



THE UNIVERSITY
of EDINBURGH

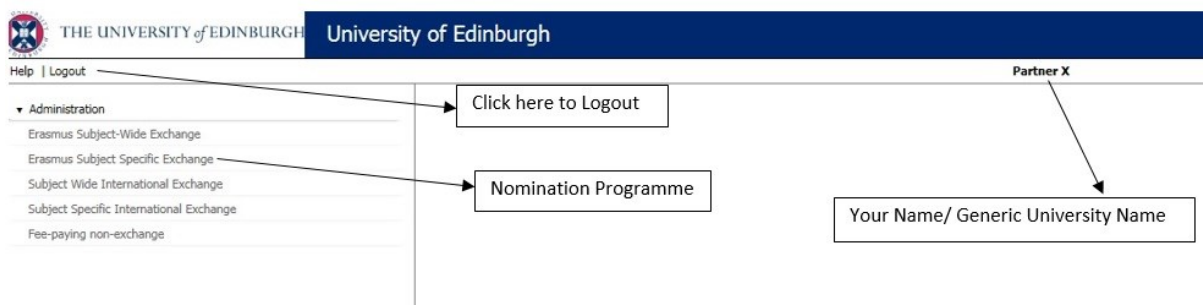
Nomination Instructions

Erasmus Subject Specific Exchange

Please use our online nomination system to submit your exchange nominations.

We cannot accept nominations by email.

1. The login URL is: <https://www.service4mobility.com/europe/LoginServlet> where you will be invited to enter your username and password you have been issued via email.
2. The first screen after log in looks like this:



3. You will see the following Nomination Programme options:

Erasmus Subject Specific Exchange: This will be the programme you nominate your students on. This is because your institution hold a subject specific agreement with one of the Schools at the University of Edinburgh. If you hold an agreement with a Language department (e.g. French department) at the University of Edinburgh then you should still choose this option.

Erasmus Subject-Wide Exchange: This programme does not apply to you.

Subject Wide International Exchange: This programme does not apply to you.

Subject Specific International Exchange: This programme does not apply to you.

Fee-paying non-exchange: This programme does not apply to you.

4. Click on **Erasmus Subject Specific Exchange**. A Nomination form similar to the example below should appear:

Help | Logout

Partner X

Application for a student exchange

THE UNIVERSITY of EDINBURGH

All fields marked with a (*) must be filled in.

Exchange Programme Details

Internal Exchange Programme Erasmus Exchange (Nominations)

Exchange Programme Erasmus Exchange

Academic Year 2017/2018

Home Institution Details

Country of Home Institution <-- Please select -->

Home Institution <-- Please select -->

Erasmus Agreement Details

College <-- Please select -->

School <-- Please select -->

For Modern Language agreements please give the corresponding language department at Edinburgh <-- No choice -->

Study Field (As defined by the agreement) <-- Please select -->

Nominated Student Information

Student's First Name

Student's Last Name

Date of Birth - Please ignore this field 01/01/1900

Info Box Refresh

5. We require the following details for each student:

- a. **Home Country and Institution**

- b. **The College and School at Edinburgh with whom the Agreement was set up – For example if you are nominating a Business nominee, the College is Arts, Humanities and Social Sciences and the School is Business School etc.**

**Please refer to Appendix 1 if you are unclear which School the subject falls under.*

- c. **If you hold a Modern Languages agreement, please make sure you select the corresponding Language department at Edinburgh - For example if your institution is in France, and you hold a Language agreement with Edinburgh, you should select “French department – French”**

- d. **Study Field**

- e. **Student’s Name**

- f. **Academic Level of student - please select the level of course that your student intends to study at the University of Edinburgh.**

- g. **Student’s Email Address**

- h. Your Email Address** - *We ask you to provide your email address in case we have any questions about the nomination. If you wish to receive a copy of the email sent to your student, please tick "Yes".*
 - i. Length of Stay**
 - j. Comments** – *please provide details of any special requirements for the student here. If your student is nominated on the EMILA programme, please also let us know here.*
- 6. Please ignore the Date of Birth field** – *we do not require this information for nominations*
 - 7. Click "Create" to submit your nomination** – *There may be a 2 second delay after clicking, please do not click "Create" more than once or this will result in an error. A "confirmation" message should appear after each nomination is successfully submitted.*
 - 8.** If you do not wish to nominate all your students at once, you can login again at a later date to add more nominations.
 - 9.** Once we have received and accepted a nomination for your student, we will email the student with further information about the University of Edinburgh including how to apply online.

We will aim to send this email within 2 weeks of the nomination being submitted, however during busy periods it may take longer.
 - 10.** If you need to withdraw/cancel any nomination or have any questions, please contact studyabroad@ed.ac.uk.

Thank you, we look forward to receiving your online nominations.

Appendix 1

College	School	Subjects
<i>Arts, Humanities and Social Sciences</i>	Business School	Business
<i>Arts, Humanities and Social Sciences</i>	Edinburgh College of Art	Art: Painting, Intermedia, Photography, Sculpture Design: Animation, Fashion, Film/TV, Glass, Graphic Design, Illustration, Interior Design, Jewellery & Silversmithing, Performance Costume, Product Design, Textiles Music History of Art Architecture and Landscape Architecture
<i>Arts, Humanities and Social Sciences</i>	School of Divinity	Divinity/Theology
<i>Arts, Humanities and Social Sciences</i>	School of Economics	Economics
<i>Arts, Humanities and Social Sciences</i>	School of Health in Social Science	Health Science and Society, Nursing studies
<i>Arts, Humanities and Social Sciences</i>	School of History, Classics and Archaeology	History, Classics and Archaeology
<i>Arts, Humanities and Social Sciences</i>	School of Law	Law
<i>Arts, Humanities and Social Sciences</i>	School of Literatures Languages and Cultures	English Literature, English language, Linguistics Asian Studies, French, German, Italian, Portuguese, Spanish, Russian, Scandinavian Studies
<i>Science and Engineering</i>	School of Engineering	Chemical, Civil, Electrical, Mechanical Engineering
<i>Science and Engineering</i>	School of Geosciences	Geography, Geology, Ecology, Environmental Science
<i>Science and Engineering</i>	School of Informatics	Computer Science
<i>Science and Engineering</i>	School of Mathematics	Mathematics
<i>Science and Engineering</i>	School of Biological Sciences	Biology, Biochemistry, Plant Science, Zoology
<i>Science and Engineering</i>	School of Chemistry	Chemistry
<i>Medicine and Veterinary Medicine</i>	School of Biomedical Sciences	Biomedical Sciences, Infectious Diseases, Neuroscience, Pharmacology, Physiology Reproductive Biology