

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: <u>www.moveonnet.eu</u>

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!

- 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 <u>who already used the e-nomination before</u> 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) <u>New partners who have not used e-nomination before</u> will be asked to register before they can proceed with the e-nomination (this is free of charge!):



ISCED-Code

At TUM: "Faculty / School (Host)"	Field of study	Departmental coordinator(s)	ISCED- Code
Architecture	Architecture	Schneider	0731
Chemistry	Chemistry	Reich	0531
Chemistry	Chemical Engineering	Reich	0711
Civil, Geo and Environmental Engineering	Building and Civil Engineering	Klomke	0732
Civil, Geo and Environmental Engineering	Environmental Sciences, Ecology	Klomke	0712
Civil, Geo and Environmental Engineering	Geodesy, Cartography, Remote Sensing	Klomke	0532
Civil, Geo and Environmental Engineering	Geology	Klomke	0532
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
Mathematics	Mathematics	Jumpertz / Cyllok	054
Mechanical Engineering	Mechanics and Metal Work	Ammon	0715
Mechanical Engineering	Aeronautical Engineering	Ammon	0716
Mechanical Engineering	Medical Diagnostic and Treatment Technology	Ammon	0914
MCTS	Munich Center for Technology in Society	Zellmer	0314
Munich School of Engineering	Munich School of Engineering	Block	071
Physics	Physics	Fimiani	0533
Sport and Health Sciences	Sports	Fried	1014
Sport and Health Sciences	Sports - Health	Fried	091
Sport and Health Sciences	Sports - Therapy and Rehabilitation	Fried	0915
TUM School of Education	Teacher Training and Education Science	Lewalter	011
TUM School of Governance	TUM School of Governance	Schreurs	0312