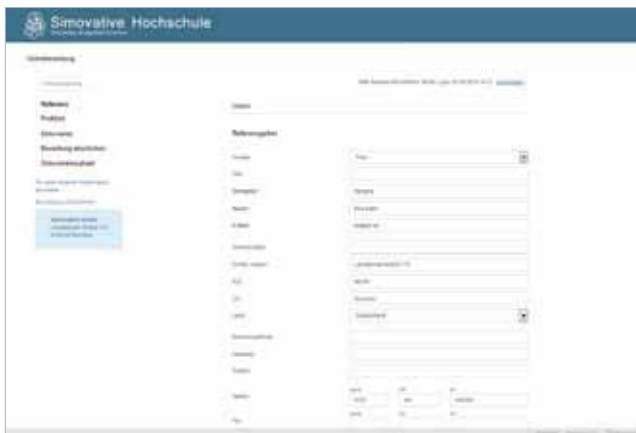
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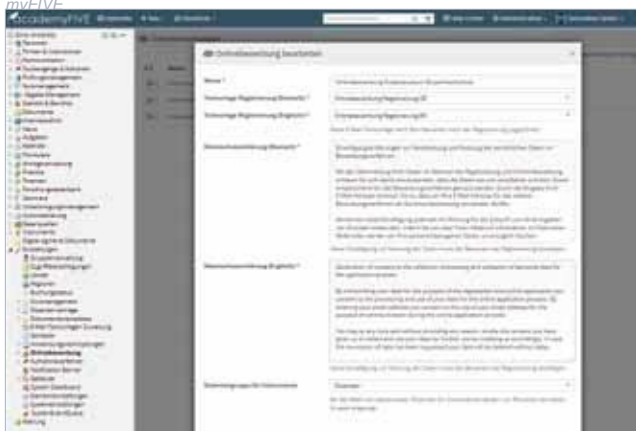
Registration



Frontend



Applicant profile in academyFIVE



## Application Management functions

- + Applicant account for online application, including configurable registration process with double opt-in and status tracking
- + Online application can include master data, study programme-related data, such as areas of specialisation and educational background, statistical data, a document upload and other university-specific requests
- + Individual application processes can be mapped per study programme
- + Multiple online applications can be offered in parallel
- + Application deadlines can be defined
- + Integration of a reference provider module possible
- + The application can be cached before sending
- + Automatic notification email in case of application status changes
- + Individual checklists for the applicant prerequisites check
- + Profile picture can be taken directly from the application
- + Preview function for uploaded documents
- + Creation of a complete applicant folder with all uploaded documents as PDF

## Admission Management functions

- + Integrated admission process
- + Definition of in-house admission procedures, per study programme and application cycle
- + Any number of process parts within the multi-stage admission process
- + Online registration for assessment days for applicants depending on the application status
- + Management of any number of assessment days
- + Groups of applicants with ratios can be mapped
- + Recording of results of individual parts of the process, including import
- + Automatic admission suggestion based on the prepared rankings
- + Applicant admission with notification functionality





## academyFIVE Communication

### Your benefits at a glance

- + Comprehensive mapping of the complete communication in academyFIVE
- + Individually tailored emails, even to large groups of recipients with customisable PDF attachments
- + Efficient and CI-compliant communication thanks to system-wide templates
- + Correct addressing of recipients thanks to title templates in line with DIN 5008
- + Easy selection of recipients by study programmes, cohorts, keywords and other possible selection criteria
- + High-quality SMS dispatch via German routes guarantee rapid delivery times
- + Archiving of the communication in the central contact history, including search functionality

academyFIVE provides various tools for efficient communication with all participants. This allows potential applicants, applicants, students, lecturers and external contacts to be reached by email, internal messages and SMS. In addition, a task system facilitates internal coordination. The optional Outlook plugin closes the communication cycle and gives you an overview of all your correspondence in contact history at any time.

### Target group

All educational institutions and universities that place importance on compliant communication with their students, lecturers and employees based on existing data.

### System requirements

- + Activated module: Document Generator (for personalised attachments)
- + For the Outlook plugin: Microsoft Outlook as the local email client

### Implementation

After initially configuring the communication in academyFIVE, you will receive comprehensive training on working with this area.



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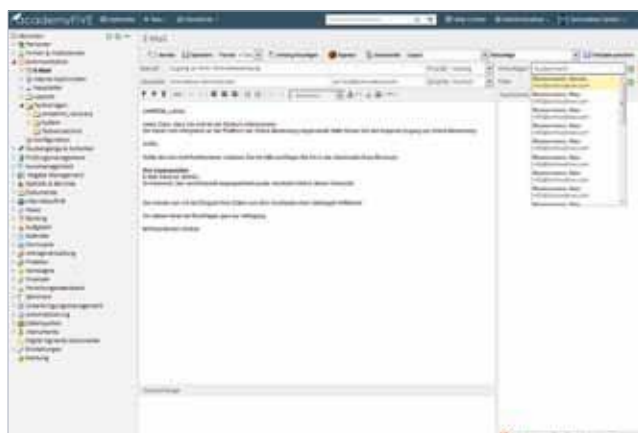
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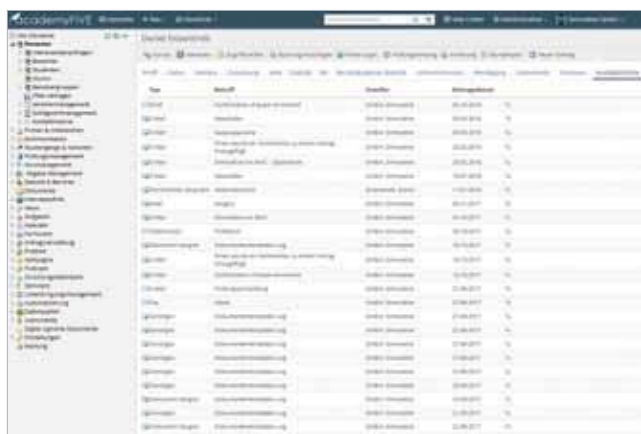
# Top features



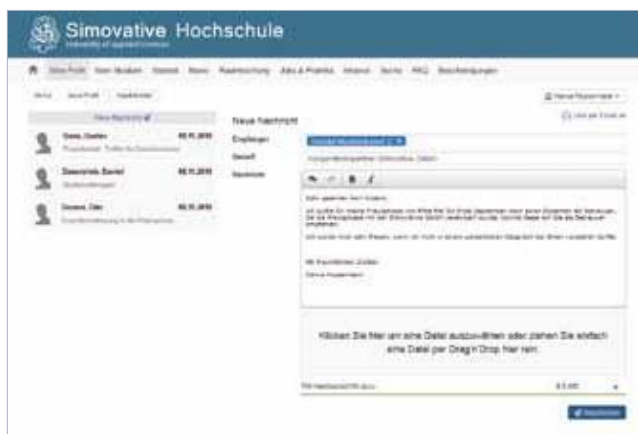
Email text templates



Recipient selection



Contact history



Create messages directly in CampusWEB

## Email/internal messages/SMS functions

- + Emails as a complete multipart messages
- + Title templates and placeholders for personalised messages
- + Management of drafts and templates
- + Easy selection of recipients and organisation into mailing lists
- + Share your email correspondence with other users
- + Timed dispatch of large-volume emails to prevent a classification as spam
- + Email dispatch via the in-house, central email server
- + Dispatch analysis
- + Mailbox for internal messages in CampusWEB for students and lecturers
- + Every message sent, whether email, internal message or SMS, is automatically stored in the contact history

## Outlook plugin functions (optional)

- + Simple transfer of emails from Outlook to academyFIVE
- + Correct assignment of messages based on the stored email address

## Tasks functions

- + Creation, delegation and tracking of tasks for individual users or entire user groups
- + Comment function for logging and tracking tasks
- + Central display of open tasks on the homepage
- + Weekly reminder of open tasks via email



## academyFIVE Newsletter

### Your benefits at a glance

- + Dispatch of optically formatted emails as an appealing newsletter
- + Individual newsletter design with flexible template system
- + Uniform corporate identity thanks to predefinable templates
- + Newsletters for different target groups clustered in projects
- + Control via internal subscription management
- + Access to all profiles and mailing lists in academyFIVE for dispatch
- + Use of variables for the recipients' personal titles
- + Individual composition of the contents by group affiliation
- + Evaluation and tracking of the sent newsletters
- + Archiving of the sent newsletters and provision of the archive in Campus-WEB

The academyFIVE Newsletter system lets you quickly and easily create emails that match the corporate identity, which can be sent to specific target groups. The system takes over the management of recipients in a separate subscriber management function and also ensures the compliant actioning of deregistrations.

### Target group

All educational institutions and universities looking to distribute their information to specific target groups with visually appealing emails and which want to use an integrated system to avoid multiple data retention as well as complicated interfaces.

