

Partner universities - nominating students

LOGIN to your partner account

Open <https://mobility.uni-graz.at/>

Click on the login link for partners → this will open up the login section at the bottom.

Type in your **username** and **password**, then click **“Login”**



2) Login with Mobility-Online access details: [Login](#)

- Incoming Staff
- Partner institutions

Foto: Uni Graz/Penz

Mobility-Online Graz University Login Back

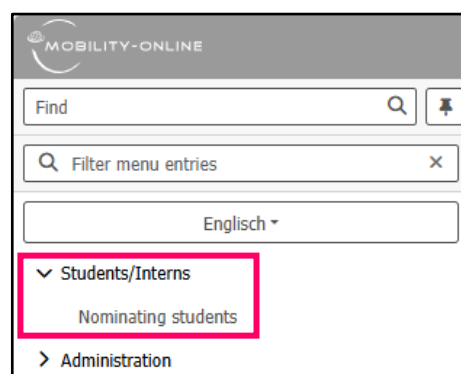
Login
Login

Password
Password

Login Forgot your password?

NOMINATING STUDENTS

- In order to nominate your students, go to **Students/Interns > Nominating students**



MOBILITY-ONLINE

Find 🔍 📌

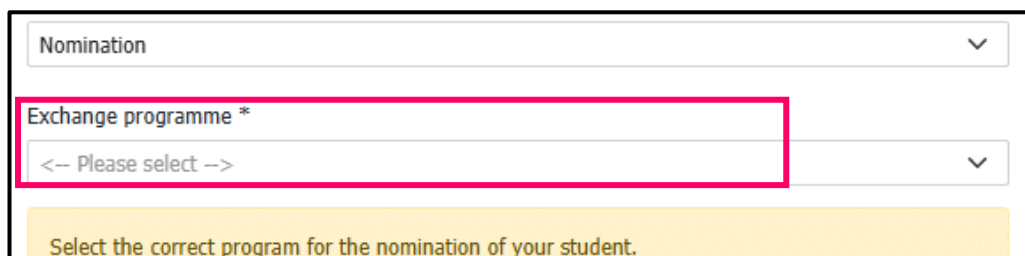
Filter menu entries ✕

Englich ▾

▾ Students/Interns
Nominating students

> Administration

- In case your university is linked with Uni Graz via more than one exchange program (e.g. “iStudy” and “Erasmus+ International”, etc.), make sure you select the **correct exchange program** when nominating your students. *If in doubt, please reach out to our office for clarification.*



Nomination ▾

Exchange programme *
← Please select → ▾

Select the correct program for the nomination of your student.

- Student data** necessary for the nomination
When entering the student data, please read and consider the instructions in the yellow helptext boxes!
 - First & last name (according to the student’s passport).
In case the student has a middle name, please enter it as part of the first name.

- Sex
- Date of birth
- Email address - *make sure the student is aware of which email address you entered in their nomination. This will be the email address we use for all communication.*
- Semester of stay
- Current level of study (bachelor, master, PhD)
- Current field of study
- Level of study during mobility
- Bilateral agreement
 - Erasmus+ SMS: if you have more than one agreement with Uni Graz, select the correct subject area code! If the relevant code is not available, do **NOT** nominate the student via a different code but instead get in touch with us.
 - All other programs: select the one agreement available

ATTENTION:

- ❖ When entering the student's data, do **NOT** use any characters specific to your language (ć, ê, š, etc.) even if they appear in their name. Also, do **NOT** use all capital letters.
- ❖ Use the comments section for any relevant comments on the nominated student.
- ❖ Enter **your own email address** for the nomination confirmation. Do **NOT** enter the student's email address here.

NOMINATION DEADLINE

- ❖ **for EU partner universities:**
 - **15th May** for the winter semester / academic year
 - **15th October** for the summer semester
- ❖ **for all other partner universities:**
 - **1st May** for the winter semester / academic year
 - **1st October** for the summer semester

AFTER THE NOMINATION

Students will be invited to the first applicants' session and after this session, receive instructions for the application process in Mobility-Online.

- ❖ Make sure students are aware of the email address you entered as their email address in the nomination
- ❖ Instruct your students to check their INBOX as well as SPAM folder of their email address

In case you have **more nominations for University of Graz than is agreed on in the bilateral agreement**, please **contact us before nominating your students** to see if it will be possible to accommodate additional students.

If you have any problem, please do not hesitate to contact us, specifying "Problems with the online nomination" in the e-mail subject.

For further information see

- ❖ Partner information incl. factsheets
- ❖ Information for mobility students