

SHORT INSTRUCTIONS FOR THE E-NOMINATION PROCEDURE

(e-nomination needs 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

Important:

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

— **The advantage of the e-nomination procedure**

An automatic e-mail will be sent to the partner *and* the student at each stage of process. This automates the workflow between partner institutions, avoids sending ordinary e-mails back and forth regarding students' status and simplifies the student nomination process by keeping students updated about their nomination status.

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

The terminology of your students' status

The following part contains all steps regarding students' status (from nomination until acceptance) made via moveonnet. These information will be sent to you and your students via e-mail!

1. **Nomination:** Once Partner universities' e-nominated students via moveonnet with important data (e.g. name, sex, date of birth, e-mail, faculty, level of study and number of semesters the student wants to study at TUM), all concerned person (partner university, student and TUM) receive an e-mail with the nomination status.
2. **Acknowledgement:** Once a student is nominated, TUM will confirm the receipt of the nomination by sending an e-mail via moveonnet 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 by sending an e-mail via moveonnet.

Additional status:

4. **Refusal:** In case TUM cannot accept a student, student and partner university will be notified via e-mail.
5. **Cancellation:** If a student decides to withdraw from the program, partner university should inform TUM by cancelling the e-nomination.

How does e-nomination work?

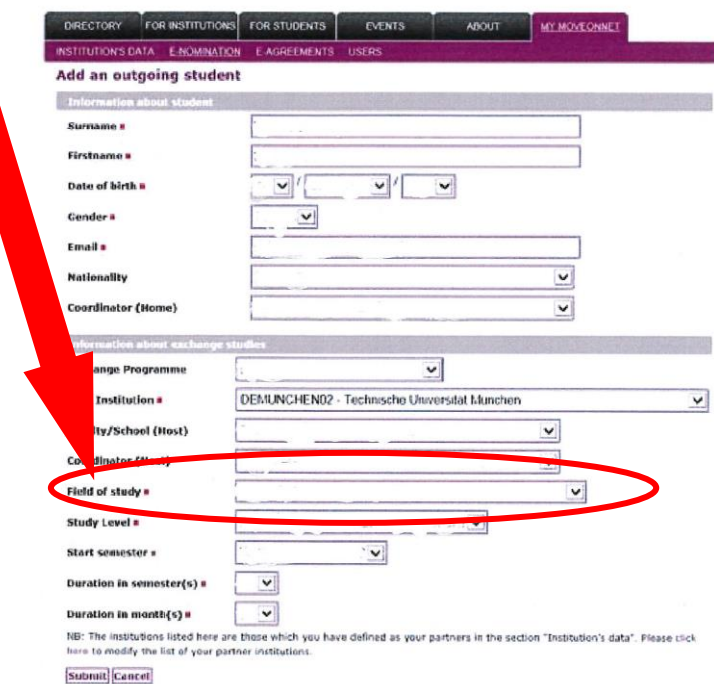
I. Registration / Login

- a) Those who already used the e-nomination before only have to login with their name and password to enter the portal. Following the login the main side of your university opens. Now proceed with point b) 4.
- b) New partners who have not used e-nomination before will be asked to register before they can proceed with the e-nomination (this is free of charge!):
 1. At the end of the page (www.moveonnet.eu/mymoveonnet) you can find different titles. Please read under: **“Your institution has not already an account in moveonnet? Click here to register your institution”**
 2. Now register as written on this page. If you cannot register in moveonnet as a colleague of yours has already created an account for your institution in moveonnet, please contact the moveonnet coordinator (support@qs-unisolution.com) for further details.
 3. Following your registration you receive an e-mail from moveonnet containing your user name and password for login. Please wait for it. After receiving it please login.
 4. After login, the main side of your university opens. In the bar of your university you can find: **Institution's data** **e-nomination** **e-agreements** **Statistics** **Credits** **Users**
 5. Click on e-nomination, choose e-nomination outgoing. Now add your outgoing students' data who want to come to TUM (see point II.) and click **submit**. If following you can see “to be nominated” under your students data, this is the sign that you still need to submit the data, as before it was not successful!

