

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).

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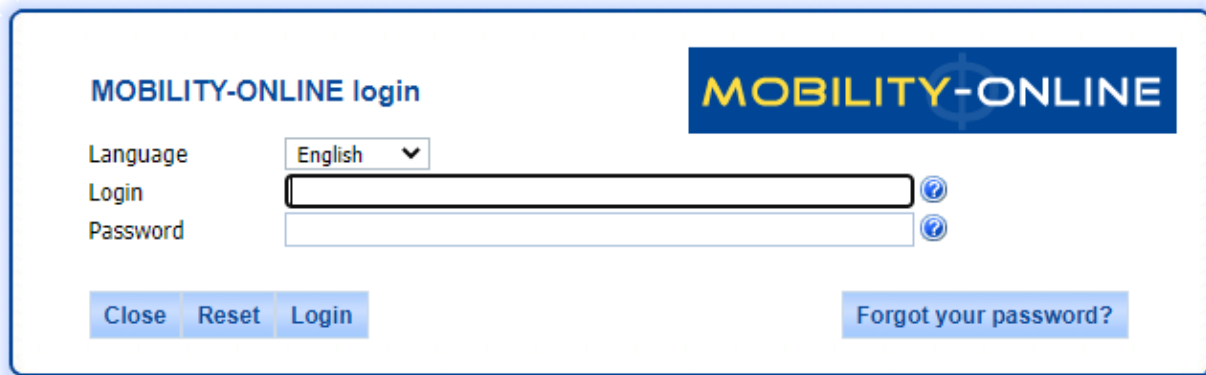
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DISCLAIMER:

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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, there are input fields for "Login" and "Password", each with a help icon (a question mark in a circle) to its right. At the bottom left, there are three buttons: "Close", "Reset", and "Login". At the bottom right, there is a button that says "Forgot your password?".

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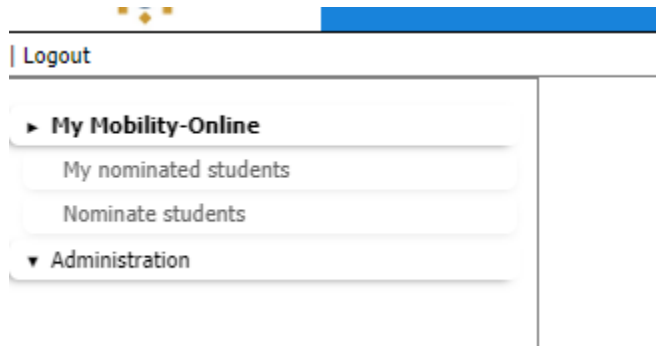
After logging in for the first time, the system will ask you to change your password.

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

A screenshot of the 'Application details' form. The form has a blue header bar with the title 'Application details' and two links: 'Open all sub groups' and 'Close all sub groups'. The form is divided into two columns. The left column contains labels for the form fields: 'Type of applicant', 'Type of person', 'Nomination Programme', 'Exchange Programme', 'Academic year', and 'Semester'. The right column contains the corresponding input fields. 'Type of applicant' has two radio buttons: 'Incomings' (selected) and 'Outgoings *'. 'Type of person' has two radio buttons: 'Students/Trainees' (selected) and 'Teachers *'. 'Nomination Programme' has a dropdown menu with 'Nomination' selected. 'Exchange Programme' has a dropdown menu with '<-- Please select -->' selected. Below this dropdown is a yellow warning box with the text 'Please make sure to select the exchange programme you are nominating for'. 'Academic year' has a dropdown menu with '2021/2022' selected. 'Semester' has a dropdown menu with '<-- Please select -->' selected. All dropdown menus have an asterisk next to them.

- 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 have previously nominated full year students for 2024/2025, we ask you to nominate them again for Spring 2025. Please select the option 'Spring' as semester.

2.2 Nominated Student Information

— Nominated Student Information

Student's First Name	*
Student's Last Name	*
Student's Gender	☐ Male ☐ Female ☐ Undefined *
Student's Email Address	*
Student's Date of birth (dd.mm.yy)	*
Academic Level of Student	<-- Please select --> *

- 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

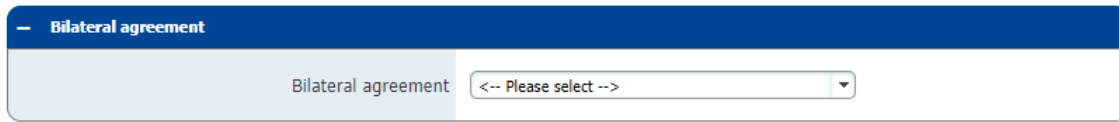
2.3 Nominating Person

— Nominating Person

Nominating person at the home institution	<-- No choice -->
<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)	*
Last Name (if not listed above)	*
Academic title (if not listed above)	
Gender (if not listed above)	☐ Female ☐ Male *
E-mail address (if not listed above)	*

- 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 a minus icon and 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 -->' and has a small downward arrow icon on the right side.

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 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'

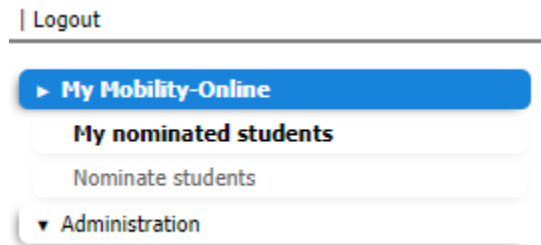


The screenshot shows a light blue button with the text 'Send nomination' in a dark blue font. The button is rectangular with rounded corners and is positioned at the bottom of a form area.

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

3. My Nominated Students

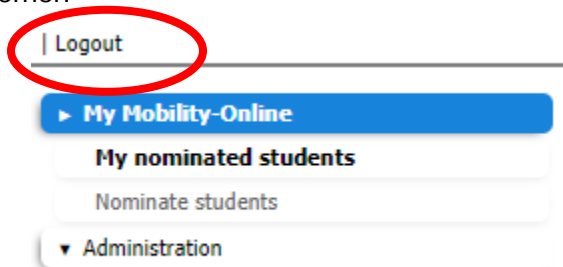
To see an overview of all students that you have nominated, please click on 'My Mobility-Online' and 'My Nominated students'



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 or give us a call during our office hours ([see our office hours here](#)).