### System requirements

- + Activated module: Communication



### Contact

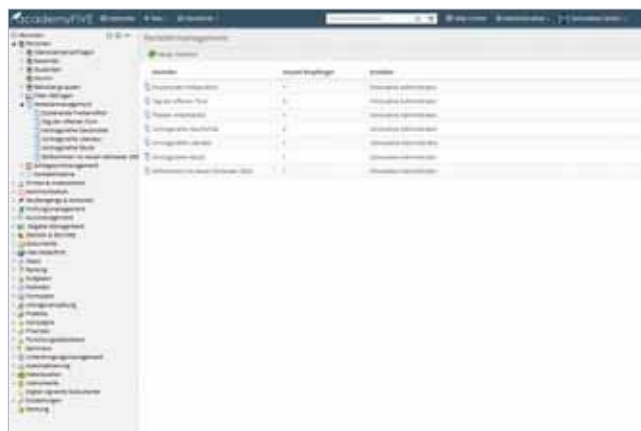
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# Top features



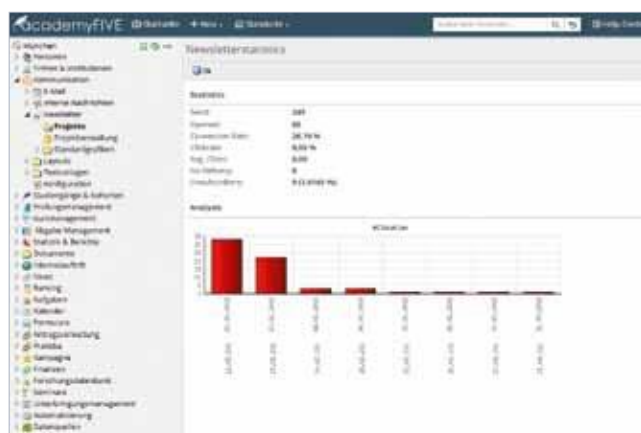
Project management



Mailing list management



Newsletter layout



Newsletter statistics

## Functions

- + Dispatch to all contact groups from academyFIVE possible (potential applicants, applicants, students, lecturers as well as external contacts)
- + Large-volume email dispatch is divided into small parcels to avoid classification as spam
- + Management of templates for the overall layout as well as for individual content blocks
- + Option of sending newsletters with file attachments
- + Management of images that can be used for the newsletter
- + Automatic scaling of uploaded images for optimal presentation
- + Dispatch of multipart newsletters (HTML and text-based fallback)
- + Double opt-in and double opt-out for subscribing and unsubscribing
- + Any number of projects, including in-house subscriber management and access control via rights management
- + Newsletters can be sent in multiple language versions
- + Preview function and test dispatch possible
- + Accessible mailing history
- + Automatic entry in contact history
- + Click tracking for installed links in the newsletter

## Implementation

After initial configuration, a training session teaches you how to create and send newsletters in academyFIVE. This covers the handling of projects and templates as well as subscriber management. We also provide optional training on implementing your own newsletter template in HTML format or help you integrate your templates and provide a ready-to-use newsletter system.



## academyFIVE

### Your benefits at a glance

- + Own branding with the help of the integrated content management system
- + Relieves the burden on administration staff with self-service functions for students in CampusWEB
- + Digitalisation of the processes
- + Versatile authorisation management for content and approval

## CampusWEB

CampusWEB is the integrated online portal of the Campus Management System for students, alumni and lecturers. Users can administer profile data and communicate with other users (students and lecturers) via email, internal messages or in forums.

A number of self-service functions (access grades, view lecture plan, print academic qualifications, etc.) can be provided in CampusWEB.

An integrated marketplace as well as a job and internship exchange can be integrated into the Career Center: the portal gives external institutions the opportunity to search for suitable employees. You can independently add current job and internship offers in the job exchange, for which applications are requested from students once they have been approved by the university.

### Target group

All universities and educational institutions that want to offer their students, alumni and lecturers a portal that is easy to use, which provides study-related information and those looking to work with an integrated Career Center.



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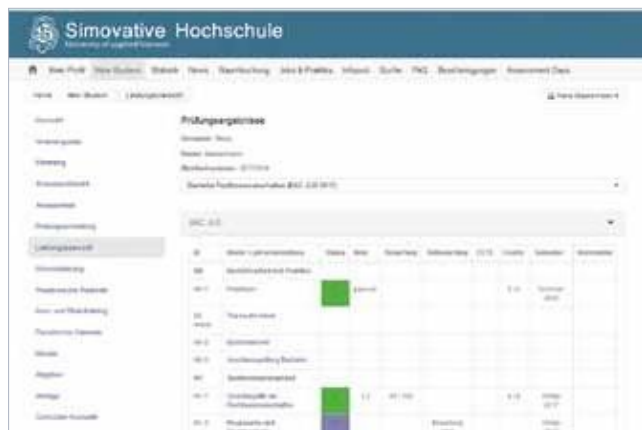
# Top features



CampusWEB calendar



CampusWEB job/internship portal



CampusWEB grade sheet

## Functions

- + Personal homepage with all relevant information
- + Editing of all profile data (addresses, telephone numbers, etc., possible depending on configuration)
- + Mapping of your personal background/CV
- + Individual setting options for the visibility of personal data for other community members
- + Creation and management of groups, including forum functionality
- + Management of your own contacts and friends
- + Internal messaging/message system for community members
- + Comprehensive full text search options by members, groups and events
- + Creation and management of events, including participant management
- + Integrated online marketplace
- + Mentor programme
- + Career Center for providing current job and internship offers

## Implementation

After setting up the domain and go-live as well the initial configuration of the portal by Simovative, you receive training on the maintenance of CampusWEB. The detailed explanation of the content management system and the general CampusWEB settings allow you to independently set up and maintain the portal presence both during and after training.





## academyFIVE Lectureship

### Your benefits at a glance

- + Completely integrated process from the lectureship through to billing (also online, including expense report option)
- + Lecturers can accept and comment on and bill assigned lectureship directly online
- + Overview of contractually available lectureship modules compared to the scheduled lectureship modules
- + Display as yet unscheduled lectureship modules during scheduling
- + The data is directly available for personnel statistics, so it does not need to be entered twice

The lectureship lets you map a completely integrated process in academyFIVE: from the creation of lecturer contracts and employment relationships per semester through to the mapping of teaching orders, from creation to billing, as well as the generation of personnel statistics. The target/actual comparison provides a constant overview of the data for monitoring purposes.

### Target group

Universities that employ internal as well as external lecturers and want a process that is completely integrated into the Campus Management System for contract management and monitoring.

### System requirements

- + Activated module: Course Management
- + Activated module: Statistics or BIS module
- + Optional: Community Bundle lectureship

### Implementation

After configuring the lectureship you receive extensive training so that you can independently manage your lecturer contracts and lectureship in academyFIVE in future.

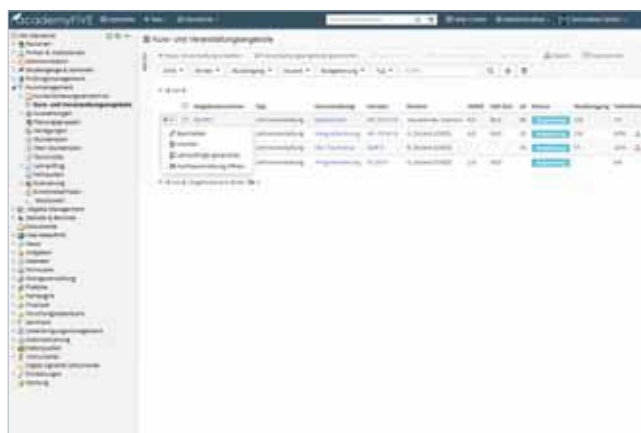


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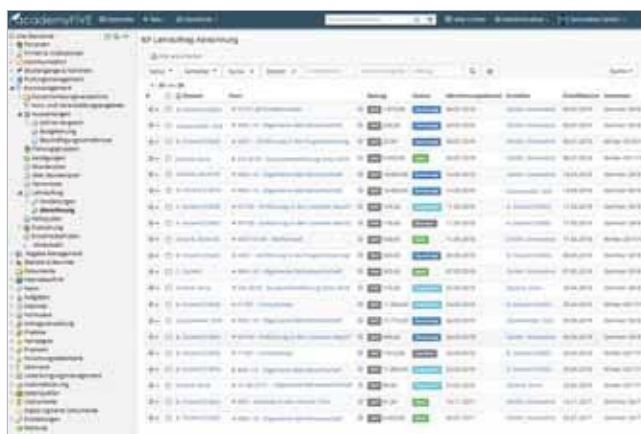
# Top features



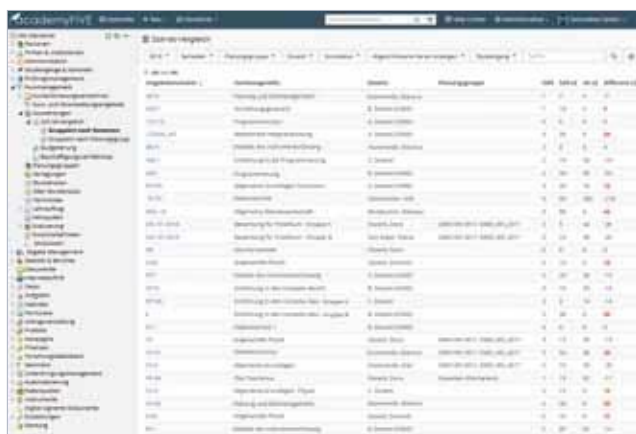
Generating a lectureship



Lecturer contract



Billing overview



Target/actual comparison

## Functions

- + Recording of all necessary contract data in the lecturer's profile
- + Creation of contracts via PDF or MS Word templates
- + Dispatch of the created documents by email
- + Recording of the employment relationships within lecturer contracts
- + Maintenance of the lectureship modules (per semester)
- + Integrated data entry for personnel statistics and BIS personnel statistics

- + Overview of all lectureships
- + Generation of lectureships based on course offers
- + Billing of lectureships based on the classes actually held
- + Checklist of all scheduled, assigned and required lectureship modules
- + Billing of lectureships, including expenses
- + Checklists available as standard



## academyFIVE Finance

### Your benefits at a glance

- + Recurring payments are clearly summarised in a payment schedule
- + Payment schedules can be defined for study programmes and used to generate automated invoices
- + All invoices and reminders are sent by email, title templates and accounting-specific placeholders and text templates can be used
- + Consistent payment and reminder process
- + Overview of all executed and outstanding payments
- + Profile-based view of all of a student's invoices
- + Self-service function for payment confirmations for students in CampusWEB

The academyFIVE Finance module automatically makes payments and issues and displays individual invoices. The entire process, from the draft invoice through to complete payment is documented. The integrated view in academyFIVE as well as in CampusWEB means that all billing runs are completely digitalised.

### Target group

Universities, seminar providers and educational institutions that want to integrate their accounting processes to improve efficiency while also ensuring on transparency and integrity.

