

Academy of Fine Arts in Warsaw

NOMINATION GUIDELINES for Coordinators

STEP 1

The screenshot shows the login interface with two tabs: "Sign in (I have an account)" and "Register (I don't have an account)". A green banner at the top states "Operation has been successfully completed." Below this is the heading "Log in to the system" and the instruction "Please enter your email and password to sign in." The form includes an "E-mail:" field with "test3@asp.waw.pl", a "Password:" field with masked characters, a "Remember me" checkbox, a blue "sign in" button, and a "Forgot password?" link. Two yellow callout bubbles are present: one pointing to the "sign in" button with the text "Please login to the system.", and another pointing to the "Forgot password?" link with the text "Use this option if you forgot your password OR register to the system for the first time. Please use the e-mail to which these guidelines were sent."

STEP 2

The screenshot shows the system dashboard. On the left is a sidebar with the "AKADEMUS" logo and navigation links for "test3@asp.waw.pl", "SCHOOL", "Data", "Nominations", and a language selector (Polish and English). The main content area displays a "Welcome to the system!" message for "test3@asp.waw.pl" and a "Message for the Registrant" section. A yellow callout bubble on the right says "Now you are registered to the system!". The message text includes: "Dear Partner, the Akademos 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. 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'. 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 3

PERSON: STATUS: SEMESTER: FACULTY:

filter

	BEGINNING	END
Nomination reception period	2017-11-10 00:01	2017-11-30 23:59
Nomination assessing period	2017-11-10 00:01	2017-11-30 23:59

NO	EDITION	NOMINATION	STATUS	CHOSEN FACULTY / SEMESTER
1.	Non-Erasmus+ - incom	Jan Kowalski jan.kowalski@asp.waw.pl School of Test	nomination - unassessed	Faculty of Interior Design 2017/18-L summer

()skocz do: 1

details

STEP 4

NOMINATION to list edit delete

Jan Kowalski

Nomination.UID: #213.43 - Edition: Non-Erasmus+ - incoming students summer semester 2017/18 - incoming - School: School of Test

status

add status

NO	STATUS	DATE
1	nomination - unassessed	2017-11-17

STEP 5

Add

Dane

STATUS: *

nomination - assessed positively

nomination - unassessed

nomination - assessed positively

nomination - assessed negatively

STEP 6

AKADEMUS

AKADEMIA SZTUK PIĘKNYCH
W WARSZAWIE

test3@asp.waw.pl

SCHOOL

Data

Nominations

Add

Dane

STATUS: *
nomination - assessed positively

ISSUE DATE: *
2017-11-03

save cancel

STEP 7

AKADEMUS

NOMINATION to list edit delete

Jan Kowalski

Nomination.UID: #213.43 - Edition: Non-Erasmus+ - incoming students summer semester 2017/18 - in

status

add status

NO	STATUS
1	nomination - assessed positively
2	nomination - unassessed

11-17

Signed in as:
test2@asp.waw.pl

Log out

User's settings

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This is the last step.
You can see your
student's current
nomination status.