

## 6.5 - Managing the nomination of students to/from partner institutions using e-nomination

This section presents the electronic procedure e-nomination and how to proceed step by step with the nomination of outgoing and incoming students, to and from partner institutions in moveon, using this procedure.

### 1- General presentation of e-nomination

The e-nomination procedure is an electronic procedure which supports the nomination of exchange students between partner institutions. The procedure is applicable to both incoming and outgoing students. It can be used with all partner institutions within and outside of Europe and is not limited to moveon users. However moveon users can carry out the entire procedure directly in moveon without any manual data entry. Other institutions may use e-nomination through the moveonnet web portal [www.moveonnet.eu](http://www.moveonnet.eu).

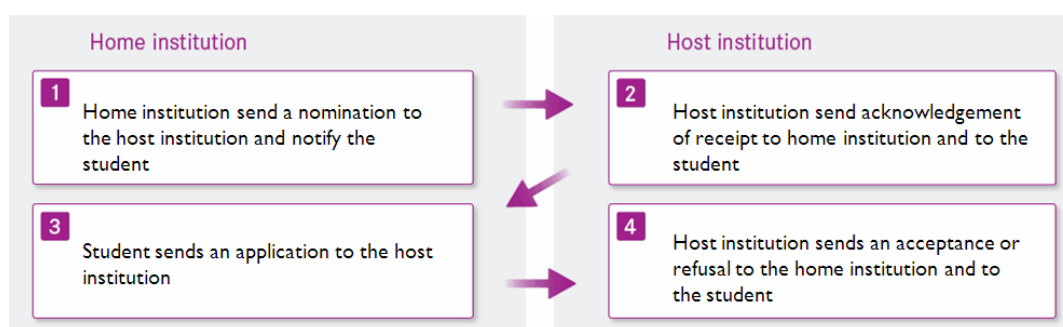


Fig. 1 : Running of e-nomination procedures

The e-nomination procedure contains 3 main steps. At each step an automatically generated email is sent to the partner institution and to the student.

1. Nomination: The home institution informs its partner institutions about the students to be nominated for exchange studies, including information such as students' name, sex, date of birth, email, field of study, study level, exchange period.
2. Acknowledgement: The host institution replies with an acknowledgement of the receipt of the nomination which includes details about the student application procedure at the host institution. This acknowledgement does not imply the acceptance of the student.
3. Acceptance or Refusal: The host institution accepts or refuses the student after sight of the nomination and/or the student's application.

The e-nomination procedure also allows the home institution to cancel a nomination.

Section 10.7 contains the email templates used in the e-nomination procedure.

For each nomination, one person at the home institution and one at the host institution are identified as e-nomination coordinators (internal and external). These persons will send or receive all e-mail correspondence relating to the nomination of exchange students.

### 2- Configuration of e-nomination on [www.moveonnet.eu](http://www.moveonnet.eu)

Before starting to use e-nomination in moveon, some configuration must be carried out in the moveonnet portal. To do so, log in at [www.moveonnet.eu](http://www.moveonnet.eu) and go to the section "My moveonnet". If you do not know your moveonnet login and/or password please contact the moveon hotline.

#### Configuration of the internal e-nomination coordinators

You must define in moveonnet your internal e-nomination coordinator for outgoings and incomings. If all nominations are not managed by the same person in your office, or if some nominations are managed in the faculties, you can define more than one coordinator for each direction.

Before you can define your e-nomination coordinators you must verify that they have already been entered in the list of contacts for your institution in moveonnet. You can display this list by clicking on "Institution's data", "Contacts

International Relations". If one of the coordinators is missing in the list, you can add them by clicking on "add a contact". The following information must be completed for each coordinator: surname, first name, email.

If your coordinators appear in the list of contacts, they must now be defined as your e-nomination coordinators in moveonnet. Click on "e-nomination" and then "Nomination contacts". There you can select from the list of your institution's contacts, the e-nomination coordinators for outgoing and incoming and add the responsibility area for each of them (e.g. all incoming students, Erasmus outgoing, faculty of sciences, etc.). This responsibility area will help your partners identify to whom they must nominate their students.

### **Configuration of the email templates for nomination/acknowledgment**

The e-nomination procedure uses standard email templates at each step of the procedure. You can define additional texts which will be added in the standard email templates used for nomination or acknowledgement. You can also attach one or more documents (e.g. MS-Word or PDF) to these emails. To do so, click on "e-nomination", "Mail templates" and add the corresponding texts or files.