### System requirements

- + Activated module: Document Generator
- + Optional: CampusWEB

### Implementation

After initially configuring the accounting in academyFIVE, a joint workshop defines the accounting process and subsequent training comprehensively instructs employees in the use of the module.

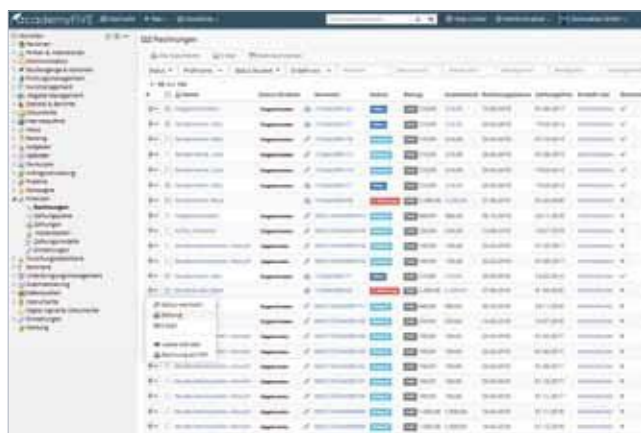


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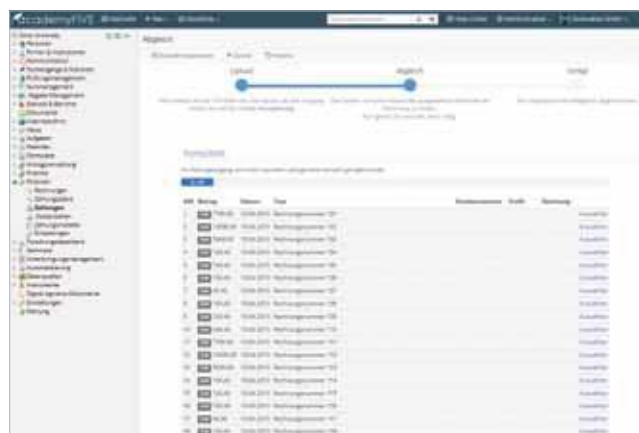
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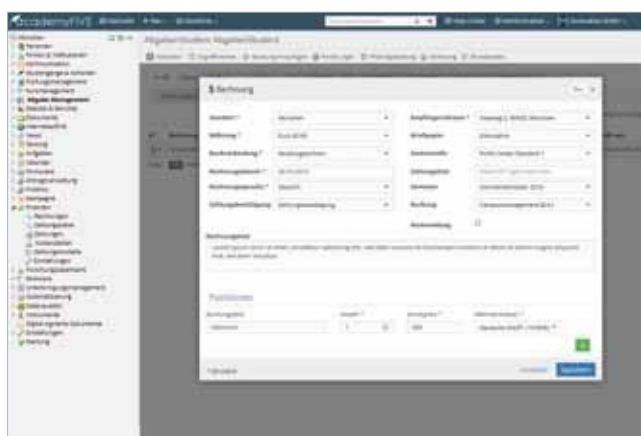
# Top features



Invoice overview



Payment import



Individual invoice



Financial status in CampusWEB

## Functions

- + Apply any number of payment models per study programme for individuals
- + Automatic invoicing based on predefined rules
- + Processes can be modelled via status values
- + Invoices can be sent with personalised emails
- + Automated reminder runs with individual document templates
- + Straightforward payment import via csv file
- + Assignment of (partial) payments to invoices
- + Automatic response based on payments made possible
- + Invoice view and payment confirmations available for students in CampusWEB
- + Individual invoices can be adapted for individuals
- + Invoice changes are only possible in a certain status
- + Log files for changes to ensure traceability



## academyFIVE Request management

### Your benefits at a glance

- + Digitalisation of the request processes
- + requests can be provided online at any time
- + Flexible and individual layout of request forms
- + Completeness is ensured thanks to individual mandatory fields
- + The request management modules can be used by enrolled students as well as external partners and companies
- + Transparent tracking of individual requests
- + The request approval workflow is freely definable, so multi-stage approval processes can also be implemented

The academyFIVE request management module allows forms to be freely compiled and provided via the CampusWEB portal in the form of requests for students and lecturers.

### Target group

Universities that currently manage a multitude of hard-copy requests and forms and want to digitalise this process to improve efficiency.

### System requirements

- + Activated module: CampusWEB

### Implementation

After initial configuration of the request management module in academyFIVE, a joint workshop is held to define the request processes and their mapping in academyFIVE. We then provide training in the use of the form generator as well as the processing and evaluation of requests.



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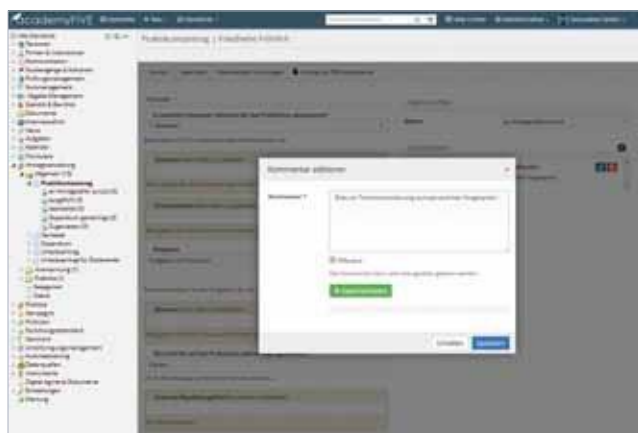
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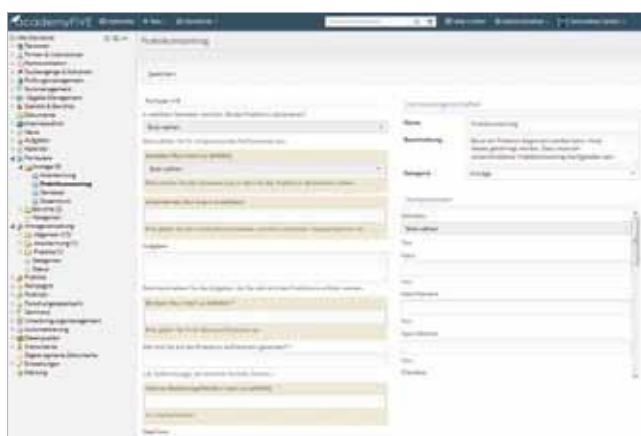
# Top features



Request processing



Comment function



Form generator



Status management



CampusWEB overview



CampusWEB request form

## Functions

- + Form generator to prepare requests with internal and external form fields
- + Provision of documents for the student
- + Categorisation of requests, including archiving
- + Status management for the request process
- + Requests can be provided for certain profiles that fit a specific target group
- + Complex requests can be cached before submission
- + Comment functionality for processing the request enables direct and clear communication with the student

- + Notification of new requests and status changes
- + Logging of status changes
- + Export functionality for the contents of all submitted requests
- + Internal rights management to better distribute the processing
- + Client-capable thanks to location limitation





## academyFIVE Submissions, Projects and Internships

### Your benefits at a glance

- + Completely automated process that benefits all stakeholders
- + Direct integration of documents, examinations and lectureship
- + The definition of different types of submissions enables different processes to be configured and mapped with individual features (bachelor's thesis, projects, internships, course work)

The academyFIVE module for submissions, projects and internships can be used to digitally map workflows across all stakeholders. From the student submission and supervisor selection (including external) through to the document exchange, evaluation, assignment of lectureship and archiving, all the processes can be individually defined.

### Target group

All universities and educational institutions whose students are involved in projects or internships and make submissions that are to be digitally managed online. This can be used for submissions of bachelor's or master's theses as well as for course work or projects with external partners or companies.

### System requirements

- + Activated module: Course Management
- + Activated module: Grade Management (for automated lectureship)
- + Activated module: Companies (for links with external supervisors)
- + Activated module: CampusWEB for students and supervisors
- + Optional: Document Generator (for document templates)

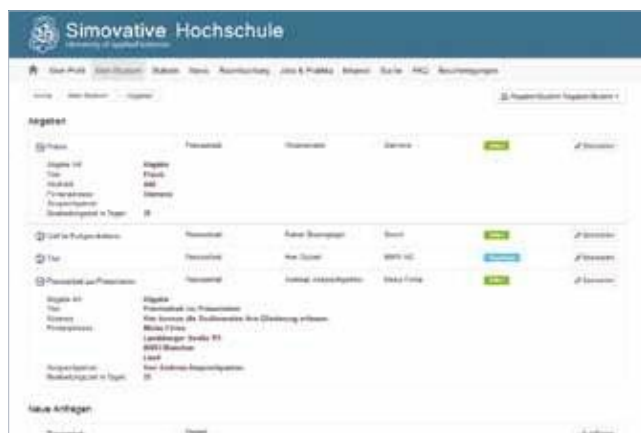


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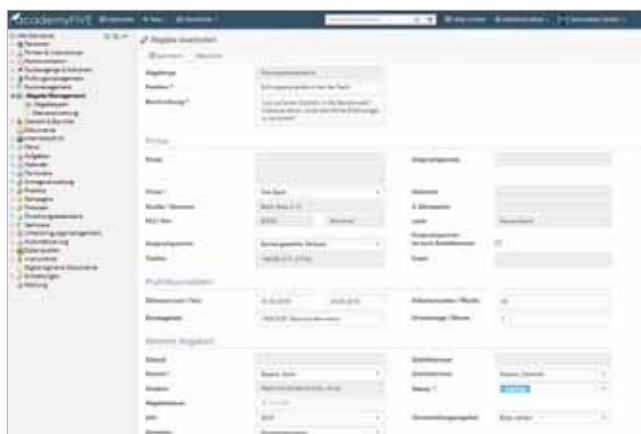
# Top features



