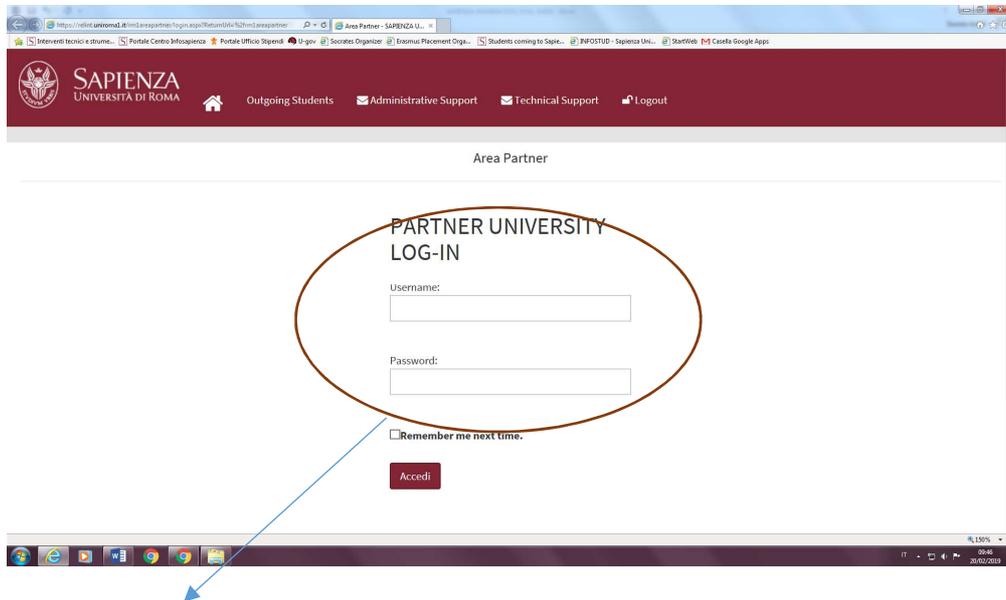


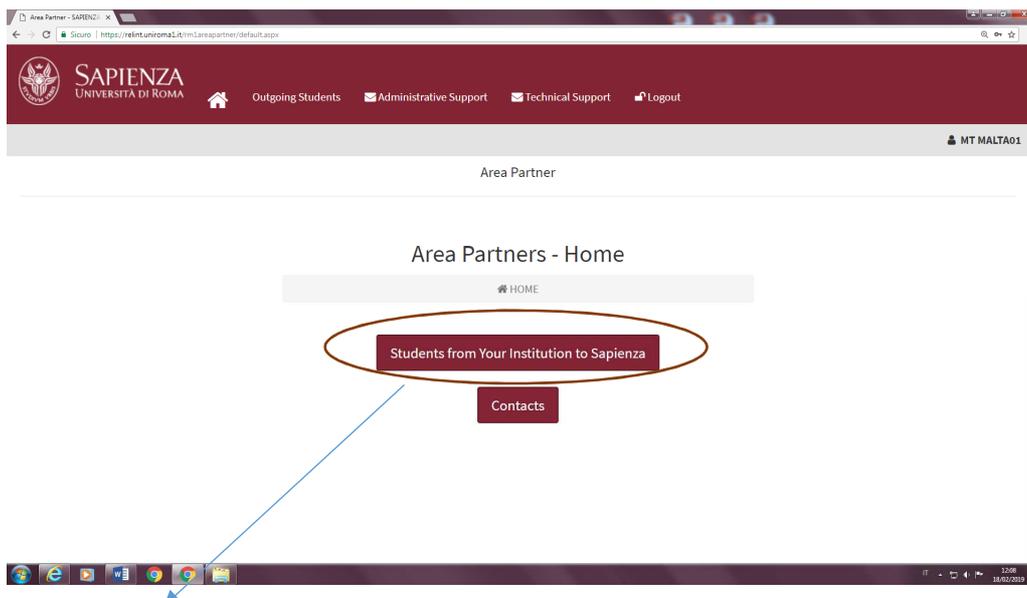
SAPIENZA NOMINATION TOOL - USER GUIDE

Nomination tool available at <https://relint.uniroma1.it/rm1areapartner>

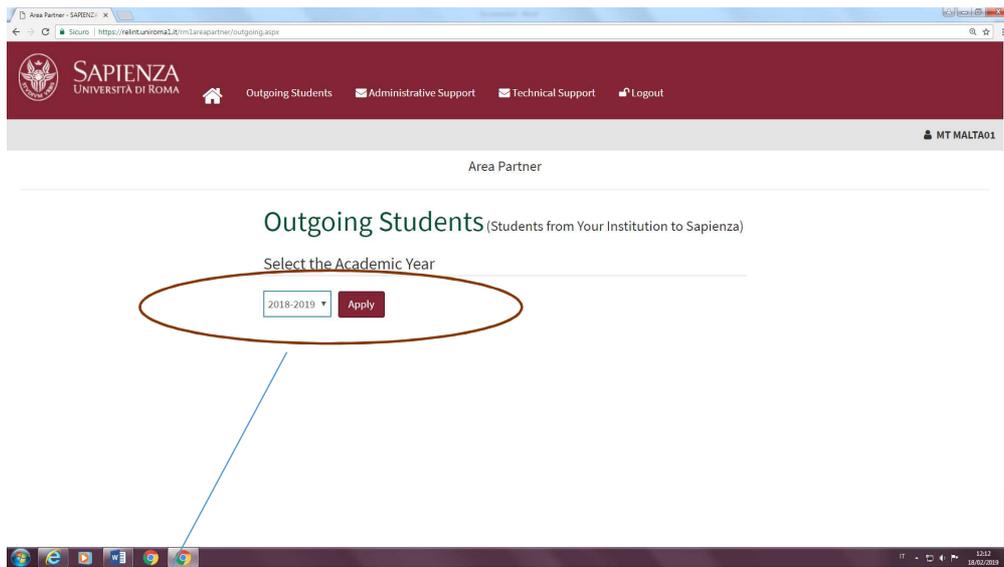


Insert the credentials that you have received by email. Please, note that the credentials are valid and unique for the