### **Advanced configuration**

Further settings are available under "e-nomination", "General settings":

- Language for correspondence with your outgoing students (default: English). The following languages are currently available: English, German, French, Spanish and Catalan. If the translation in your home language is not available and you wish to have it added, please contact the moveon hotline.
- Copy of outgoing nomination emails is sent to students (default: true)

## **3- Testing the connection to moveonnet in moveon**

In order to manage the e-nomination procedure in moveon, the connection between moveon and moveonnet must work. The connection is checked automatically by moveon each time you start moveon and log in. If you do not get any error message after logging in, then the connection is successful. If the following error appears "The connection to moveonnet is not working. Your access codes are not valid", please correct your moveonnet code and/or password in the form "General settings" as described in chapter 4.1. If you do not know your moveonnet access code and/or password or if the following error appears "There is no Internet connection. Please check your Internet settings", please contact the moveon hotline.

## **4- Proceeding with e-nomination for outgoing students**

### **Step 1 - Entering the application data of outgoing students to be nominated in the form "Persons" and "Applications"**

The nominations carried out via the e-nomination procedure are based on the applications made by outgoing students in moveon. For each student to be nominated, a corresponding application must exist in the form "Persons", tab "Mobilities", section "Applications".

If you are using the online module outgoing, please do not add applications but import them from the online module as described in section 9.3.

For each student / application, the following information is required:

- Surname, first name, sex, date of birth and student's email address. This information can be edited in the tabs "Identity" and "Contact details" in the form "Persons".
- Start semester, duration in semesters and in months, start date, study area and level for the applied mobility. This information can be edited in the form "Applications". To open this form click on the button "details" of the corresponding application under the tab "Mobilities" in the form "Persons".

In the form "Applications", you can also use the 3 statuses of the application (internal, student, external) to better identify which students should be nominated, e.g. by allocating the external status "to be nominated". These statuses are useful in the next step for the selection of students to be nominated.

Applications

Person: Sandra Gaborit Application number

**Status**

Order: 1

Internal: Waiting list

Rank: 0

Person: No response

External: -

**Period of mobility**

Acad. year: 2009/10

Start (semester): 1S2009/10

Duration (semesters): 1

Period: -

Duration (months): 0

**Remarks**

Remarks

Remarks for partner institutions

**Mobility**

Institution: Stockholm University

Type: Exchange possibility

Mobility type: Studies

Programme: Erasmus-SMS

Faculty: 05 - Faculté de Biologie

Field of study: BIO - Biologie

Course

**Studies at the host institution**

Level: S - Second cycle / Postgraduate / Master

Subject area: 461 - Mathematics

Transfer to e-nomination

Transfer to mobility

moveon 3.0.15 - User: admin Last update: 21.10.2009 16:56:57 admin Copyright QS unisolution GmbH 2009

Fig. 2 : Applications form

The management of applications of outgoing students is described in detail in section 6.1.

### Step 2 - Selecting the students to be nominated using the "Selection of applications" form

After you have checked that the application data is complete, you must transfer the students to the e-nomination section in moveon where the nomination can take place. To do so, you must first select the students using the form "Selection of applications". You can open this form from the main menu by clicking on "Selection of applications" under "Mobilities".

In the first window, define the criteria you need to select the students, e.g.:

- Mobilities - Start semester (e.g. to select only applications for the next semester)
- Mobility programmes - Name (e.g. to select only applications within the Erasmus programme)
- Mobilities - Application status external (e.g. to select only applications with the status "to be nominated")

Click on the "next" button. Using the selection criteria in the form "Selection", select the students and click on the "next" button.

Selection

Applications

Mobilities - Acad. year: 2009/10

Mobilities - Application status: Additional Applicant Selected Waiting list

Mobilities - Application status: Confirmed No response Refused

Mobilities - Application status: - Accepted to be nominated

person_surname	person_firstname	year_name	_system_mobility_	_system_mobility_	_system_mobilityapplstatus3_4_status_name
Bell	Hilary	2009/10	Applicant	No response	to be nominated
Dupont	Annita	2009/10	Applicant	No response	-
Dupont	Annita	2009/10	Applicant	No response	-
Gaborit	Sandra	2009/10	Waiting list	No response	-
Veneti	Annita	2009/10	Applicant	No response	-

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Fig. 3 : Selection form

In the form "Actions", click on the button "Export outgoing e-nominations" under the tab "Tools".