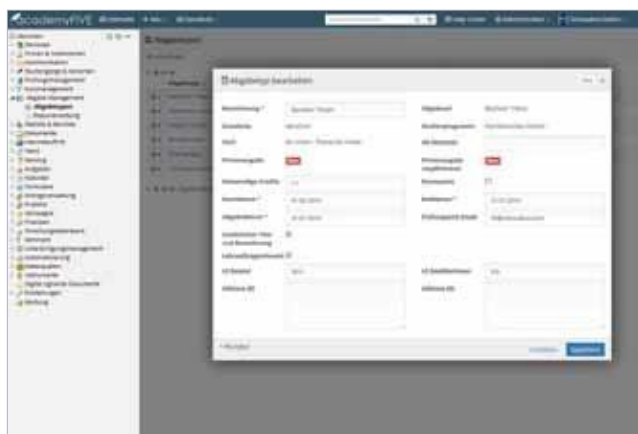
Student overview



Student detailed view



Submission detailed view



Submission types

## Functions

- + Different types of submissions can be defined
- + Registration of students depending on their academic progress
- + Link to companies and their contacts from academyFIVE
- + Automatic creation of individual supervision relationships, corresponding examinations, incl. the possibility of generating the associated lectureship
- + Status management with rights management for each role (management, first and second supervisor and student)
- + Status changes are automatically logged
- + Adaptable notification of the process owners
- + Document exchange
- + Comment function for all participants (students, lecturers, administration staff) possible and barrier-free communication between participants
- + Generation of individual documents, such as internship contracts, via document templates
- + Possible connection to a plagiarism checker tool

## Implementation

After initially configuring the academyFIVE module for submissions, projects and internships, the necessary procedures and processes are defined in a joint workshop. A subsequent training session instructs your employees in the functions so that you can make full and efficient use of the module and completely digitalise the submission process.



## academyFIVE Document Generator

### Your benefits at a glance

- + Individual layout of all document templates
- + Documents can be created with the common variables from the academyFIVE system
- + Standard templates, such as course description, lecturer contracts, lecturership, exam lists, course participant lists, etc., can be used directly or customised
- + Documents can be sent by email in a mass-volume output
- + Documents can be signed with a digital signature
- + Minimisation of administration effort with the self-service function for documents in CampusWEB

The academyFIVE Document Generator can be used to structure PDF document templates. This allows the university to create individual certificates, reports, payment confirmations, etc. These documents can then be downloaded by students and lecturers in CampusWEB, depending on the release status, or emailed by administration. A high-volume output, e.g. for reports, and subsequent dispatch by email cuts down on manual work steps.

The documents can also be individually signed by a digital signature or verified via a document verification portal.

### Target group

All universities and educational institutions that want to flexibly create and edit document templates in their corporate identity and want to use the data available in the system for document outputs.

### System requirements

- + Activated module: Communication (for sending documents)
- + Activated module: CampusWEB  
(for the self-service function for lecturers and students)
- + Optional: Digital signature
- + Optional: Document Verification Portal



### Contact

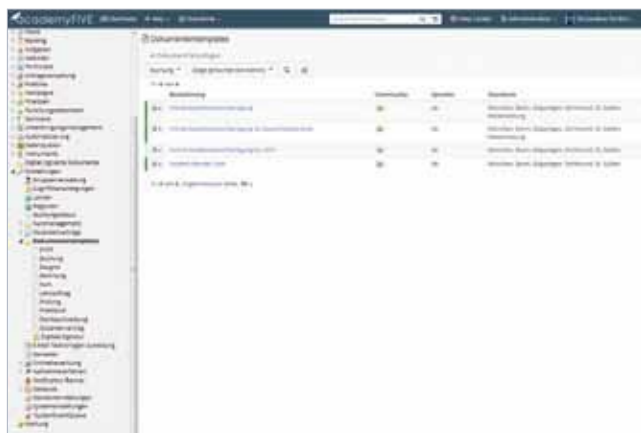
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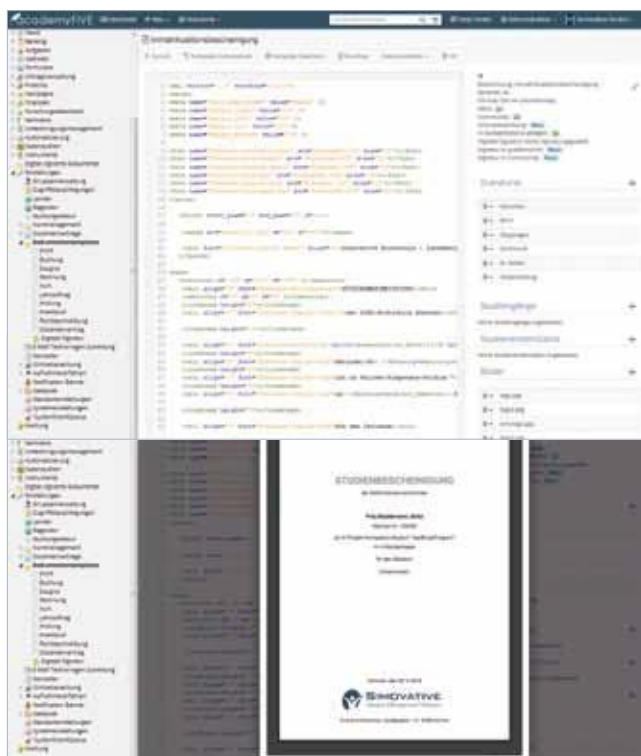
# Top features



Self-service in CampusWEB



Management of templates



Preview function

## Functions

- + Convenient editor with suggestion function for creating or editing document templates
- + Integration of individual fonts, images (such as logos) and variables
- + Preview function to check the created templates
- + Export/import of document templates
- + Creation of any number of templates with a huge selection of possible parameters from the academyFIVE system
- + Release of document templates for certain locations, study programmes or CampusWEB and online request
- + Storage of profile-based documents in the contact history

## Implementation

After initially configuring the academyFIVE Document Generator and installing the standard templates, we provide training on the use of this module so that you can independently create and edit document templates. If your documents need to be digitally signed, we contact our partner HPCDual and configure the digital signature together with you.

Our implementation team would also be pleased to create other templates for you, upon request, if you do not wish to create them yourself.



## academyFIVE

### Your benefits at a glance

- + Statistics prepared at the push of a button
- + Translation of the entered values to the relevant signature
- + Error routine as a warning in case of faulty records helps to create flawless statistics
- + Separate output displaying the name of the students is possible
- + Integrated system for the use of the existing data pool
- + Selective data retrieval (e.g. domestic university semester)
- + Necessary statistical data can be managed by the students themselves
- + Regular update of the key tables

## State Office Statistics

The academyFIVE module on State Office statistics lets you generate all university-related statistics in just a few short clicks.

- + Student statistics
- + Exam statistics
- + PhD statistics (in development)
- + Financial statistics (in development)
- + Personnel statistics (in development) – in conjunction with apprenticeship contracts
- + Statistics for vocational academies (in development)
- + Quick reporting

The integrated system transfers the key data, such as address information and student data, directly from academyFIVE. All other necessary information is administered centrally at a single location.

### Target group

All state and state-recognised universities and vocational academies that are required to submit statistics.



### Contact

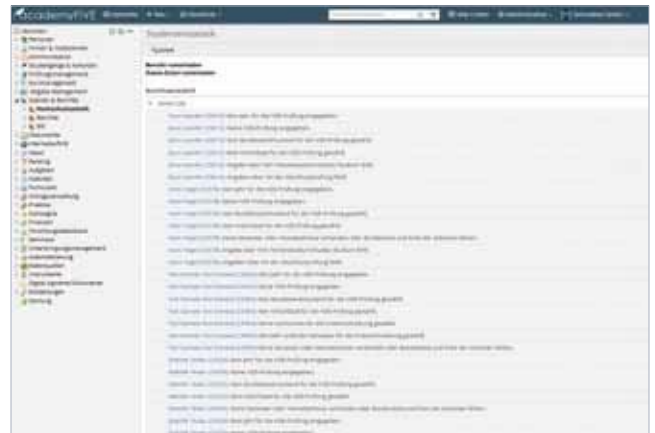
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# Top features



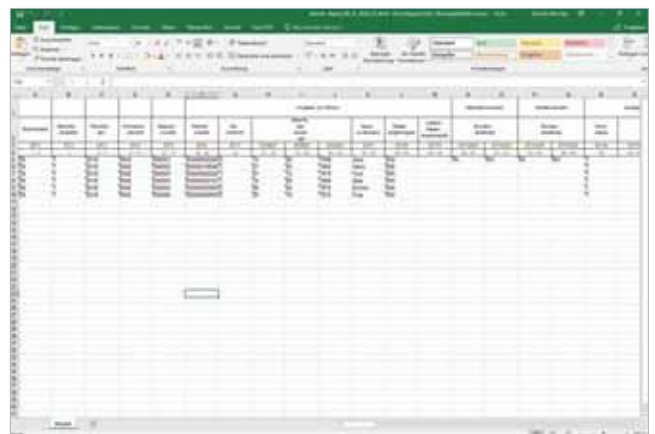
Student profile



Error log



CampusWEB statistics



Excel view

## Functions

- + Output as 400-character format (specified by the State Office) or, alternatively, as Excel (format prescribed by the State Office)
- + Evaluation and reporting of errors, warnings and notices per record
- + Updating service for the key tables
- + Previously reported records can be sorted out during subsequent reporting
- + Specific additional fields can be recorded per state
- + Archiving of the statistics

## System requirements

- + Activated module: Reporting
- + Activated module: Grade Management (evaluations)
- + Activated module: Course Management (evaluations)

## Implementation

After initially configuring the module on State Office statistics, we provide training on the necessary setting options as well as the data ranges in academyFIVE, which you need to maintain to create the necessary statistics.





## academyFIVE BIS Reporting

### Your benefits at a glance

- + Generate a finalized BIS report at the touch of a button
- + Report-related data can be transferred directly from the application record
- + The BIS-related information can be maintained in the study programme data
- + Stays abroad can be uploaded directly from mobilityOnline
- + Automatic translation of the entered values to the relevant signature
- + An integrated system: use of the existing data pool

The academyFIVE BIS Reporting module lets you generate the two relevant statistics for student and applicant reporting as well as personnel reporting with just a few clicks.