whole university and cannot be changed. We remind you to keep the given credentials, which will be used for all future nomination sessions.

If you lose/forget the tool credentials, please contact erasmusincoming@uniroma1.it

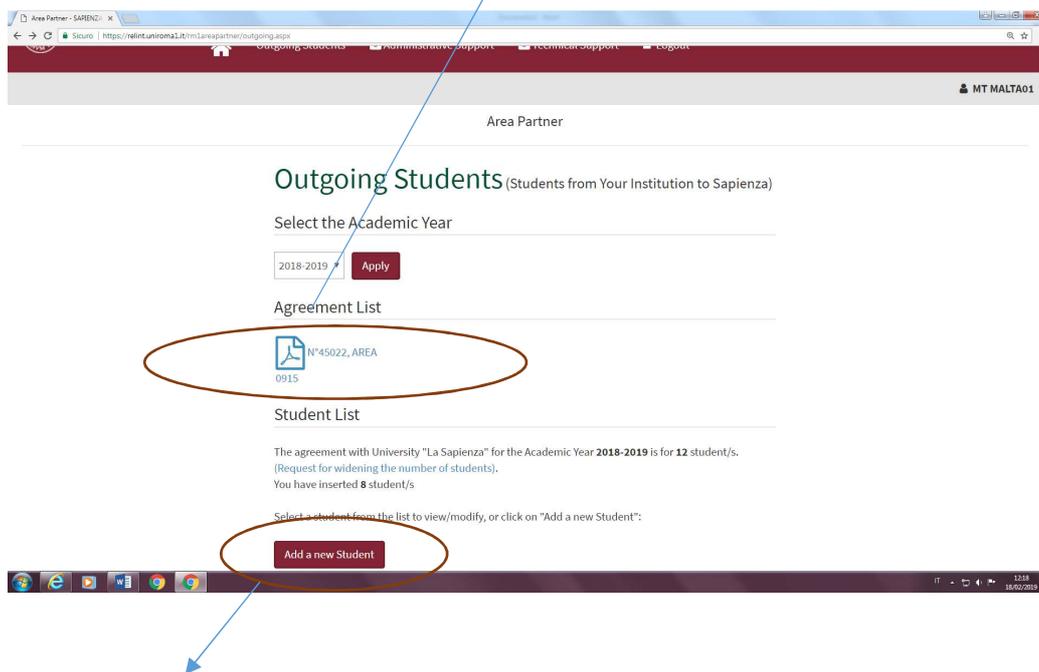


Click on "Students from Your Institution to Sapienza" button to start the nomination process.

