

Dear Partner,

We would like to inform you about the nomination procedure at the University of Vienna for the academic year 2019/20. If you are not the contact person for the nomination of your outgoing students, we kindly ask you to forward this message to the person in charge.

### Nomination Deadlines

Only students who have been nominated by our partner universities via **Mobility Online** can be accepted as incoming students. Please mind the nomination deadlines:

- **Winter semester:** 1 May 2019
- **Summer semester:** 1 November 2019

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.

### Nomination via Mobility Online

Students will be nominated via **Mobility Online**, using the UserID and password provided below. **Please do not forward these login details to your students!** Please find detailed instructions attached.

- **UserID:** **Athine04**
- **Password:** **erasmuspartner** (if you have changed the password use the one you created)
- **Link:** [English](#)

**Please note that nominations via email cannot be accepted.**

We are looking forward to welcoming your students at the University of Vienna and to our continued cooperation. In case of any further queries, please do not hesitate to contact us.

Your Erasmus+ Incoming Team

### Erasmus+ Incoming

[DLE Internationale Beziehungen](#) | [International Office](#)

Universität Wien | University of Vienna (A WIEN01)  
Universitätsring 1, A-1010 Wien  
T +43-1-4277-18250, -18202 or 18261

E [erasmus.incoming@univie.ac.at](mailto:erasmus.incoming@univie.ac.at) | W <http://international.univie.ac.at/incoming-students/erasmus/>

Facebook: <https://www.facebook.com/international.univie/>

## NOMINATION PROCEDURE

### Erasmus+ Student Mobility (SMS)

#### 2019/20

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

### Nomination via Mobility Online

Please mind the nomination deadlines:

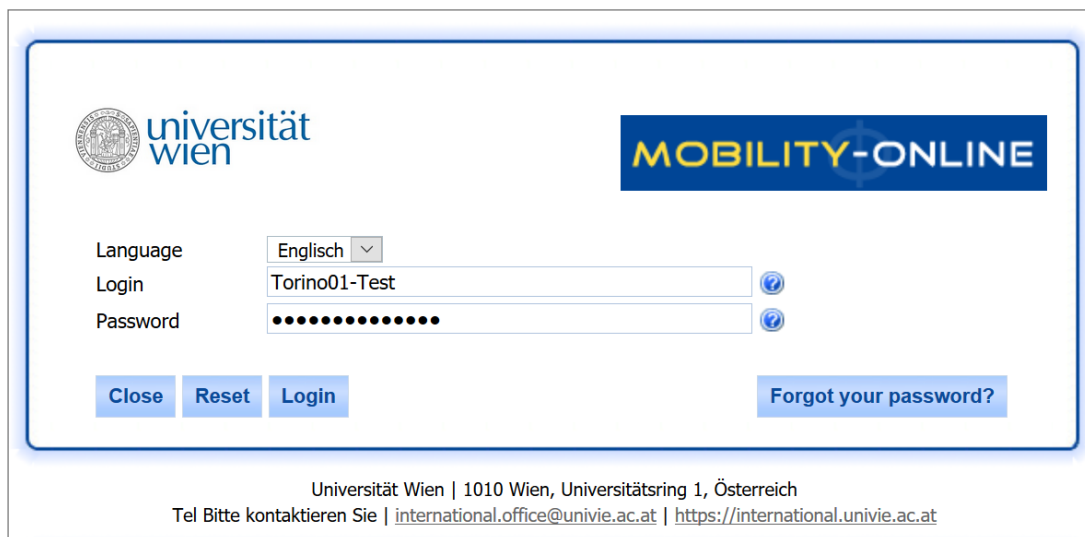
- **Winter semester: 1 May**
- **Summer semester: 1 November**

**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!**



universität  
wien

MOBILITY-ONLINE

Language: Englisch

Login: Torino01-Test

Password: ●●●●●●●●

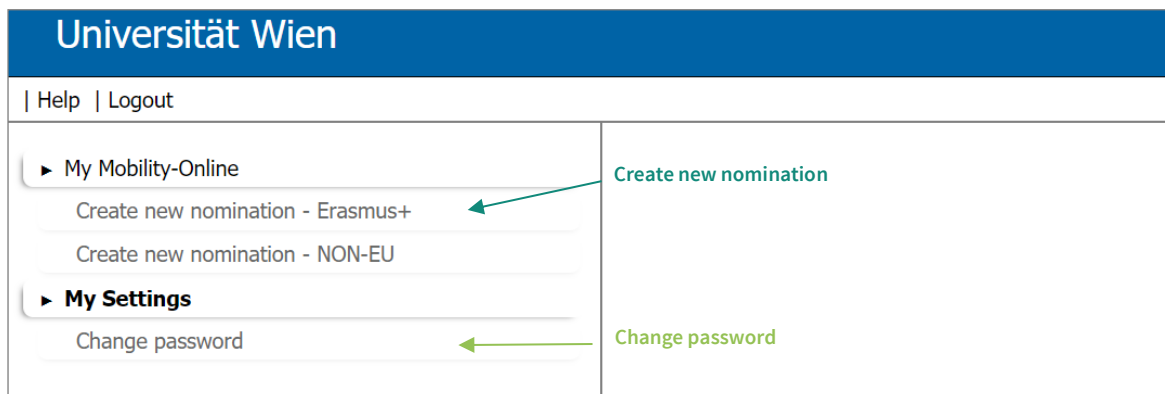
Close Reset Login Forgot your password?