The integrated system transfers the necessary data, such as addresses and access requirements for students, directly from the academyFIVE profile and converts it to the correct output form for the files to be supplied.

### Target group

All state and state-recognised universities of applied sciences in Austria that are obliged to submit statistics.

### System requirements

- + Activated module: Lecturer Contracts (for personnel reporting)
- + Activated module: Course Management (for personnel reporting)

### Implementation

After configuring the academyFIVE BIS reporting module, we provide training on updating the necessary fields as well as in generating the statistics files.



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## academyFIVE Reporting

### Your benefits at a glance

- + Individual reports as requested by the customer and can also be independently created
- + Direct actions, such as messages or assignments to keywords or mailing lists, can easily be executed from personal reports
- + Evaluations take place in real time, so the information is always up-to-date
- + Encrypted provision of the data (SSL) for a report in CSV, XML or JSON format for easy integration into other systems in the university IT landscape, e.g. internal website

Keep track of all quality assurance data at all times: academyFIVE Reporting lets you evaluate and export (CSV, XML or MS Excel) all data recorded in the system or display this data directly in the system in tabular form. The evaluated data can then be used to initiate subsequent processes (e.g. direct dispatch of emails).

### Target group

All users of academyFIVE who want to regularly evaluate their data from the Campus Management System and require quality assurance reports. This also includes users who want to automatically make the data from the Campus Management System available for third-party systems.

### System requirements

- + Activated module: Grade Management, Course Management, Accounting, if evaluations are desired for the relevant area



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# Top features



Graphic view

List view

Editing an SQL query

Defining variables

## Functions

- + Definition of reports in SQL format
- + Specification of any number of variables to access a report
- + Highlighting of defined values in the report based on conditional formatting
- + Export reports in different formats
- + Categorisation of the reports and customisable access authorisations are possible
- + Caching of reports relieves the burden on the database server
- + Alternative replication database can be configured in order to run reports so as not to unnecessarily stress the live database

## Implementation

After initially configuring the academyFIVE Reporting module in the system, we provide training on the handling of reports. You learn how to independently create and modify reports so that you can evaluate your entire data pool at any time.



## academyFIVE Analytics

### Your benefits at a glance

- + Immediate overview of the relevant key figures for the university
- + Bundling of key figures on different dashboards
- + Appealing graphic presentation
- + Individual expansion of the reports based on internal requirements
- + Over 20 preconfigured reports available for immediate use

The academyFIVE Analytics module lets you evaluate all of the data recorded in the Campus Management System and generate graphic displays of these evaluations.

To do so, academyFIVE Analytics provides a dashboard system that can be used to create any number of dashboards. This ensures that all the information of relevance for the individual user is displayed immediately after login.

### Target group

The outstanding flexibility of academyFIVE Analytics means that all users benefit from the evaluation functionalities. For instance, it can be used to display statistics for potential applicants and applicants as well as evaluations on students and alumni. But it also ensures that individuals from the planning or grade management areas always have the most important key figures for the university at their fingertips.

### System requirements

- + Activated module: Reporting
- + Activated module: Grade Management, Course Management, Accounting, if evaluations are desired for the relevant area



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# Top features

## Functions

- + Definition of a system dashboard for every user
- + Creation of any number of dashboards
- + Users can share dashboards
- + Graphic presentation of reports as bar, line, radar, pie and doughnut charts
- + Unlimited addition of graphic evaluations to the dashboards
- + Well-designed authorisation concept to prevent unauthorised access
- + Intelligent caching for maximum performance

## Preconfigured evaluations

- + Management of potential applicants: enquiries per month, comparison of enquiries to the same period the previous year, source analysis, distribution of the reasons for rejection
- + Applicant management: applications per month, comparison of applicants to the same period the previous year, source analysis, distribution of the reasons for rejection, monthly ratio of potential applicants to applicants
- + Students: distribution of students across the study programmes, ratio of applicants to students, distribution of the students by nationality, distribution of the students by gender, costs and turnover per study programme per semester, costs and turnover per department per semester
- + Grade management: students with the most failed attempts, students with too few credits, students facing a final attempt, lecturers that give the best and worst grades
- + Planning: teaching load per study programme, distribution by internal and external lecturers, teaching load per lecturer

## Implementation

After initially configuring academyFIVE Analytics and installing the preconfigured evaluations, we provide training on handling reports as well as integration into the dashboards. You learn how to create and modify reports as well as how to individually store these in created dashboards so that all users can benefit from the new evaluation options.



Individual dashboards



Preconfigured reports



Ranking







## academyFIVE Autopilot

### Your benefits at a glance

- + Automatic dispatch of personalised emails at a customisable time
- + Increase in customer satisfaction thanks to the targeted supply of information
- + Automatic processes relieve the burden on administration
- + Increase in quality thanks to standard communication templates

The academyFIVE Autopilot lets you automate the dispatch of emails to potential applicants, applicants and students. This allows complex communication chains to be modelled, including in the area of marketing.

### Target group

Universities and institutions that are looking to automate communication processes to increase efficiency and customer satisfaction.

### System requirements

- + Activated module: Communication

### Implementation

After initially configuring the academyFIVE Autopilot, a training session is held to define rules that help you map your own automation flows in academyFIVE.



### Contact

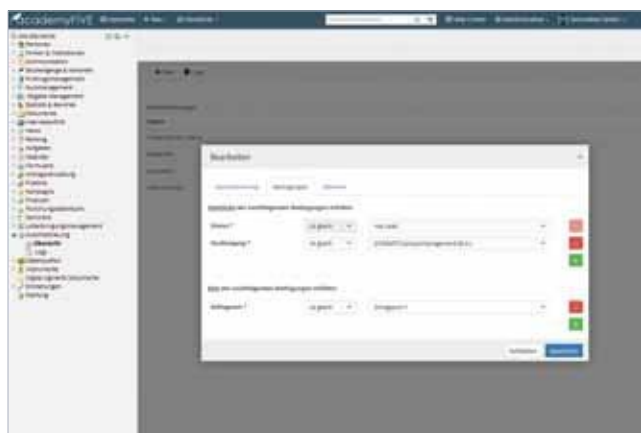
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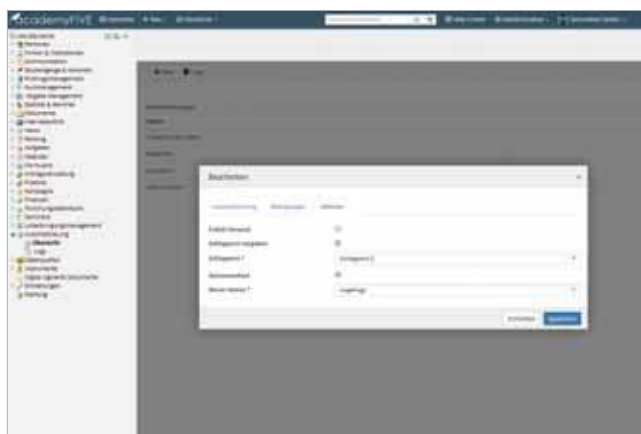
# Top features



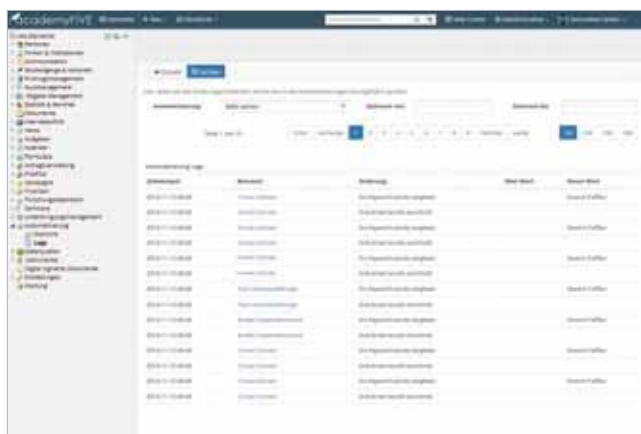
Overview of automation flows



Possible conditions



Actions



Logs

## Functions

- + Rule editor for defining automation rules, including preview function
- + Location-specific administration of automation rules
- + Selection of individual start times, such as the enquiry, application or enrolment date

- + Dispatch of personalised emails
- + Assignment of keywords
- + Automatic status change
- + Log functionality for automated actions
- + Sent emails are stored in the contact history of the personal profiles



## academyFIVE

## Calendar synchronisation with Office 365

### Your benefits at a glance

- + Complete synchronisation of all appointments from academyFIVE
- + Appointment changes at short notice are communicated directly to all participants
- + Students and lecturers have their university appointments in their personal calendar
- + Directions to the appointment via the constant updating of the rooms
- + Reminder function in the personal calendar for university appointments
- + Connections to other tools, such as the room calendar to display all appointments for a room (e.g. digital door sign) are possible
- + Appointments for rooms are booked via Outlook to prevent the rooms from being double-booked

academyFIVE provides a calendar synchronisation function for Outlook 365 for efficient scheduling with all participants. This allows students, lecturers and administrative staff to synchronise all the university appointments in their personal Office 365 Outlook calendar and link these to other calendars (e.g. Android) so that their appointments are summarised in a single calendar.

### Target group

All educational institutions and universities that use Office 365 and value integrated scheduling.

