

# Nomination Instructions

We are very much looking forward to receiving your nominations

To help you with your nominations, we drafted these nomination instructions. In the overview below you can see all the steps you need to complete before you can submit your nomination(s).

## Contents

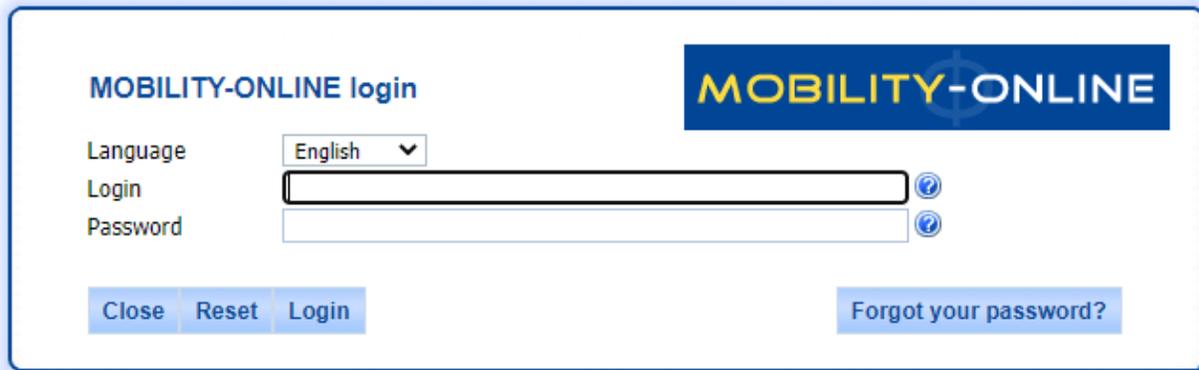
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### DISCLAIMER:

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## 1. Login to the system

Please log in to our nomination system. We have sent you the username (login) and password in our Invitation to nominate e-mail. In the e-mail you can also find the link to our system.



The screenshot shows the MOBILITY-ONLINE login page. At the top left, it says "MOBILITY-ONLINE login". To the right is a blue banner with the "MOBILITY-ONLINE" logo. Below the banner, there is a language dropdown menu set to "English". Underneath are two input fields: "Login" and "Password", each with a help icon to its right. At the bottom left, there are three buttons: "Close", "Reset", and "Login". At the bottom right, there is a button labeled "Forgot your password?".

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Tel. +43 (0) 505 29 | Fax +43 (0) 505 29 90 | [mobility-online@sop.co.at](mailto:mobility-online@sop.co.at)

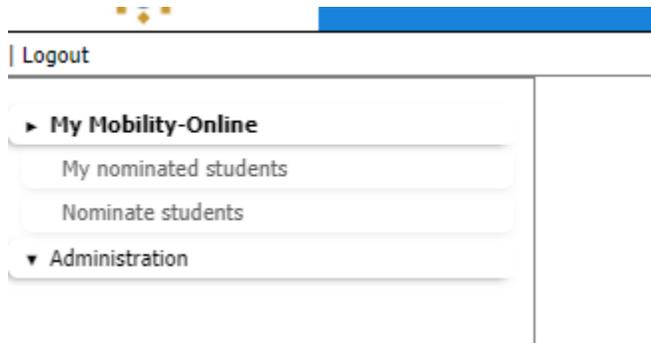
After logging in for the first time, the system will ask you to change your password.

Please make sure to save your login and password, so you can use it for the upcoming years as well.

If you forgot your password, please click [Forgot your password?](#) to request a new password.

## 2. Nominate students

In the menu on the left click on 'My Mobility-Online' and 'Nominate students'.



Our nomination form is now opened for you. You will need to complete a nomination form for every student you want to nominate.

### 2.1 Application details

— Application details
[Open all sub groups](#)
[Close all sub groups](#)

Type of applicant	<input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
Nomination Programme	Nomination <span style="float: right;">*</span>
Exchange Programme	<-- Please select --> <span style="float: right;">*</span>
<i>Please make sure to select the exchange programme you are nominating for</i>	
Academic year	2021/2022 <span style="float: right;">*</span>
Semester	<-- Please select --> <span style="float: right;">*</span>

- For 'Exchange program' please select the only option you have (ERASMUS SMS or GLOBAL SMS)
- For 'Semester' please choose the semester you are nominating for (Fall, Spring or Fall and Spring)

**IMPORTANT! If you are nominating for the full academic year, please select the option 'Fall and Spring'.**

## 2.2 Nominated Student Information

**— Nominated Student Information**

Student's First Name	<input type="text"/> *
Student's Last Name	<input type="text"/> *
Student's Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undefined *
Student's Email Address	<input type="text"/> *
Student's Date of birth (dd.mm.yy)	<input type="text"/> *
Academic Level of Student	<input style="width: 100%;" type="text" value=" &lt;-- Please select --&gt; "/> *