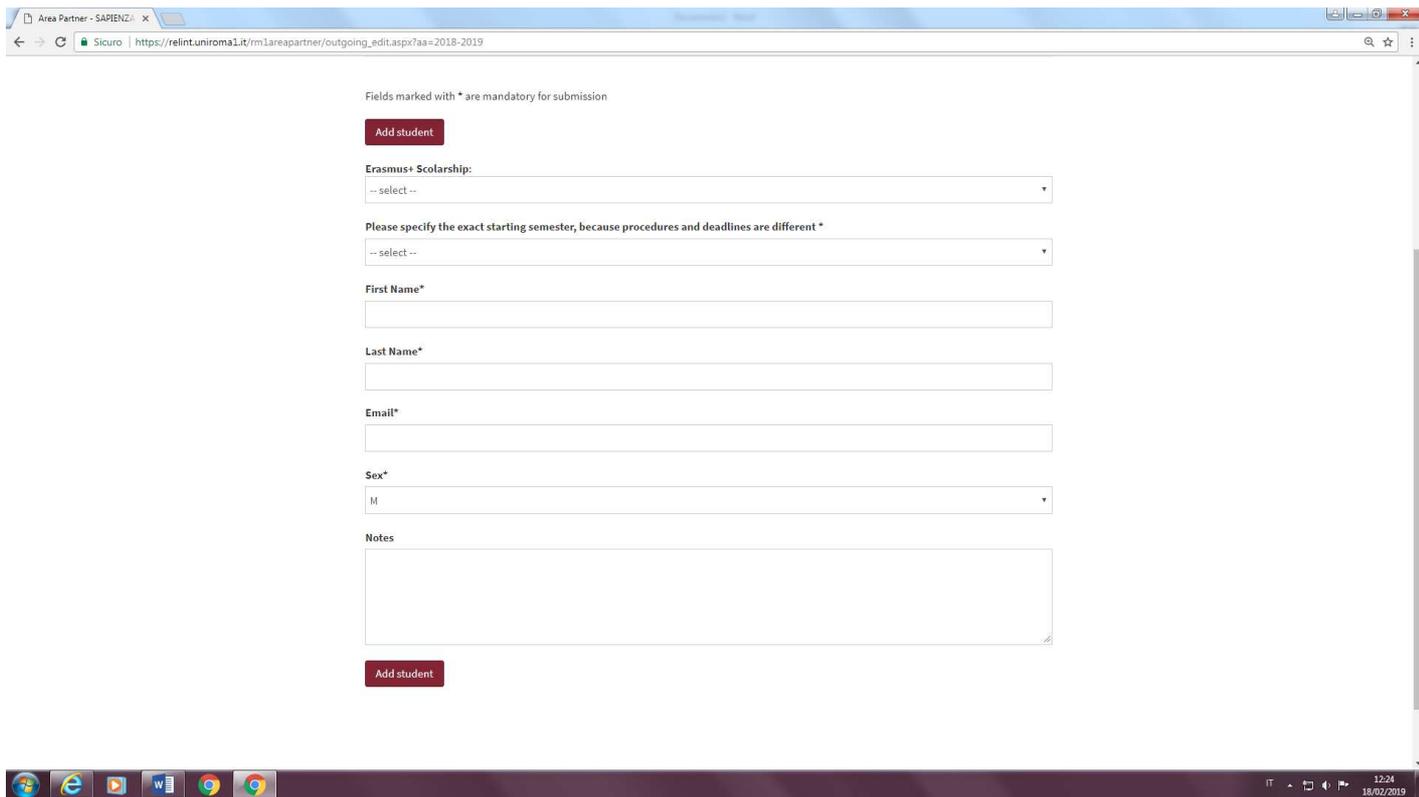


Select the academic year (i.e. 2019/2020) from the dropdown menu and click on “Apply” button.

