

## **SHORT INSTRUCTIONS FOR THE E-NOMINATION PROCEDURE**

(the e-nomination is to be done by universities, not by students!)

The TUM established a procedure for nominations of incoming students called **e-nomination**. This is an electronic procedure which supports the complete nomination process of all incoming students with the help of **moveonnet**: [www.moveonnet.eu](http://www.moveonnet.eu)

**Important: Applications from your students to the TUM will only be considered if they are nominated using e-nomination!!**

### How does e-nomination works?

To proceed with the e-nomination you will be asked to register. This is free of charge.

a) Those of you who used e-nomination last year only have to register with their name and password to get into the portal.

b) New partners who have not used our e-nomination before, will be asked to register before they can proceed with the e-nomination. After registration you will receive a confirmation email from "moveonnet" containing your user name and password for login. If you cannot register in moveonnet because a colleague of yours has already created an account for your institution in moveonnet, please contact the moveonnet coordinator ([coordinator@moveonnet.eu](mailto:coordinator@moveonnet.eu)) for further details.

Following please add your students data. You will also be asked to select your students' "field of study." Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in each student's field. For the 13 TUM departments, please choose the field of study/code, you can find within the other attachment ("field of study") of this email.

### The terminology of your students status

Here you can find all steps concerning students coming to TUM (from the nomination until the acceptance) which are made via moveonnet:

1. **Nomination:** to nominate your students, please follow the link <http://www.moveonnet.eu/institutions/myinstitution/enomination> the partner university informs TUM about the nominated students with some important data (name, sex, date of birth, Email, faculty, level of study and number of semesters the student wants to study at the TUM). If you are already using with the moveon database you can simply export the students data from moveon via moveonnet to the TUM. For those who are working with other databases more information can be found under the link mentioned above
2. **Acknowledgement:** once a student is nominated, TUM will confirm the receipt of the nomination(s) by sending an email to the partner university *and* the student with further information about the application procedure (please note that this acknowledgment does not guarantee acceptance!)
3. **Acceptance:** once TUM has accepted a student, TUM will inform the student and the partner university about the students acceptance via email.

Additional possibilities:

4. **Refusal:** if TUM can not accept a student, the student and partner university will be notified via email
5. **Cancellation:** if a student decides to withdraw from the program, partner university must inform TUM

The advantage of the e-nomination procedure is that an automatic email will be sent out to the partner *and* the student at each stage of process. This automates the workflow between partner institutions and reduces unnecessary paper work.

E-nomination simplifies the student nomination process and keeps students updated about the status of their nomination.

A **detailed explanation** can be found here: <http://www.moveonnet.eu/institutions/support>