

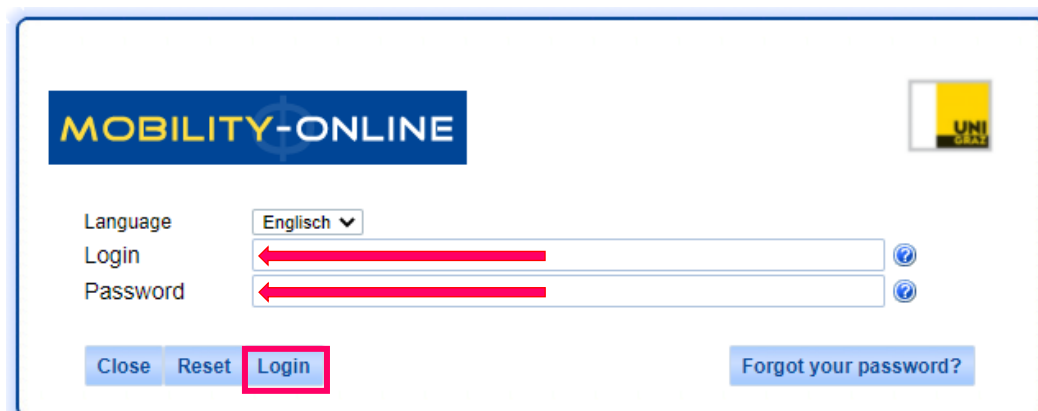
# Partner universities - nominating students

## LOGIN to your partner account

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

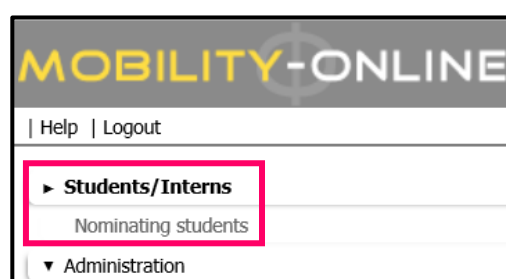
Type in your **username** and **password**, then click **"Login"**

Note that this is a two-step process and you will have to enter the access details twice!

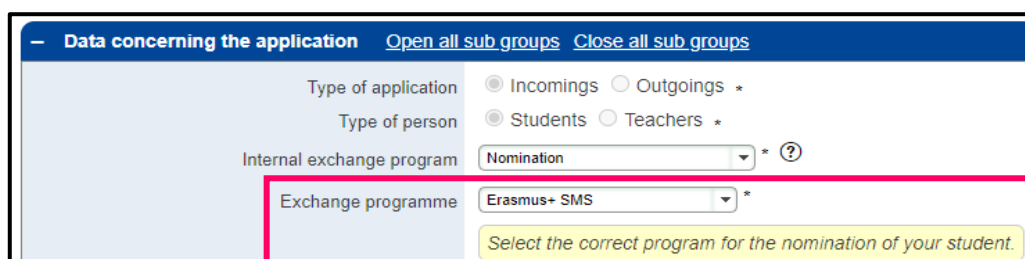


## NOMINATING STUDENTS

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



2. In case you are linked with Uni Graz via more than one exchange program, make sure you select the **correct exchange program** when nominating your students.



3. **Student data** necessary for the nomination
  - o 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.*
  - o Sex
  - o Date of birth

- Email address
- 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.
- ❖ Enter any comments on the particular nomination you consider relevant in the context of the nomination in the nomination tool.
- ❖ Enter **your own email address** for the nomination confirmation all the way at the end of the data entry. Do **NOT** enter the student's email address here.

#### **NOMINATION DEADLINE**

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

#### **AFTER THE NOMINATION**

Once we have checked the nomination, students will receive an email with application instructions and will complete their application process in Mobility-Online.

- ❖ **Make sure which email you entered as their email address in the nomination**
- ❖ **Inform your students to check their INBOX as well as SPAM folder.**

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