### System requirements

- + Microsoft Office 365
- + Separate email account for synchronisation
- + Activated module: Event Planner
- + Activated module: New Course Management



### Contact

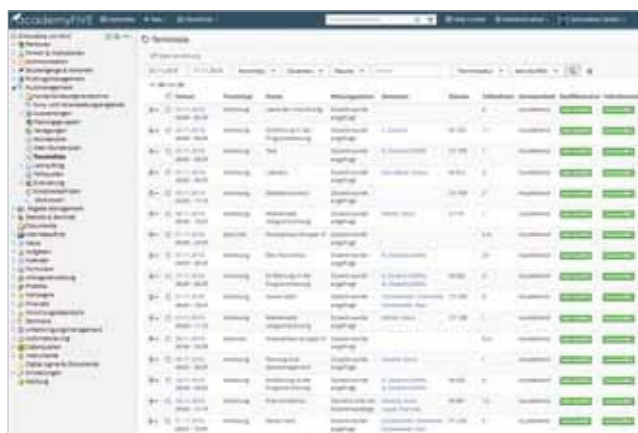
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# Top features



Event Planner in academyFIVE



Appointment list with update status



Room management



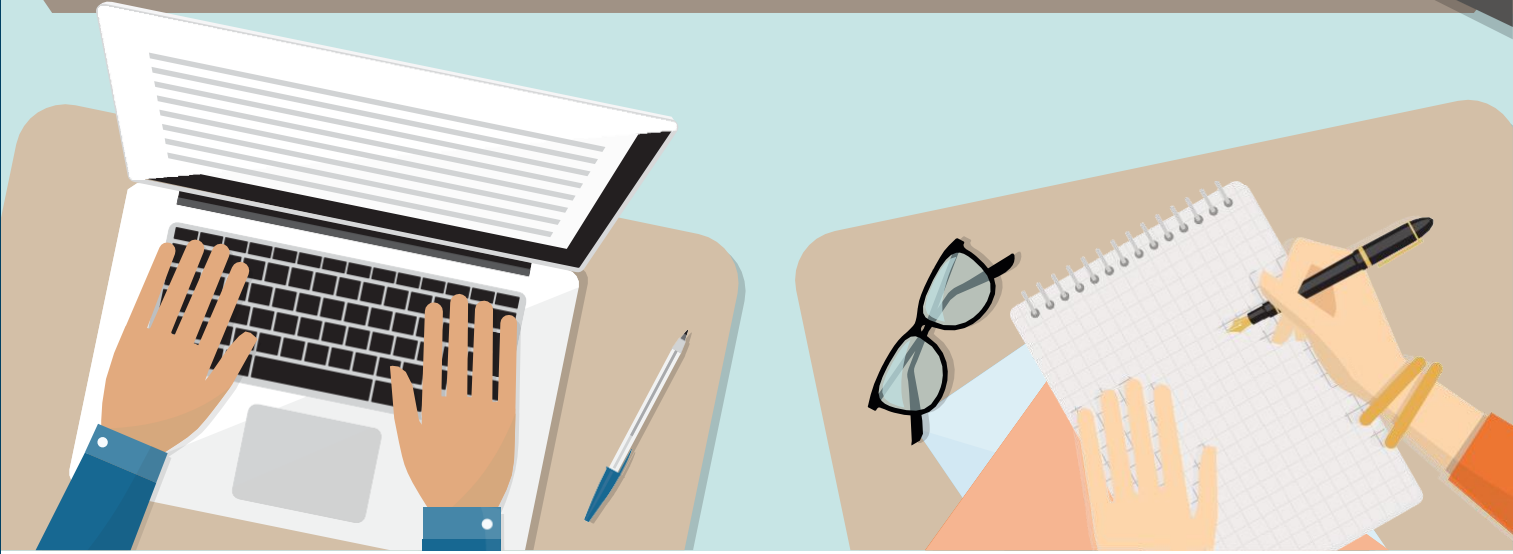
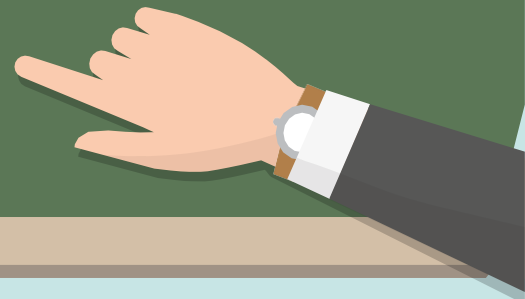
Synchronised Outlook calendar

## Functions

- + Transfer of all appointments from academyFIVE
- + Invitation of individual participants from appointments possible
- + Booking room resources
- + Initial synchronisation and resynchronisation when appointments are updated
- + Resilient interface implementation with automated troubleshooting

## Implementation

After initially configuring the academyFIVE Office 365 calendar synchronisation, we hold a joint workshop to develop the right configuration for your system in the areas of appointment status and participants via planning groups. We also create the necessary calendar app for you for Microsoft, configure the calendars to be synchronised for you and plan the initial synchronisation of existing appointments.



## academyFIVE Seminar Management

- + Categorisation of training events and seminars is possible
- + Definable structure for the contents of the seminar information
- + Provision for the maintenance of costs, venues, lecturers, documents and cooperation partners
- + Individual keyword management
- + Manage participants via status values
- + Communication with participants via email is possible as well as tracking of the communication in the contact history
- + Generation of participant lists and certificates of participation
- + Clear cost overview for all participants

The academyFIVE Seminar Management module lets you record and manage seminars and training sessions directly in academyFIVE. A clear input screen provides a uniform breakdown of the seminar contents and class information. A direct overview of participants can be obtained quickly and easily.

### Target group

Training and seminar providers as well as universities that are looking to add further education offers.

### System requirements

- + Activated module: Communication (for sending emails)

### Implementation

After initially configuring Seminar Management in academyFIVE, a training session on the functionalities is held for you and your colleagues. This provides training in creating and editing seminars. We also work together with you to establish a link to the university website via the SOAP interface to enable the optimal mapping of your seminar management process.



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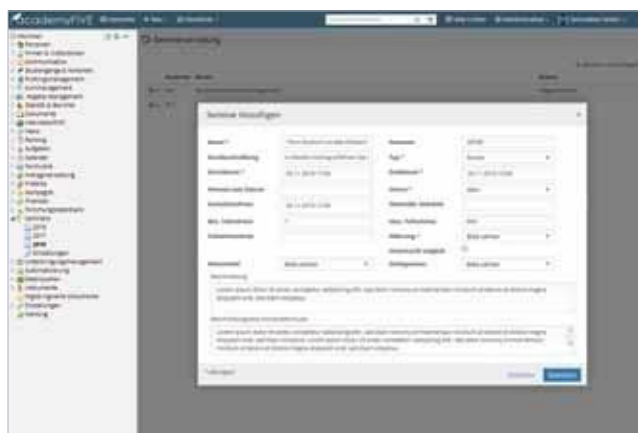
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# Top features



Seminar management



Creating a seminar



Seminar status



Billing status

## Functions

- + Individual seminar and participant status
- + Fast entry of the seminars via a dialogue structure
- + Function for duplicating seminars to easily update recurring seminar offers
- + Input option for costs and cost centres
- + Maintenance of venues and integrated room management
- + Cooperation partner information can be linked

- + Management of seminar participants in a separate category
- + Documents can be added for every seminar
- + Possible connection to the university's website via the SOAP interface
- + Entry of registration data in the website's registration form via the SOAP interface




## academyFIVE Executive Education

### Your benefits at a glance

- + Definable structure for the contents of the seminar information
- + Transfer of contents from the regular university area possible
- + Individual and flexible planning of resources
- + CampusWEB connection for participants with registration functionality, document exchange, timetable, student record and certificates
- + Communication with all seminar participants via email and in CampusWEB
- + Integrated exam module
- + Connection to the university website possible

academyFIVE Executive Education enables the structured and semester-independent mapping of a broad range of seminars. The seminar contents can be clearly structured and extensively updated. Specific planning of the room and time for each day of the event. Individual and digital participant registration for individual or blocks of seminars. After seminars are held, certificates can be provided and the seminars can be evaluated.

### Target group

Training and seminar providers as well as universities that are looking to expand their regular offer with further education.

### System requirements

- + Activated module: Course Management
- + Activated module: Grade Management
- + Possible expansion: CampusWEB



### Contact

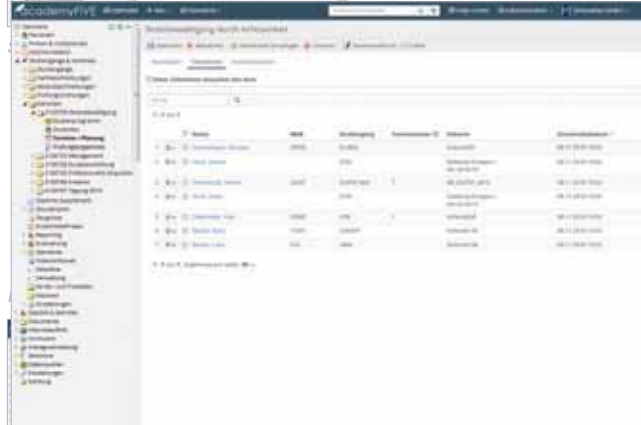
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# Top features



Seminar description



Individual certificate of attendance

## Functions

- + Comprehensive and structured maintenance of the seminar contents, incl. versioning
- + Configuration of a separate location in which the seminars are modelled independent of the regular university offer
- + Clear management of classes using status values
- + Room management, even across several buildings
- + Individual scheduling and room planning per seminar day
- + Timetable with individual holiday times and location-specific schedules
- + Registration process via online form possible
- + Adjustable limitation of the number of participants
- + Printing of participant lists, certificates and documents
- + Attendance of participants can be recorded
- + Communication module for internal messages and emails
- + Digital evaluation of the seminars
- + Interface connection to provide seminar information, e.g. for external websites or other systems

## Implementation

We develop the requirements of the academyFIVE system in a joint workshop and configure the desired modules. Your employees then receive extensive training on working with Executive Education. We would also be pleased to support you with the linking of your websites as well as the establishment of the registration process.



## academyFIVE Distance Learning

### Your benefits at a glance

- + Possibility of offering distance or blended learning directly
- + Distance learning courses can be mapped based on the data available for attendance courses
- + An existing system accreditation can be expanded by partial accreditation
- + Flexible growth opportunities thanks to new course offerings without committing resources
- + Uniform and detailed description of the subjects and modules offered

The academyFIVE Distance Learning module maps a university's distance learning courses. This enables the structured and uniform creation and maintenance of these study programmes. The entire student cycle, from enrolment through to the degree certificate, is recorded and digitally presented in academyFIVE.