Before the application data is transferred to the e-nomination section, all the required details are checked. If some data is missing, moveon will generate an error report, listing for each student the missing data. If this happens, print the report and correct the data in moveon.

When all necessary data has been added, click on the Next button and then on "Export data" to complete the export of applications into e-nominations.

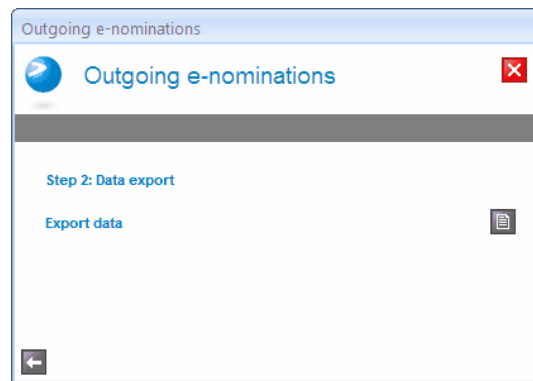


Fig. 4 : Transferring applications to e-nomination

Each partner institution must be identified in moveon with a valid moveonnet code corresponding to the code of the institution in the moveonnet directory. If the error report contains an error regarding a missing moveonnet code, correct this information for the corresponding institution in the form "Institutions" by editing the basic data of the institution. Details of how to edit the basic data of an institution can be found in section 5.1.

### Step 3 - Checking the list of nominations in the form "e-nomination"

When the nominations have been successfully transferred, you will find the nomination information in the form "e-nomination". To open the "e-nomination" form, click on "e-procedures" in the main menu and then "e-nomination".

Institution	Surname	Subject area	Level	Begin	Duration	Internal contact	External contact	Status	Last update
ATGRAZ02	Dupont, Annita	1421	S	2S2009/10	2 S. 9 M.	()	()	to be nominated	21.10.2009 15:27:06
BGGABROV001	Dupont, Annita	313	S	2S2009/10	2 S. 14 M.	()	()	to be nominated	21.10.2009 15:27:07
DEDARIMSTA01	veneti, Annita	144	S	1S2009/10	2 S. 9 M.	()	()	to be nominated	21.10.2009 15:23:00
FESPO001	Vasseur, Nicolas	522	S	1S2009/10	1 S. 5 M.	()	()	to be nominated	21.10.2009 15:35:48
GBTEST01	ABEBOBA, Adriana	1452	S	1S2009/10	1 S. 4 M.	Outgoing	incoming	Cancelled	3.6.2009 14:32:54
GBTEST01	Ackermann, Niels	311	S	1S2009/10	1 S. 4 M.	Outgoing	(test_uiao)	to be nominated	11.8.2009 16:09:48
GBTEST01	Avanzato, Deborah	311	S	1S2009/10	1 S. 12 M.	Outgoing	(xxxj)	Cancelled	8.9.2009 09:37:16
GBTEST01	BATZAKEM, Aline	21	S	1S2009/10	1 S. 4 M.	()	()	to be nominated	5.6.2009 11:19:48
GBTEST01	BEBHARAB, Marie	144	S	1S2009/10	1 S. 4 M.	()	()	to be nominated	5.6.2009 13:42:30
GBTEST01	Bell, Hillary	1422	F	1S2009/10	1 S. 4 M.	()	()	to be nominated	9.9.2009 14:17:35
GBTEST01	BEOLABA, Alexis	1423	S	1S2009/10	1 S. 2 M.	()	()	to be nominated	5.6.2009 13:54:46
GBTEST01	Buhr, Karen	1443	F	1S2009/10	1 S. 8 M.	Outgoing	Contact	Refused	24.7.2009 12:19:21
GBTEST01	Buhr, Karen	1443	S	1S2009/10	1 S. 12 M.	Outgoing	Contact	Accepted	24.7.2009 12:19:20
GBTEST01	test, test	1443	C	1S2009/10	1 S. 19 M.	Outgoing	Contact	Nominated	13.10.2009 12:24:32
ITSALERVO01	blanvilain, gaelle	521	T	1S2009/10	1 S. 5 M.	()	()	to be nominated	21.10.2009 15:35:48
ITTEST01	ABEL, Mathilde	1401	T	1S2009/10	1 S. 4 M.	Outgoing	(test00212ed)	Cancelled	27.7.2009 13:46:33
SESTOCKH001	Gaborit, Sandra	461	S	1S2009/10	1 S. 5 M.	()	()	to be nominated	21.10.2009 15:23:00