➔ **Now your e-nomination is done and you and your student(s) receive all relevant e-nomination status via e-mails as mentioned under “The terminology of your students' status”.**

II. Add your students' data in the system (IMPORTANT!!)

Please enter all data of your student(s) in the system. Make sure that there is an existing bilateral agreement between your university and TUM in the field of study your student(s) want to study in!
For the **Field of study** make sure that you use the correct **ISCED-Code** (see next page)!



The screenshot shows the 'Add an outgoing student' form. The 'Field of study' dropdown menu is highlighted with a red circle and a red arrow pointing to it. The form includes the following fields:

- Information about student: Surname, Firstname, Date of birth, Gender, Email, Nationality, Coordinator (Home).
- Information about exchange studies: Exchange Programme, Institution (selected: DEMUNCHEN02 - Technische Universität München), City/School (Host), Coordinator (Host), **Field of study** (circled in red), Study Level, Start semester, Duration in semester(s), Duration in month(s).

At the bottom, there is a note: "NB: The institutions listed here are those which you have defined as your partners in the section 'Institution's data'. Please click [here](#) to modify the list of your partner institutions." and buttons for 'Submit' and 'Cancel'.

ISCED-Code

At TUM: "Faculty / School (Host)"	Field of study	Departmental coordinator(s)	ISCED-Code
Architecture	Architecture	Hoogendoorn	0731
Chemistry	Chemistry	Reich	0531
Chemistry	Chemical Engineering	Reich	0711
Civil, Geo and Environmental Engineering	Building and Civil Engineering	Klomke	0732
Civil, Geo and Environmental Engineering	Environmental Sciences, Ecology	Klomke	0712
Civil, Geo and Environmental Engineering	Geodesy, Cartography, Remote Sensing	Klomke	0532
Civil, Geo and Environmental Engineering	Geology	Klomke	0532
Electrical and Computer Engineering	Electricity and Energy	Roth / Rottschäfer	0713
Electrical and Computer Engineering	Electronic and Automation	Roth / Rottschäfer	0714
Informatics	Computer Science	v. Imhoff	061
Mathematics	Mathematics	Jumpertz + Cyllok	054
Mechanical Engineering	Mechanics and Metal Work	Ammon	0715
Mechanical Engineering	Aeronautical Engineering	Ammon	0716
Mechanical Engineering	Medical Diagnostic and Treatment Technology	Ammon	0914
MCTS	Munich Center for Technology in Society	Zellmer	0314
Munich School of Engineering	Munich School of Engineering	Block	071
Physics	Physics	Fimiani	0533
Sport and Health Sciences	Sports	Fried	1014
Sport and Health Sciences	Sports - Health	Fried	091
Sport and Health Sciences	Sports - Therapy and Rehabilitation	Fried	0915
TUM School of Education	Teacher Training and Education Science	Lewalter	011
TUM School of Governance	TUM School of Governance	Herzog/Schumann	0312
TUM School of Life Sciences Weihenstephan	Agriculture	Menapace	081
TUM School of Life Sciences Weihenstephan	Horticulture	Michaelis	0812
TUM School of Life Sciences Weihenstephan	Biology	Gütlich	0511
TUM School of Life Sciences Weihenstephan	Brewing and Food Technology	Niessen	0721
TUM School of Life Sciences Weihenstephan	Food Science and Technology	Hartwig	051
TUM School of Life Sciences Weihenstephan	Forestry	Döllerer	0821
TUM School of Life Sciences Weihenstephan	Landscape Architecture - Architecture	Printz	073
TUM School of Life Sciences Weihenstephan	Landscape Architecture - Environment Science	Printz	052
TUM School of Management	Business and Administration	Helfers	041
TUM School of Management	Business and Administration with engineering background	Helfers	071
TUM School of Medicine	Medicine	v. Wolfersdorff	0912