### Target group

Universities and vocational academies that would like to additionally or exclusively offer distance learning.

### System requirements

- + Activated module: Course Management
- + Activated module: Grade Management
- + Activated module: Document Generator

### Implementation

After initially configuring the academyFIVE Distance Learning module, workshops are held to define the mapping of the distance learning courses in the system based on the necessary guidelines. Training sessions are held to familiarise you with the use of the system so that you and your employees can confidently perform your assigned tasks in academyFIVE.

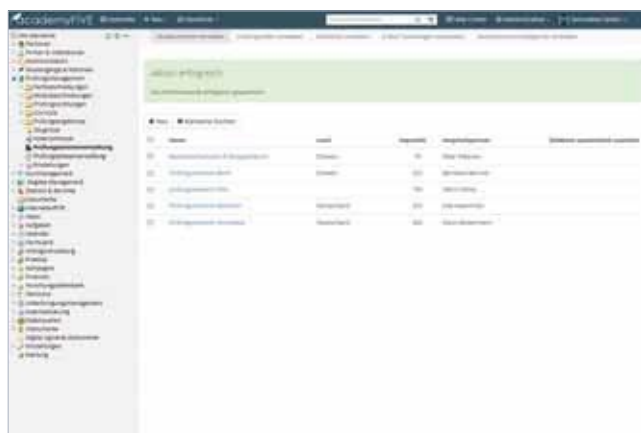


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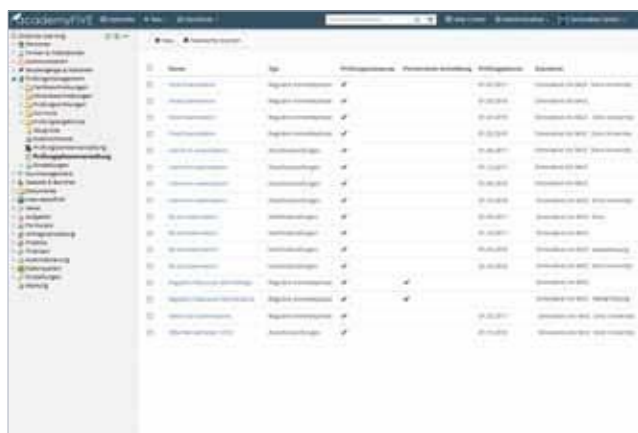
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# Top features



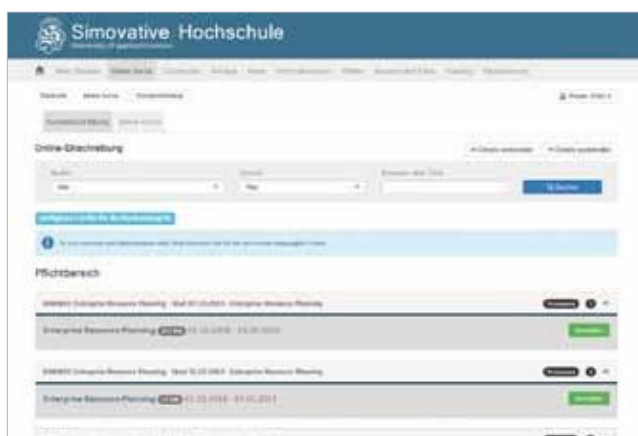
Examination centre management



Examination phase management



History with ECTS



Online module selection

## Functions

- + Access to the existing (accredited) subjects and modules possible
- + Creation of additional subjects and modules for the distance learning courses
- + Automatic dispatch of documents (email, download, external printing)
- + Integration of a learning management system, such as Moodle, possible
- + Connection to CampusWEB with information on the course, course registration and student record
- + Permanent course enrolment (across semesters)
- + ECTS-based booking
- + Exams can be modelled via examination centres or online exams
- + Automatic assignment of exam admissions
- + Online examination registration and deregistration
- + Creation of certificates and reports



## academyFIVE

### Your benefits at a glance

- + Integrated online student application, with application for a central artistic subject and associated lecturers
- + Individual instruments as a central artistic subject
- + Presentation of an artistic diploma
- + Preliminary studies and postgraduate studies can be modelled for students
- + Double degree with different parallel areas of specialisation can be presented
- + Study and exam regulations with majors and minors as well as instruments that can be individually selected by students
- + Planning option for special appointments, such as concerts, exhibitions, etc.

## Art and Music School

academyFIVE Art and Music School lets you model all the specific features of a university operating in an artistic and musical environment. At the same time, the university can benefit from the standardised processes in academyFIVE as well as the continuous further developments.

### Target group

Universities of art and music as well as academies of music that want to uniformly model their university processes in a system.

### System requirements

- + Activated module: Course Management
- + Activated module: Grade Management
- + Activated module: Community
- + Activated module: Applicant Management

### Implementation

After initially configuring academyFIVE Art and Music School, a joint workshop is held in which the requirements are clarified and any necessary migration of the existing data is coordinated. A subsequent training session is held to familiarise employees with the system and instruct them in the use of the specific artistic and musical areas of academyFIVE.



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# Top features



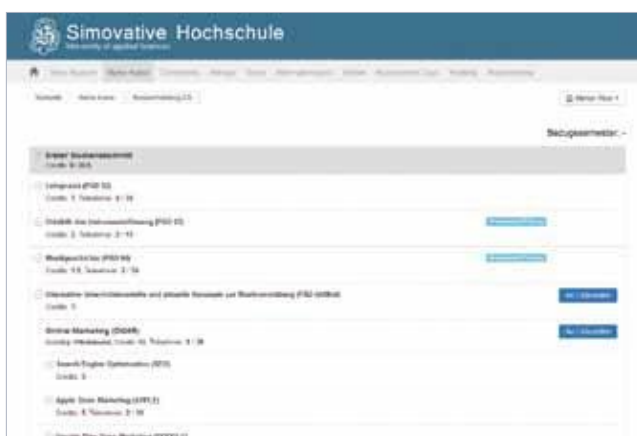
Entry with area of specialisation, major and minor instrument



Instruments



Online application



CampusWEB course selection

## Functions

- + Online application with a presentation of the portfolio (application for a central artistic subject and associated lecturers)
- + Management of central artistic subjects
- + Choice of specialisation, such as instrument selection
- + Lecturer assignment - Specialisations: Lecturer > Specialisation > Resource

- + Room selection with appropriate features
- + Private lessons can be planned within appointment series, incl. room booking
- + Independent course selection for instruments and lecturers by students in CampusWEB





## academyFIVE Digital Signature

### Your benefits at a glance

- + Automated issue of legally valid and secure documents
- + Saves time and printing costs
- + Relieves the burden on administration
- + Replaces paper-based processes, as the basis for Big Data or AI projects
- + Ensures compliant retention periods
- + Prescribed from 2020 for the acceptance of digital documents in the public sector

Digital processes are becoming increasingly important and will soon become mandatory in the public sector. academyFIVE lets you automatically issue legally valid and secure documents – from study contracts through to enrolment certificates and degree certificates.

### Target group

All universities and educational institutions that create and edit documents using the academyFIVE Document Generator and require the provision of a compliant signature for these documents.

### System requirements

- + Activated module: Document Generator
- + Optional: Document Verification Portal

### Implementation

Configuration of the digital signature in the Document Generator together with our partner hpcDUAL and subsequent training so that you can independently issue digitally signed documents.

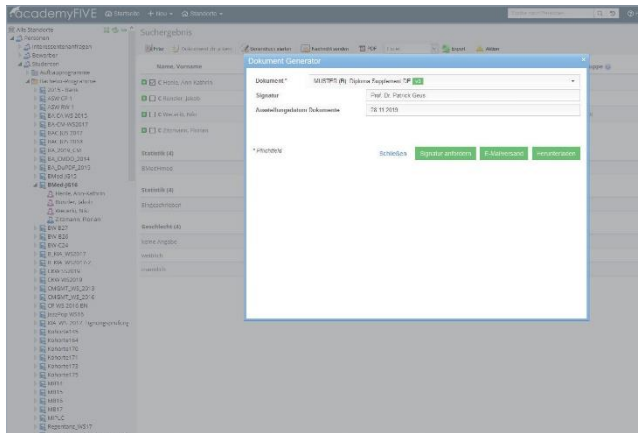


### Contact

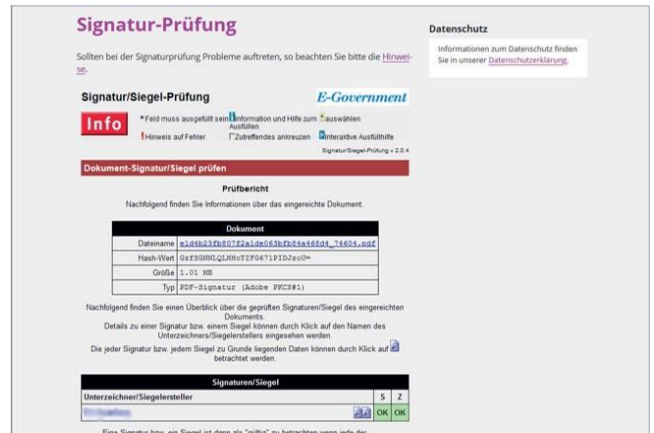
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# Top features



A digital signature can be requested directly from academyFIVE via the Document Generator



