Nomination process by using the portal

Configuration of the portal:

The online-application can be closed, but has to be displayed. Otherwise, no links will be shown.

Online-form

- **Import** the application from the online-application to Stay wishes

Stay wishes

- **Create your list including Status Offer**

- **Assign seats** to the right academic year
- **The Status Selection is now Selected**
- Sort list after **Status Selection > Selected**
- Mark all students
- Click on **Bulk change**

- Change **Status Offer** to **Make offer**
- Click OK

- The **Status Offer** has now changed to **Make offer**
• Inform student by e-mail (use e-mail-template> max. 20 persons at once) about the nomination
• Students will now see their offer under Offers of stay in the portal

The student can now accept or refuse the offer

• Student accept the offer
• Stay wishes: The Status Offer changes to Offer accepted

Student view in the portal
• **Student refuse the offer**

<table>
<thead>
<tr>
<th>Start period</th>
<th>Stay opportunity</th>
<th>Actions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester 2016</td>
<td>Renmin University of China - Bilateral university wide agreement</td>
<td>Offer refused</td>
<td></td>
</tr>
</tbody>
</table>

• **Stay wishes: The Status Offer changes to Offer refused**

• The reason can be seen in the student data

<table>
<thead>
<tr>
<th>Person</th>
<th>Start period</th>
<th>Rank</th>
<th>Stay opportunity</th>
<th>Status Selection</th>
<th>Status Offer</th>
<th>Stay wish</th>
<th>Reason for refusal</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>masha</td>
<td>Spring semester 2016</td>
<td>1</td>
<td>International Office</td>
<td>Selected</td>
<td>Offer refused</td>
<td></td>
<td>Pub plans på min institution</td>
<td></td>
</tr>
</tbody>
</table>

• **Student view in the portal**

<table>
<thead>
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<th>Stay opportunity</th>
<th>Actions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Spring semester 2016</td>
<td>Renmin University of China - Bilateral university wide agreement</td>
<td>Offer declined</td>
<td>Flick plats på min institution</td>
</tr>
</tbody>
</table>