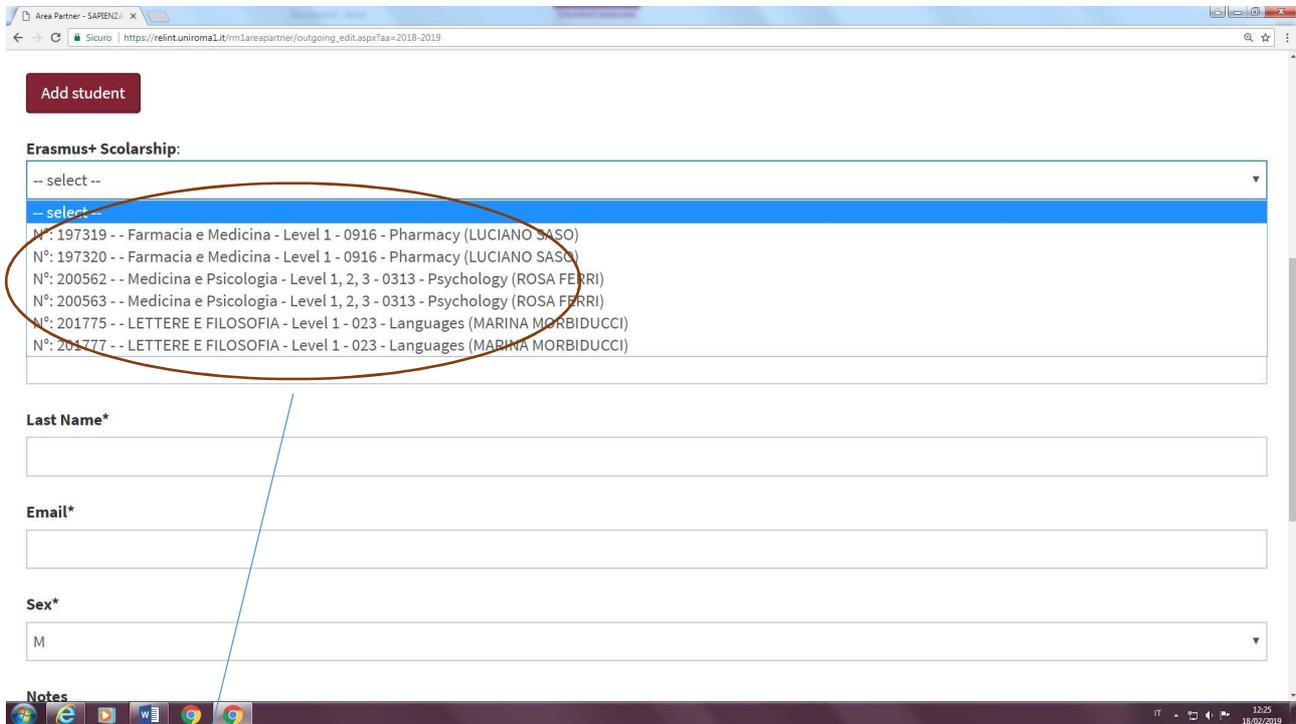
A page with the summary of all valid agreements will open and only in some cases, you will also find the copy of the agreement (with the exact area code) in pdf format, as a reminder and facilitator for nominations:



Click on “Add a new Student” button to nominate each selected student and you will be asked to insert the following mandatory data:



Please, pay special attention to select the right Erasmus + grant for each student:



The dropdown menu shows the whole list of available places on the basis of the existing signed agreements among our universities, by listing the following information for each scholarship:

RECEIVING FACULTY AT SAPIENZA UNIVERSITY (full list available at <https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef>) and on the inter-institutional agreement:

Fields marked with * are mandatory for submission

Add student

Erasmus+ Scholarship:

-- select --

-- select --

N°: 197319 - - Farmacia e Medicina - Level 1 - 0916 - Pharmacy (LUCIANO SASO)

N°: 197320 - - Farmacia e Medicina - Level 1 - 0916 - Pharmacy (LUCIANO SASO)

N°: 200562 - - Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FERRI)

N°: 200563 - - Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FERRI)

N°: 201775 - - LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MARINA MORBIDUCCI)

N°: 201777 - - LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MARINA MORBIDUCCI)

AREA/ISCED CODE, Sapienza agreement's promoter name and level of exchange mobility (Bachelor, Master, Phd), as foreseen from the signed agreement:

Fields marked with * are mandatory for submission

Add student

Erasmus+ Scholarship:

-- select --

-- select --

N°: 197319 - - Farmacia e Medicina - Level 1 - 0916 - Pharmacy (LUCIANO SASO)