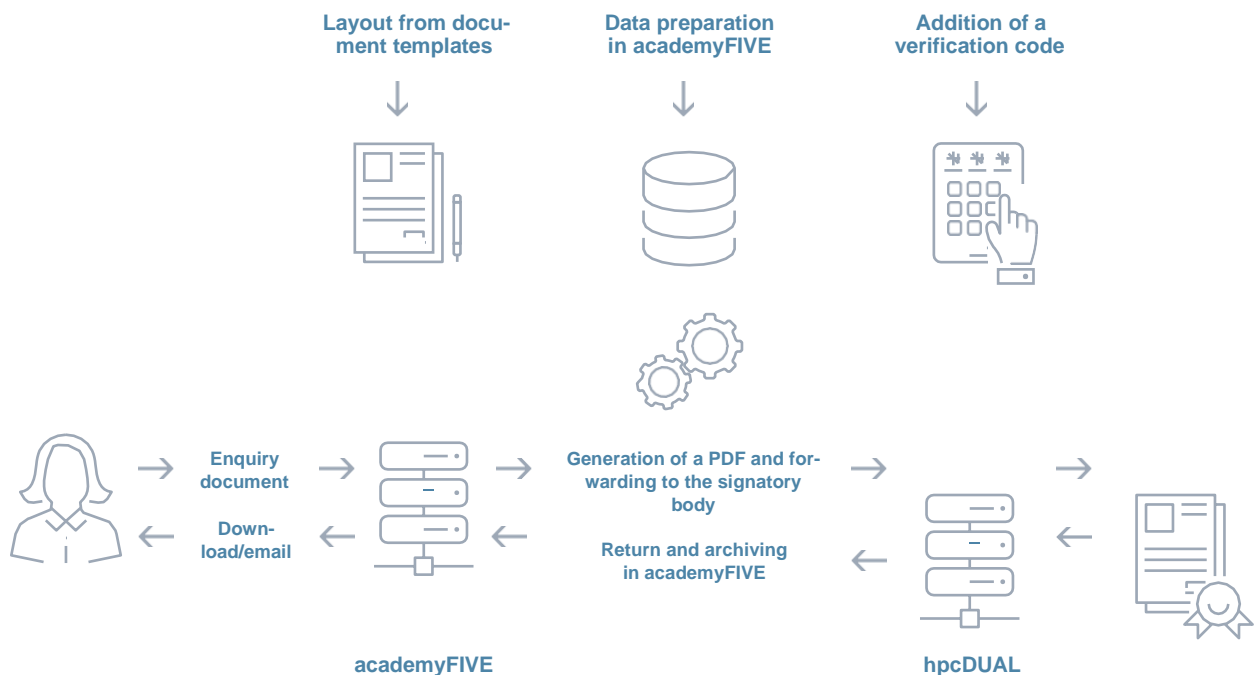
Third parties can check the authenticity and validity of the signature seal online

## Functions

- + XML-based template language in academyFIVE
- + Generation of a verification code
- + Provision of documents in the self-service area for students and lecturers
- + Automatic legally compliant archiving of the created documents
- + Provision of the digitally signed documents in a protected login area or automatic assignment via email
- + Document authenticity check by third parties in the verification portal

## Benefits

- + Applicant management: offer study contracts for applicants
- + Student management: enrolment and deregistration certificates, transcript of records for the Federal Training Assistance Act (BaföG), invoices and course fee overviews, course progress transcripts for pension insurance
- + International Office: recognition of achievements abroad
- + Human Resources (HR): lectureship for external lecturers





## academyFIVE Moodle plugin

### Your benefits at a glance

- + Automatic and simple synchronisation of courses, course enrolments and assessments between academyFIVE and Moodle
- + Always up-to-date without the pressure to update: maintenance of the plugins for all four Moodle versions supported by Moodle.org
- + Link to multiple locations possible
- + State-of-the-art data security

Does your university work with the academyFIVE Campus Management Software as well as the Moodle Learning Management Software and you have to enter all course and exam data twice? It doesn't have to be this way: together with our technology partner eDaktik, we have developed an interface plugin between the two systems, which allows Moodle to import the data from academyFIVE both manually as well as automatically.

eDaktik is Moodle's Austrian partner and has been successfully implementing Moodle implementations with various IT infrastructure and third-party system connections in the public education sector (universities, educational institutions) as well as in the private corporate sector since 2003.

The plugin will allow you to save the time it would otherwise take you to manually transfer the data from academyFIVE to Moodle: course offers as well as participant, lecturer and exam data are either synchronised automatically or at the push of a button. User management can take place manually or via ActiveDirectory/LDAP. For example, this enables classes in academyFIVE to be connected directly to the Moodle learning spaces and assessments can be transferred from Moodle directly back to the Campus Management System.

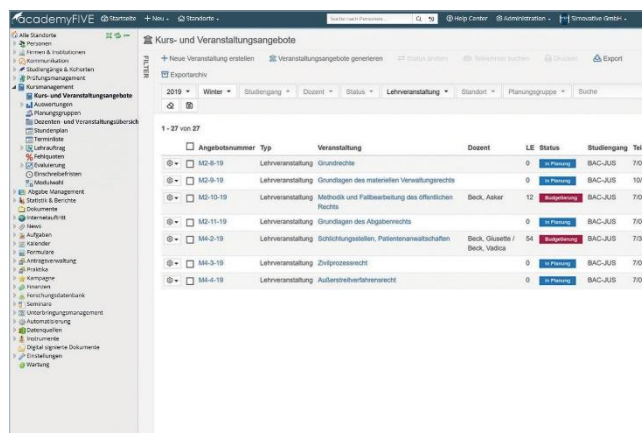


### Contact

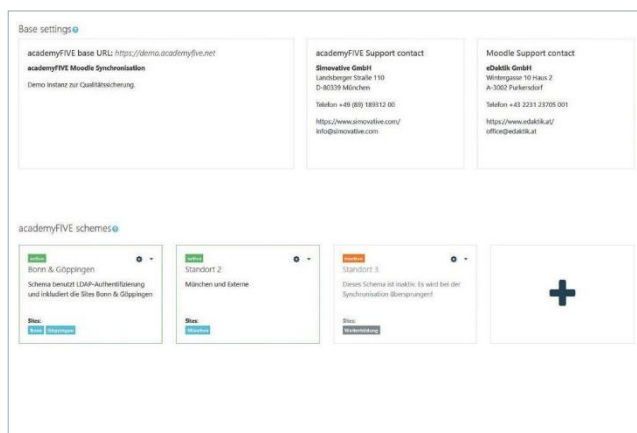
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# Top features



Course offer ac5  
Courses are created in Moodle based on the data in academyFIVE



eDaktik application  
Illustration of the synchronisation settings in Moodle

## Target group

All universities and educational institutions that use both the academyFIVE Campus Management System as well as the Moodle Learning Management System.

## Functions

- + Automatic creation of user accounts in Moodle
- + Creation of courses in Moodle based on the courses or series of classes contained in academyFIVE
- + Breakdown into any number of configurable study programme categories (e.g. bachelor's, master's)
- + Registration of lecturers and participants in the courses
- + Creation of exams in Moodle (also possible independent of the current course offer, e.g. make-up exams)
- + Access to and transfer of exam results from Moodle courses to academyFIVE for further processing

## Benefits

- + Fully automatic background synchronisation
- + Ad-hoc synchronisation is possible at the push of a button
- + Direct linking of the user management as well as connection via LDAP possible
- + Interface operates between live as well as test systems
- + Regular maintenance and updates for up to four Moodle versions at the same time:
  - + Current long-term support release
  - + Currently three major releases that are supported by Moodle.org with security updates
- + Linking of multiple Moodle instances to an academyFIVE instance possible
- + Linking to multiple locations within a Moodle instance possible
- + Individual settings for every location:
  - + Course category
  - + Authentication (manual, LDAP)
  - + Lecturer transfer
  - + Creation of users
  - + Course offer or series
  - + Visibility of the course
  - + Sending of logs to email addresses for review
- + Compliance with the latest security standards and data protection:
  - + Data is encrypted and transferred with security token protection
  - + Logging of all automatically executed actions

## academyFIVE Implementation services

### Your benefits at a glance

- + Complete PDF documents can be customised and modified by administration and students at any time
- + Save capacities by automating manual processes
- + Increase efficiency by evaluating individual reports, such as:
- + Optimisation of room utilisation
- + Evaluation of professor ratios
- + Calculation of how many applicants became students

Besides the wide-ranging modules for your perfectly organised Campus Management, Simovative also offers your university a huge package of implementation services. These complement our service and establish a comprehensive all-in-one solution for your campus.

**Standardised in consideration of your specific requirements!** academyFIVE impresses with its visionary, tried-and-tested standard solution for the majority of university-specific requirements. But some requirements demand individual solutions. Our implementation team therefore also implements your specific requests true to the motto "As much standardisation as possible, as much individualisation as necessary".

This involves corporate identity-compliant adjustments as well as solutions that make your administration workflow even more efficient. For example, our individual services let you:

- + Create precisely the evaluations that you need.
- + Integrate documents tailored to your requirements in the system.
- + Automate time-consuming manual processes.



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# Services

Our portfolio for special-purpose adjustments includes the following implementation services:



## Documents

- + Whether a diploma supplement, enrolment and deregistration certificate, student ID, official document or report – we create your individual documents upon request.
- + Do you need additional templates for participant lists, contracts or invoicing documents? We would be pleased to fulfil any of these wishes for you.



## Database

- + We take over your individual database adjustments: whether master data imports, mail merge fields, language management or search and export fields – we transfer your data to academyFIVE.
- + We would also be pleased to carry out complex data migrations, such as grade imports, upon request



## Reports

Our standard reports include:

- + Potential applicants
- + Controlling
- + Applicants
- + Students
- + Grades

Individual evaluations are sometimes required to make sure that your administration is operating at maximum efficiency. Upon request, we can help you create special reports.



## Automation

- Above all, manual processes take up a great deal of time. To save time, we implement timed process automations based on SOAP or CronJobs:
- + Email generation and address type allocation based on a fixed format
  - + Generation of login names



## Newsletter

Do you need help creating your content templates?  
Just send us your desired layout in HTML and we do the rest!



## Training sessions

How does the Document Generator work?  
How can we make optimal use of the database and how do we create HTML templates for our newsletter?  
We would be pleased to answer these and other questions in individual training sessions – starting with a simple functional overview through to expert training courses and individual training offers tailored to your requirements.