NOMINATION PROCEDURE
Erasmus+ Student Mobility (SMS)

Exchange students are nominated exclusively via **Mobility Online**. Please note that **nominations via email will not be accepted**.

Nomination via Mobility Online

The nomination deadlines are:

- **Winter semester: 1 May**
- **Summer semester: 1 November**

Nominations can only be accepted within these deadlines. Should you due to any reason not be able to nominate your students within the deadline, please contact us before the deadline.

Students will be nominated via **Mobility Online**. All partner universities have been provided with a UserID and a password.

Login and Password

In order to access **Mobility Online**, click on this link and log in using the UserID and password provided in the email. **Please do not forward these login details to your students!**
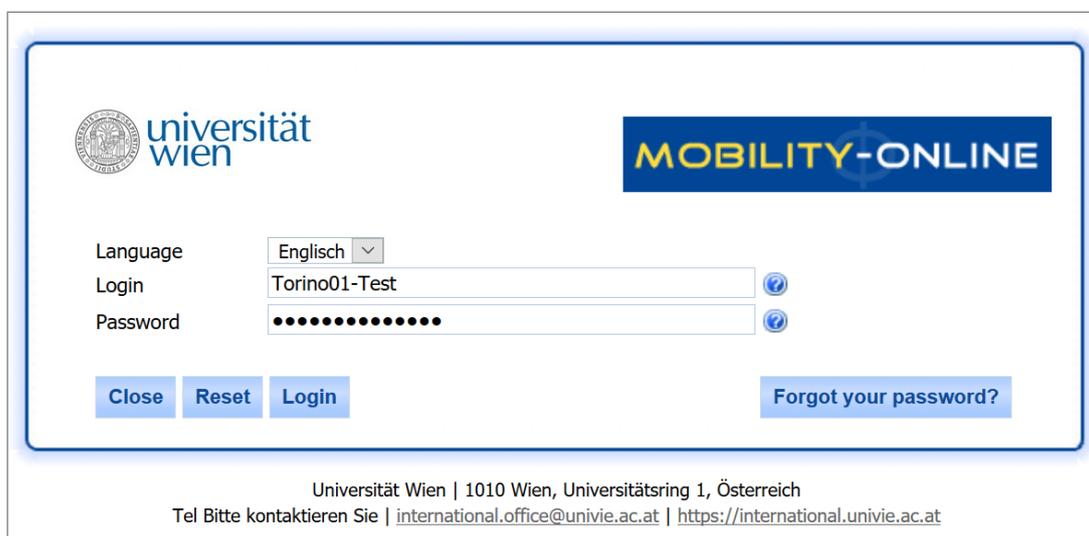
You can use the interface either in German or in English by changing the language settings. **There is one password per institution only**.

You can change the password after the login. This can be done in the section **"My settings"** in the left hand column under **"Change password"**. Please note that changing the password will affect every user of your institution as there is only one nomination account for each partner! In case you want to change the password, please make sure to inform your colleagues about the change.

After the login you can create a nomination or change the password of the institution.
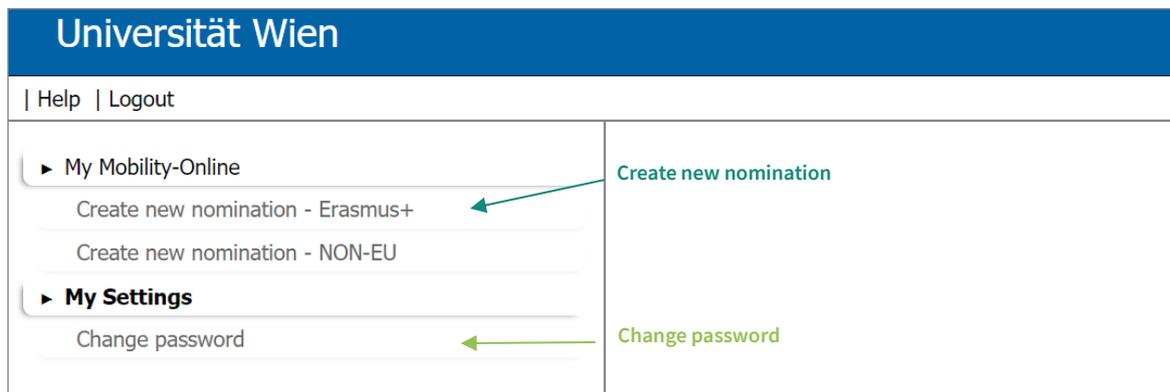
How to nominate your students

To create a new nomination please proceed as follows:

Step 1: Click on **"Create new nomination Erasmus+"**

Step 2: Fill **Online nomination form** (one form per student) → **detailed information on the nomination form** is provided below.