- For Student's Email address please use their official university e-mail address
- Please indicate if the student is Bachelor/undergraduate or Master/graduate in the field 'Academic Level of student'
- ERROR MESSAGE:**  
If you choose an academic level that is not part of our contract or the maximum number of nominations for that level is reached, you will see the following error message

*There are no longer enough places available for this selection, so it is not possible to nominate a student. For questions send an e-mail to [studyabroad@tilburguniversity.edu](mailto:studyabroad@tilburguniversity.edu)*

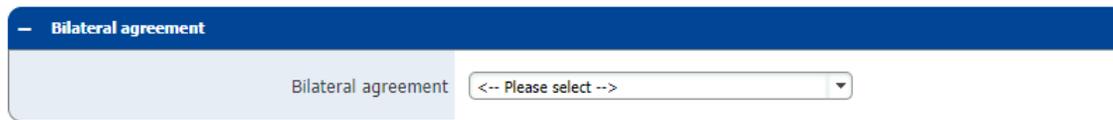
## 2.3 Nominating Person

**— Nominating Person**

Nominating person at the home institution	<input style="width: 100%;" type="text" value=" &lt;-- No choice --&gt; "/>
<i>If you do not find your name in this listbox, please provide your contact details below so that we can keep you up to date on the application process</i>	
First Name (if not listed above)	<input type="text"/> *
Last Name (if not listed above)	<input type="text"/> *
Academic title (if not listed above)	<input type="text"/>
Gender (if not listed above)	<input type="radio"/> Female <input type="radio"/> Male *
E-mail address (if not listed above)	<input type="text"/> *

- If you are nominating for the first time, please provide us with your details.
- If you have nominated before, you will find your name in the drop down menu for 'Nominating person at the home institution'

## 2.4 Bilateral agreement



The screenshot shows a web form with a blue header bar containing the text "Bilateral agreement". Below the header, there is a light blue box with the text "Bilateral agreement" and a dropdown menu to its right. The dropdown menu is currently set to "<-- Please select -->".

Here please select the study area of the agreement for which you are nominating your student.

If you can choose from multiple agreements here, please take the following into account:

- For Erasmus+ partners these agreements will correspond to the subject areas as described in our bilateral agreement. Please choose the correct agreement for the student you are nominating.
- For our Global partners, if we have agreements with different schools/departments/faculties, these will show up here as different agreements. If you are the nominating person for one specific School/department/faculty, please make sure to select the agreement that matches your subject area.
- You cannot nominate more students than agreed upon earlier. Once you have nominated the maximum number of students per agreement, the agreement will no longer be available for you to choose from. Please contact us if you encounter any issues with this.
- The selection of the agreement does not limit the course offer for your nominated student. The student can still choose from all courses available for exchange students at Tilburg University
- If you have any questions concerning this last step, please feel free to reach out to us. Please send your question to [studyabroad@tilburguniversity.edu](mailto:studyabroad@tilburguniversity.edu) and we will get back to you as soon as possible.

## 2.5 Send Nomination

Once you have completed all the mandatory fields, you can click 'Send nomination'

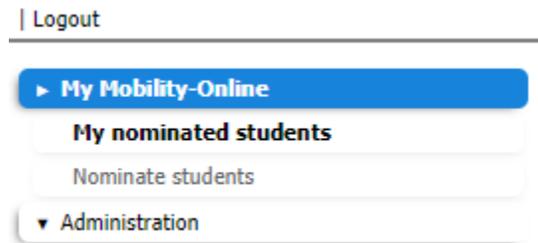


The screenshot shows a light blue button with the text "Send nomination" centered on it. The button is set against a white background with a thin grey border.

As you can see, it is also possible to cancel your current nomination.

### 3. My Nominated Students

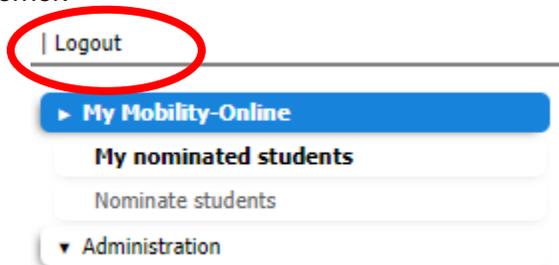
To see an overview of all students that you have nominated, please click on 'My Mobility-Online' and 'My Nominated students'



This overview will have all your previously nominated students. Here you will also be able to download the transcript of records of your students after their exchange, but only if they indicated to us we could share it directly with you. We will send you detailed instructions about this later.

### 4. Logout

When you are finished, always formally logout of the system by clicking on 'Logout' in the top left corner.



Thank you for sending us your nominations! We are looking forward on welcoming all your students to Tilburg University in the upcoming academic year!

If you have any questions, please send us an e-mail [studyabroad@tilburguniversity.edu](mailto:studyabroad@tilburguniversity.edu) or give us a call during our office hours ([see our office hours here](#)).