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

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) 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) 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)!
<table>
<thead>
<tr>
<th>At TUM: “Faculty / School (Host)”</th>
<th>Field of study</th>
<th>Departmental coordinator(s)</th>
<th>ISCED-Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Architecture</td>
<td>Hoogendoorn</td>
<td>0731</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry</td>
<td>Reich</td>
<td>0531</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemical Engineering</td>
<td>Reich</td>
<td>0711</td>
</tr>
<tr>
<td>Civil, Geo and Environmental Engineering</td>
<td>Building and Civil Engineering</td>
<td>Klomke</td>
<td>0732</td>
</tr>
<tr>
<td>Civil, Geo and Environmental Engineering</td>
<td>Environmental Sciences, Ecology</td>
<td>Klomke</td>
<td>0712</td>
</tr>
<tr>
<td>Civil, Geo and Environmental Engineering</td>
<td>Geodesy, Cartography, Remote Sensing</td>
<td>Klomke</td>
<td>0532</td>
</tr>
<tr>
<td>Civil, Geo and Environmental Engineering</td>
<td>Geology</td>
<td>Klomke</td>
<td>0532</td>
</tr>
<tr>
<td>Electrical and Computer Engineering</td>
<td>Electricity and Energy</td>
<td>Roth / Rottschäfer</td>
<td>0713</td>
</tr>
<tr>
<td>Electrical and Computer Engineering</td>
<td>Electronic and Automation</td>
<td>Roth / Rottschäfer</td>
<td>0714</td>
</tr>
<tr>
<td>Informatics</td>
<td>Computer Science</td>
<td>v. Imhoff</td>
<td>061</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Jumpertz + Cyllok</td>
<td>054</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Mechanics and Metal Work</td>
<td>Ammon</td>
<td>0715</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Aeronautical Engineering</td>
<td>Ammon</td>
<td>0716</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Medical Diagnostic and Treatment Technology</td>
<td>Ammon</td>
<td>0914</td>
</tr>
<tr>
<td>MCTS</td>
<td>Munich Center for Technology in Society</td>
<td>Zellmer</td>
<td>0314</td>
</tr>
<tr>
<td>Munich School of Engineering</td>
<td>Munich School of Engineering</td>
<td>Block</td>
<td>071</td>
</tr>
<tr>
<td>Physics</td>
<td>Physics</td>
<td>Fimiani</td>
<td>0533</td>
</tr>
<tr>
<td>Sport and Health Sciences</td>
<td>Sports</td>
<td>Fried</td>
<td>1014</td>
</tr>
<tr>
<td>Sport and Health Sciences</td>
<td>Sports - Health</td>
<td>Fried</td>
<td>091</td>
</tr>
<tr>
<td>Sport and Health Sciences</td>
<td>Sports - Therapy and Rehabilitation</td>
<td>Fried</td>
<td>0915</td>
</tr>
<tr>
<td>TUM School of Education</td>
<td>Teacher Training and Education Science</td>
<td>Lewalter</td>
<td>011</td>
</tr>
<tr>
<td>TUM School of Governance</td>
<td>TUM School of Governance</td>
<td>Herzog/Schumann</td>
<td>0312</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Agriculture</td>
<td>Menapace</td>
<td>081</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Horticulture</td>
<td>Michaelis</td>
<td>0812</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Biology</td>
<td>Gültlich</td>
<td>0511</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Brewing and Food Technology</td>
<td>Niessen</td>
<td>0721</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Food Science and Technology</td>
<td>Hartwig</td>
<td>051</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Forestry</td>
<td>Döllerer</td>
<td>0821</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Landscape Architecture - Architecture</td>
<td>Printz</td>
<td>073</td>
</tr>
<tr>
<td>TUM School of Life Sciences Weihenstephan</td>
<td>Landscape Architecture - Environment Science</td>
<td>Printz</td>
<td>052</td>
</tr>
<tr>
<td>TUM School of Management</td>
<td>Business and Administration</td>
<td>Helfers</td>
<td>041</td>
</tr>
<tr>
<td>TUM School of Management</td>
<td>Business and Administration with engineering background</td>
<td>Helfers</td>
<td>071</td>
</tr>
<tr>
<td>TUM School of Medicine</td>
<td>Medicine</td>
<td>v. Wolffersdorff</td>
<td>0912</td>
</tr>
</tbody>
</table>