

### HOW TO

## NOMINATE A MOBILITY APPLICATION

## BY THE HOME Participating Unit

### 1. Direct and easy access via home Desktop to all open outgoing mobilities:

AT	CEEPUS Network Desktop						
ń	Final Traffic Sheet - How To 🖸						
<b>.</b>	Survey "Application Form" results 🖸						
	New Application Round 22/23						,
	4 23 awarded mobilities mobilities waiting		9M 10D used months		215M 20D free months	4% fulfillment	
	outgoing mobilities 2 waiting for nomination		ď		incoming mobilities O waiting for nomination		ď

### 2. Open the specific applications under "Your mobilities"

AT	Your outgoing mobility applications				?	
•	ſ	You	mobilities			
		CP	NR 🔺			
1			MNR 🔺	NAME	HOST PPU	
		CPNR : AT-				
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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

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O	nomination
	nominate & to home NCO
	Status waiting for nomination by home PPU Scholarship Data Tendered Mobility Type: Student Exchange Type: physical Beriori: 023 66 2022

- 1. Here you find the the complete application (scroll down for all information)
- 2. If everything is correct with the application click on the "nominate & to home NCO" button
- 3. Press "?" for help and technical live support.
- 5. You can also **reject** an application: access the drop down near the "nominate … " button and press "reject"

<	0-2223-158712			
	• —	- • ••	••••••	•••••
	created	waiting for nomination	waiting for award	awarded
	nominate & to home NCO			
reject Status				
waiting for nomina	ation by home PPU			

#### And confirm:

# Workflow execution

Do you really want to execute the workflow: reject?