N°: 197320 - - Farmacia e Medicina - Level 1 - 0916 - Pharmacy (LUCIANO SASO)

N°: 200562 - - Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FERRI)

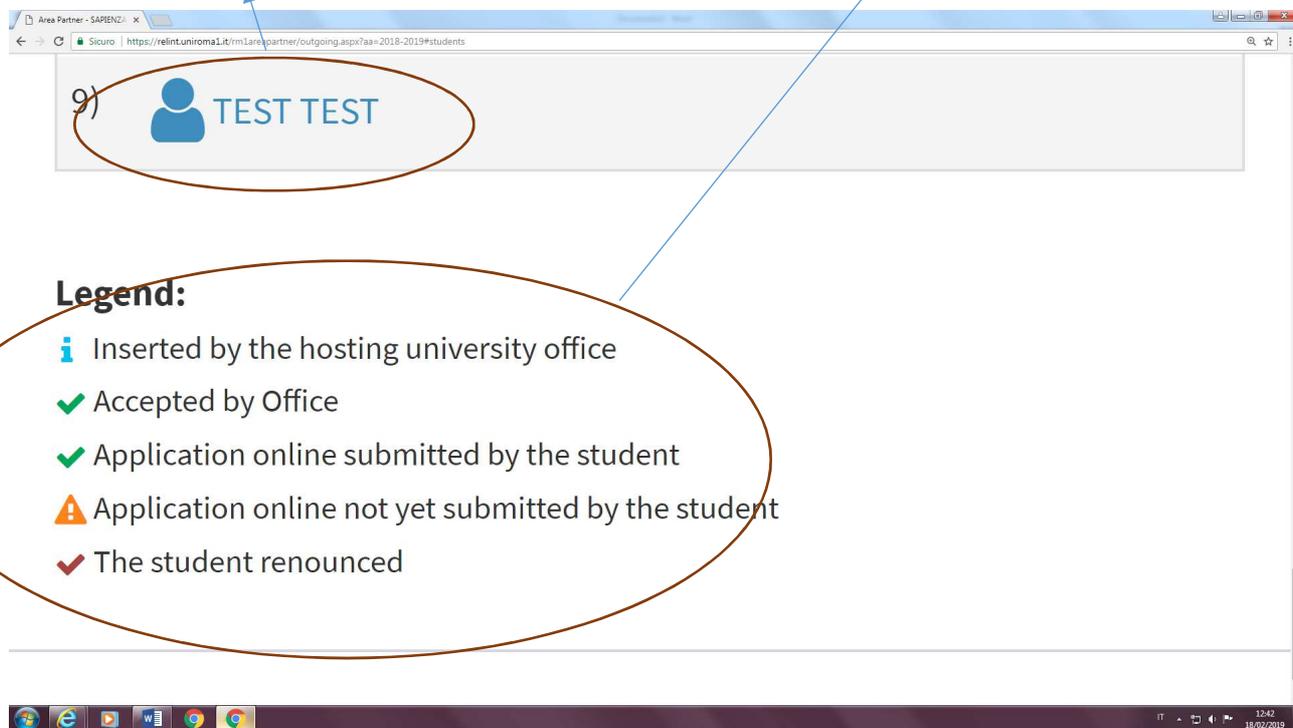
N°: 200563 - - Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FERRI)

N°: 201775 - - LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MARINA MORBIDUCCI)

N°: 201777 - - LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MARINA MORBIDUCCI)

After having carefully selected the correct scholarship and inserted all required mandatory data for each selected student, please click on “Add student” button.

From this moment onwards, *Sapienza* office for incoming mobility will be able to check the nomination and validate it. Partner university can always access the tool and check the status of nominations next to each student’s name:



Legend:

- i Inserted by the hosting university office
- ✓ Accepted by Office
- ✓ Application online submitted by the student
- ⚠ Application online not yet submitted by the student
- ✓ The student renounced

Once the nomination is validated, the student receives a login code message containing all instructions and deadlines to fill out the online application form.

For any further information, please contact erasmusincoming@uniroma1.it or visit the web page <https://www.uniroma1.it/it/pagina/students-coming-sapienza>

Thank you!

Deadlines to nominate students:
May 15th for students coming for first semester or for the whole academic year
October 15th for students coming for second semester