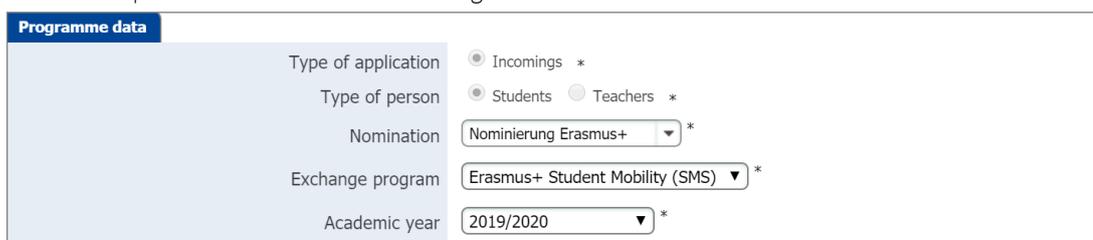**Step 3:** Click on **"Send nomination."**

Step 4: You will receive an **email confirmation** to the email address provided in the application form (one confirmation per student).

Please do not enter names in capital letters as each name will have to be corrected by the International Office.

Information on the nomination form

Programme data

- All fields are pre-selected and cannot be changed

Partner University

- **Country of home institution:** pre-selected based on Login
- **Home institution:** pre-selected based on Login

- **Nominated by:** select contact person from list → if not in list, please fill in: **last name of contact person. first name of contact person, sex of contact person, academic title of contact person**
- **Email address:** the email confirmation will be sent to this email address

Data regarding the student's stay at the University of Vienna

- **Student's Data:** Do not enter names in capital letters as each name will have to be corrected by the International Office.
- **Subject Code:** Choose the subject code of the agreement you want to nominate for. The options provided are in accordance with the Bilateral Agreements existing between the University of Vienna and the partner university.
- **Field of study:** Select the field of study you want to nominate your student for. The options provided are in accordance with the Bilateral Agreement. Erasmus+ incoming students are expected to take most of their courses within their nominated field of study. If you have any questions regarding your options, please contact erasmus.incoming@univie.ac.at before nominating students!
- **Exchange period:** Choose the exchange period (winter semester, summer semester or winter and summer semester)
- **Language requirements**: By ticking the box regarding language requirements, you confirm that your students' language proficiency meets the set standards of the exchange agreement or they are aware that courses are taught primarily in German, and courses in English may be subject to availability.

After you have filled in the required fields, click on **"Send nomination"** in order to complete the nomination. After the nomination is completed, an automated email confirmation is sent to the email address provided. There will be a separate confirmation for each nominated student.

After the nomination

As a first step after the nomination students will have to register at the University of Vienna. We will provide the student(s) with detailed information on the registration process and the admission procedure once we will have confirmed the nomination.

What?	When?
→ **Step 1: Nomination by partner university**	Winter semester: **by 1 May** Summer semester: **by 1 November**
→ **Step 2: Students register at the University of Vienna**	After nomination Winter semester: **by 15 May** Summer semester: **by 15 November**

Students will receive their **Admission Letter** once they have successfully completed their registration at the University of Vienna. **All information will be sent to the student's email address provided in the nomination.** Students do not need to send documents such as transcripts, language certificates etc. to us.

Further information on an Erasmus+ stay at the University of Vienna can be found on our website:
→ https://international.univie.ac.at/en/student-mobility/incoming-students/erasmus-student-exchange/

Contact information

International Office
Erasmus+ Incoming Student Mobility (SMS)
Email: erasmus.incoming@univie.ac.at
Web: http://international.univie.ac.at/en/incoming-students/erasmus/
We look forward to our continued cooperation and to welcoming your students at the University of Vienna! Please do not to hesitate to contact us in case of any further queries.