Fig. 5 : e-nominations list

The upper part of the form contains a selection bar with drop-down lists. These lists allow you to filter the nominations according to various criteria:

- person type: outgoing student/incoming student
- academic year
- status
- country
- institution

In the lower part the corresponding nominations are listed including all relevant information. A print button allows you to print a list of the selected nominations with all details and the name and e-mail of the e-nomination coordinators.

#### Step 4 - Defining the internal and external e-nomination coordinators for each nomination

For each nomination you must define the corresponding internal and external e-nomination coordinators. To do so, click on the details button beside the nomination to open the nomination details. There you can select the two coordinators under "External contact" and "Internal contact" using the drop-down lists.

The screenshot shows the 'e-nomination' form with the following fields and values:

Type	outgoing
Status	to be nominated
Local status	to be nominated
Country	Sweden
Institution	Stockholm - Stockholms universitet - SESTOCKHO
Surname	Gaborit
First name	Sandra
Nationality	Australia
Date of birth	28.05.85
Sex	Female
Email	sandra.gaborit@qs-unisolution.com
Subject area	461   Mathematics
Level	5   Second cycle / Postgraduate / Master
Start (semester)	1S2009/10
Duration (semesters)	1
Duration (months)	5
Code	EN38C3
Internal contact	- Outgoing Contact (eprocedures-archive@...)
External contact	Johansson, Knut (sandra.gaborit@qs.com)

Fig. 6 : e-nomination form

The list for internal contacts contains the internal e-nomination coordinators for outgoing defined by you in moveonnet as described in part 2.

The list for external contacts contains:

- the contacts defined directly by your partner institution in moveonnet as e-nomination coordinators incoming,
- the contacts used by your institution for former nominations to your partner institution and
- the contacts you have defined in moveon for your partner institution.

If the corresponding contact is missing in the list you can add him in the form "Institutions", under the tab "Contacts".

You can also change the e-nomination coordinator for more than one nomination at a time, if they should have the same coordinator. To do so, select the corresponding nominations and click on the buttons "Modify internal contacts" or "Modify external contacts".

Please note that an email address is needed for each contact involved in the e-nomination.

#### Step 5- Carrying out the nominations

All the requirements for the e-nomination procedure are now fulfilled.

If there are several students to be nominated to the same partner institution they should all be nominated at the same time, otherwise the partner institution will receive several nomination emails.

In the form "e-nomination", tick the check boxes beside the students to be nominated and then click on the button "nominate selected students". For each nomination email to be sent, a form appears including name and e-mail addresses of the internal and external coordinators and the name and e-mail addresses of the students to be nominated. You can create additional texts to be included in the nomination email to the current partner institution / students. These additional texts will be added to the standard text you already defined on moveonnet as described in part 2.

**Fig. 7 : e-nomination form**

Click on "Send and continue" to send the nomination email and proceed to the next nomination email. A nomination email will be automatically sent to the external e-nomination coordinator at the partner institution. Individual emails will be sent to the students and copies of both emails will be sent to you. The status of the student will then automatically change to "nominated".

#### **Step 6 - Tracking the nominations**

After receiving the nominations, your partner institution can acknowledge the receipt of the nomination via the e-nomination procedure and then either accept or refuse the students. You will receive an email informing you about every step taken by your partner institution. At the same time the status of the students will be updated automatically in moveon in the form "e-nomination". You can print a list of students at any time together with the status of their nomination using the "Print" button in the form "e-nomination".

It is also possible to cancel the nomination of a student at any time. To do so, select the student in the form "e-nomination" and click on the button "cancel selected students".

If a partner institution does not use the e-nomination procedure for acknowledging, accepting or refusing a nomination, you can still update a "local status" manually in the form „e-nomination“, allowing you to take into account the answer from the partner institution.

## **5 - Proceeding with e-nomination for incoming students**

(to be completed)