HOW TO

NOMINATE A MOBILITY APPLICATION

BY THE <u>HOST</u> Participating Unit

1. Direct and easy access to all open incoming mobilities via the home Network Desktop

Attention: if you are a coordinator please choose the right incomings. The number in the breakets shows you the incomings for your partner institutions.

2. Open the applications under "Your mobilities"

3. Note, as overall network coordinator you have also access to the mobility applications of your partner institutions under "Partner mobilities".

4. Nominate a mobility application

1. Here you find the application and the overall information from the applicant (scroll down)
2. You can change the date of stay, if applicable. Save your changes.
3. If everything is correct with the application click on the "nominate & to home NCO" button

Mobility Information							
Tendered			**Free Scholarship Months**				
Mobility Type	Short Term Students		For this Academic Year	yes			
From	08.07.2022		For this network	19			
To	15.07.2022		For this PPU	7			

Other mobilities for this person				
NETWORK	HOST INSTITUTION		FROM - TO	AM
▾ State: completed and checked				
	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Nederlandistik			4 🔍
▾ State: completed				
	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Nederlandistik			0,5 🔍
▾ State: accepted by applicant				
	University of Vienna, Institut für Europäische und Vergleichende Sprach- und Literaturwissenschaft - Abteilung für Nederlandistik			4 🔍

5. Reject an application:

   access the "drop down" near the "nominate … " button and press "reject"

6. For help and technical live support, please access "?"