SAPIENZA NOMINATION TOOL - USER GUIDE

Nomination tool available at https://relint.uniroma1.it/rm1areapartner

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Area Partner	
Partner UNIVERSITY LOG-IN Username: Password: Password: Cecti	
	€150% *
	- 20/02/2019

Insert the credentials that you have received by email. Please, note that the credentials are valid and unique for the whole university and cannot be changed. We remind you to keep the given credentials, which will be used for all future nomination sessions.

If you lose/forget the tool credentials, please contact erasmusincoming@uniroma1.it

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Area Partner	
Area Partners - Home	
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Students from Your Institution to Sapienza Contacts	
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Click on "Students from Your Institution to Sapienza" button to start the nomination process.

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Outgoing Students (Students from Your Institution to Sapienza)	
Select the Academic Year	
2018-2019 Z	
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Select the academic year (i.e. 2019/2020) from the dropdown menu and click on "Apply" button.

A page with the summary of all valid agreements will open and only in some cases, you will also find the copy of the agreement (with the exact area code) in pdf format, as a reminder and facilitator for nominations:

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	Area Partner	
	Outgoing Students (Students from Your Institution to Sapienza)	
	Select the Academic Year	
	2018-2019 / Apply	
	Agreement List	
	0915 N°45022, AREA	
	Student List	
	The agreement with University "La Sapienza" for the Academic Year 2018-2019 is for 12 student/s. (Request for widening the number of students). You have inserted 8 student/s	
	Select a student from the list to view/modify, or click on "Add a new Student":	
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Click on "Add a new Student" button to nominate each selected student and you will be asked to insert the following mandatory data:

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	Fields marked with * are mandatory for submission	
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	Francisco Carlorida	
	erasmus- scolarsmp: select v	
	Please specify the exact starting semester, because procedures and deadlines are different *	
	select *	
	First Name*	
	Last Name*	
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	Notes	
	Add student	
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Please, pay special attention to select the right Erasmus + grant for each student:

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- Select	
N°: 197329 Farmacia e Medicina - Level 1 - 0916 - Pharmacy (LUCIANO SASO)	
N°: 200562 Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FERRI)	
№ 200563 Medicina e Psicologia - Level 1, 2, 3 - 0313 - Psychology (ROSA FFRRI)	
N°: 201775 LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MARINA MORBIDUCCI)	
N°: 201777 LETTERE E FILOSOFIA - Level 1 - 023 - Languages (MABHNA MORBIDUCCI)	
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The dropdown menu shows the whole list of available places on the basis of the existing signed agreements among our universities, by listing the following information for each scholarship:

RECEIVING FACULTY AT SAPIENZA UNIVERSITY (full list available at <u>https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef</u>) and on the inter-institutional agreement:

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AREA/ISCED CODE, Sapienza agreement's promoter name and level of exchange mobility (Bachelor, Master, Phd), as foreseen from the signed agreement:

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After having carefully selected the correct scholarship and inserted all required mandatory data for each selected student, please click on "Add student" button.

From this moment onwards, *Sapienza* office for incoming mobility will be able to check the nomination and validate it. Partner university can always access the tool and check the status of nominations next to each student's name:

a Partner - SAPIENCY X	
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i Inserted by the hosting university office	
✓ Accepted by Office	
Application online submitted by the student	
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✓ The student renounced	
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	18/02/2

Once the nomination is validated, the student receives a login code message containing all instructions and deadlines to fill out the online application form.

For any further information, please contact <u>erasmusincoming@uniroma1.it</u> or visit the web page <u>https://www.uniroma1.it/it/pagina/students-coming-sapienza</u>

Thank you!

Deadlines to nominate students:

<u>May 15th</u> for students coming for first semester or for the whole academic year

October 15th for students coming for second semester