Universität Wien | 1010 Wien, Universitätsring 1, Österreich  
Tel Bitte kontaktieren Sie | [international.office@univie.ac.at](mailto:international.office@univie.ac.at) | <https://international.univie.ac.at>

Please use the top box to login as shown above (please note that the link at the bottom of the page is for student login). 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.



The screenshot shows the 'Universität Wien' user interface. At the top, there is a blue header with the university name. Below it, there are links for 'Help' and 'Logout'. The main content area is divided into two columns. The left column contains a menu with 'My Mobility-Online' and 'My Settings'. Under 'My Mobility-Online', there are two options: 'Create new nomination - Erasmus+' and 'Create new nomination - NON-EU'. Under 'My Settings', there is 'Change password'. The right column contains two buttons: 'Create new nomination' (highlighted in green) and 'Change password' (highlighted in green). Arrows point from the text labels to the corresponding buttons in the interface.

## How to nominate your students

To create a new nomination please proceed as follows:

**Step 1:** Click on „**Create new nomination Erasmus+?**“.



This screenshot shows the same user interface as the previous one, but with the 'Create new nomination - Erasmus+' button highlighted in blue. The right column now shows the text 'Nominierung Torino01-Test'.

**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**“.

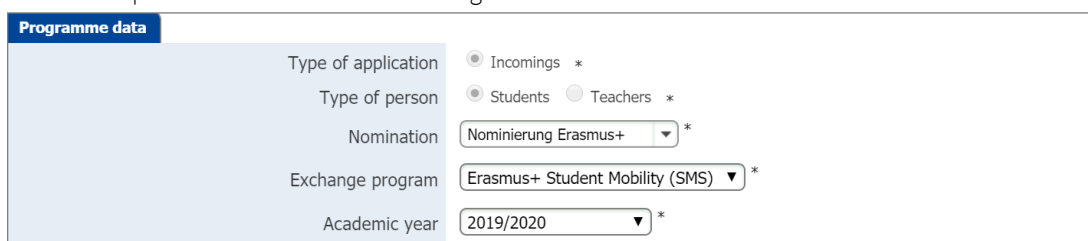
**Step 4:** You will receive an **email confirmation** to the email address provided in the application form (one confirmation per student).

**Please note:** 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



The screenshot shows the 'Programme data' form with the following fields and values:

Type of application	<input checked="" type="radio"/> Incomings *
Type of person	<input checked="" type="radio"/> Students <input type="radio"/> Teachers *
Nomination	Nominierung Erasmus+ *
Exchange program	Erasmus+ Student Mobility (SMS) *
Academic year	2019/2020 *

### 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

Partner university	
Country of home university	Italy *
Home university	Torino01-Test - Università di Torino TEST --> TEST *
Nomination by (contact person, please select):	<-- No choice -->
Nominated by (contact person, if not in list) -- Last name (please do NOT write the complete name in capital letters)	<-- No choice --> Gandlgruber, Laura, Mag. Dr. *
First name (contact person):	*
Academic title (contact person)	*
Sex (contact person):	<input type="radio"/> male <input type="radio"/> female *
Email address (contact person):	*

### 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. **If you have any questions regarding your options, please contact [erasmus.incoming@univie.ac.at](mailto:erasmus.incoming@univie.ac.at) before nominating students!**
- **Exchange period:** Choose the exchange period (winter semester, summer semester or winter and summer semester)

Data regarding the student's stay at the University of Vienna	
Host country	Austria
Host institution	WIEN01 - Universität Wien
Student's last name (please do NOT write the complete name in capital letters)	Schlumpf *
Student's first name:	Hefti *
student's email address	laura.gandlgruber@univie.ac.at *
Date of birth (dd.mm.yyyy)	07.09.1978 *
Gender	<input checked="" type="radio"/> male <input type="radio"/> female *
Subject Code agreement	0511 - Biology * 
Field of study	Biology *
Level of study	<input type="radio"/> BA <input checked="" type="radio"/> MA <input type="radio"/> PHD *
Exchange period:	WS 2019/2020 *
<p><i>WS = winter semester (semester dates: 1 October to 31 January)</i> <i>SS = summer semester (semester dates: 1 March to 30 June)</i></p>	
We hereby confirm that the student will fulfill the recommended language skills (in accordance with the Bilateral Agreement) at the beginning of the study period at the University of Vienna.	<input checked="" type="checkbox"/> *
<p>Cancel <span style="float: right;">Create nomination</span></p>	

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 with detailed information on the registration process and the admission procedure once we will have confirmed the nomination.

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

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](mailto:erasmus.incoming@univie.ac.at)

**Tel:** +43-(0)1-4277 -18250, -18202 or 18261

**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.**