### Academy of Fine Arts in Warsaw

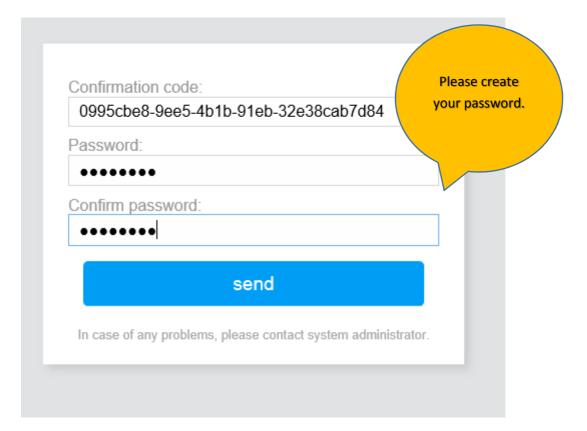
## **NOMINATION GUIDELINES for Coordinators**

### Registration and confirmation of account:

### **STEP 1**

You will receive a welcome email in which you will be given access to the nomination tool in our online system.





### **STEP 3**

Sign in (I have an account)	Register (I don't have an acco	unt)
Operation has been su	uccessfully completed.	
Log in to t	the system	Now you can login to the system.
Please enter your email	and password to sign in.	
E-mail:		
test3@asp.waw.pl		
Password:		
•••••		
Remember me		
sig	n in	
Forgot pa	assword?	

### **STEP 4**

#### I ■ AKADEMUS AN ANTIONNA N Welcome to the system! test3@asp.waw.pl Now you are 4 WARSZAWN registered to Message for the Registrant the system! 🖀 test3@asp.waw.pl 🕶 Dear Partner, 20 the Akademus system is designed to help your students apply for the Erasmus exchange at the Academy of Fine Arts in Warsaw and serves as the only nomination tool. SCHOOL 🌡 Data After the students register to the system, please confirm their status by nominating them. In order to do this you need to change their nomination status to "assessed positively". T Nominations Only those students will be allowed to apply. Please note that the system will not accept more nominations than the number settled in the bilateral agreement between our institutions. If you have any problems related to the application requirements, please contact our Erasmus office: erasmus.incoming@asp.waw.pl. In case of technical problems, please contact our system administrator: help@asp.waw.pl. NOMINATION GUIDELINES

# Nomination process:

# **STEP 5**

😑 🔂 AKADEMUS	NOM	MINATIONS				
NA SZTUK P	PER	SON: STATUS:		SEMESTER:		
SZTUK DIENNA HANNA	FACU	JLTY: pierz				
4 WARSZAWIE	fil	er	BEGINNING		END	
🌡 test3@asp.waw.pl ◄	Nom	ination reception period	2017-09-01 0	0:01	2017-1	11-30 23:59
<b>B</b>	Nom	ination assessing period	2017-10-01 0	0:00	2017-1	1-30 23:59
SCHOOL	NO	EDITION	NOMINATION	STATUS		CHOOSEN FACULTY / SEMESTER
Data     Nominations	1.	Erasmus + - incoming students summe semester 2017/18 - incoming	▼ Name Suma test1@asp.way School of Arts			Faculty of Graphic Arts 2017/18-L
- 4 <u>b</u> 77	1 Orazen		Cardetails			

	NOMINA	TION to list	edit	delete				
NCADEN NY	Nomination UID #213.21 · Edition Erasmus + - incoming students summer semester 2017/18 - incoming · School School of Arts							17/18 - incoming · School:
Lest3@asp.waw.pl +	add status NO	STATUS						DATE
æ	1	🔹 nominat	ion - unas:	sessed				2017-11-03
SCHOOL								
🌡 Data								
Provinations								

## STEP 7

<≡ SAKADEMUS	
NARSZAWAK WARSZAWAK	Add Dane STATUS:*  nomination - assessed positively
Lest3@asp.waw.pl ▼	nomination - unassessed nomination - assessed positively nomination - assessed negatively
SCHOOL	
🍐 Data	
Provinations	

E SAKADEMUS		
SZTUK DIKKNYCH	Add Dane STATUS:* nomination - assessed positively	-
Lest3@asp.waw.pl +	ISSUE DATE:* 2017-11-03	
SCHOOL		
🎍 Data		
Solutions		

