

## **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](http://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](http://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](mailto: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**

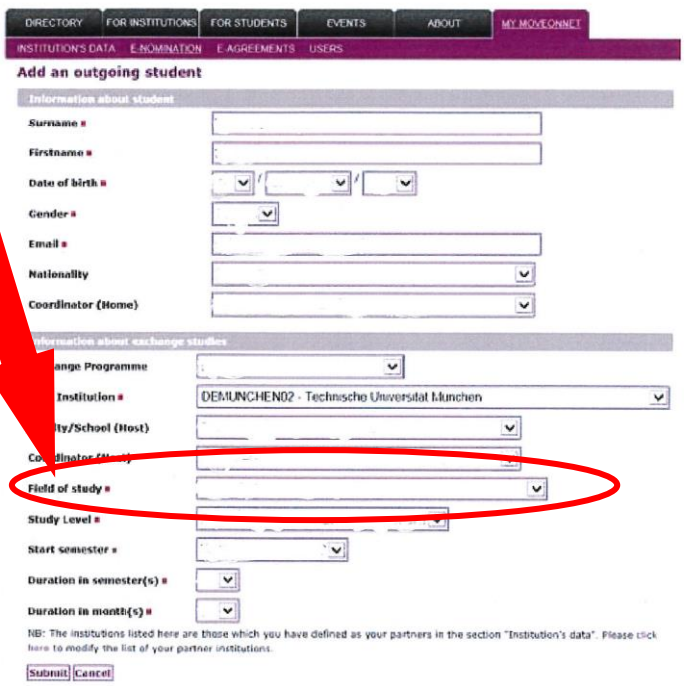
5. Click on e-nomination, choose e-nomination outgoing. Now add your outgoing students' data who want to come to TUM (see point II.) and click **submit**. If following you can see “to be nominated” under your students data, this is the sign that you still need to submit the data, as before it was not 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. A red arrow points to the 'Field of study' dropdown menu, which is circled in red. The form includes fields for Surname, Firstname, Date of birth, Gender, Email, Nationality, Coordinator (Home), Exchange Programme, Institution, City/School (Host), Coordinator (Host), Field of study, Study Level, Start semester, Duration in semester(s), and Duration in month(s). A note at the bottom states: '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.' Buttons for 'Submit' and 'Cancel' are at the bottom.

**ISCED-Code**

(If using e-nomination with the help of moveonnet, it is necessary to **choose the relevant TUM ISCED-Code**. Please do not use any other ISCED-Codes.)

TUM "Faculty / School (Host)"	Field of Study	Departmental coordinator(s)	TUM ISCED- Code(s)
Aerospace and Geodesy	Aeronautical Engineering	Hartenstein	0716
Aerospace and Geodesy	Earth Sciences	Hartenstein	0532
Architecture	Architecture	Hoogendoorn	0731
Chemistry	Chemistry	Reich	0531
Chemistry	Chemical Engineering	Reich	0711
Chemistry	Biochemistry	Reich	0512
Civil, Geo and Environmental Engineering	Building and Civil Engineering, Geology	Klomke	0732
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 or 0619
Mathematics	Mathematics	Jumpertz + Cyllok	054 or 0549
Mechanical Engineering	Mechanics and Metal Work	Ammon	0715
Mechanical Engineering	Medical Diagnostic and Treatment Technology	Ammon	0914
MCTS	Munich Center for Technology in Society	Hahn	0314
Munich School of Engineering	Munich School of Engineering	Eblenkamp	071 or 0719
Physics	Physics	Eckholt	0533
Sport and Health Sciences	Sports	Fried	1014
Sport and Health Sciences	Sports - Therapy and Rehabilitation	Fried	0915
Sport and Health Sciences	Teacher Training with subject specialisation	Fried	0114
TUM School of Education	Teacher Training and Education Science	Lewalter	011 or 0119
TUM School of Governance	TUM School of Governance	Schreurs	0312
TUM School of Life Sciences Weihenstephan	Agriculture	Menapace	081 or 0819
TUM School of Life Sciences Weihenstephan	Horticulture	Hotz	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 or 0519
TUM School of Life Sciences Weihenstephan	Forestry	Döllerer	0821
TUM School of Life Sciences Weihenstephan	Landscape Architecture - Architecture	Printz	073 or 0739
TUM School of Life Sciences Weihenstephan	Landscape Architecture - Environment Science	Printz	052 or 0529
TUM School of Management	Business and Administration	Helfers	041 or 0419
TUM School of Medicine	Medicine	Seiffert	0912
TUM Campus Straubing	TUM Campus Straubing	Chia-Leeson	0521