## Checklist & Timeline Faculty Wide Agreements

What	When	Submission	Note	Format
You are taking	February	You will receive an	If you haven't been	Moveon form
up on the offer		email notification,	notified by the	
(either your		click on the link	beginning of	
1/2/3 choice)		within 7 days and	March, contact the	
		accept the offer	outgoing team at	
			WiWi	
Nomination	March/April	We will formally submit your nomination to your host		
period		university. Once your host university has accepted your nomination, the incoming team will set in contact with you and		
		send further instructions.		
Pogistration	April/June	Follow the instructions sent by your host university.		
Registration	April/Julie	Tollow the matructions sent by your most university.		
period at host				
institution	Before the start of	Download the	Mo assent digital	Email: outgoings
Learning	the lecture period	document from	We accept digital signatures and	Email: outgoings- wiwi@hu-berlin.de
Agreement 1	in your host	our Moodle Group,	scan copies. Both	wiwi@iiu-beriiii.de
(Before the	institution, no later	fill it out, sign it,	your host and	
mobility)	institution, no later	have it signed and	home institutions	
		email it to the	need to accept	
		outgoing team at	your choice of	
		WIWI	courses	
Learning	No later than 3	Reuse the template	We accept digital	Email: outgoings-
Agreement 2	weeks after the	you already	signatures and	wiwi@hu-berlin.de
(After the	start of the lecture	downloaded from	scan copies. Both	
Mobility)	period	our Moodle group	your host and	
,		and go over the	home institutions	
		same process	need to accept	
		again.	your choice of	
			courses	10.
Alumni report	No later than 3	Upload your	Download the	https://huberlin.m
	weeks after your	document into Moveon via the	document from	oveon4.de/form/5f 6dc9ed17084a478
	last exam at your host institution	link hereto	our Moodle group ("Erfahrungsberich	3365a68/eng
	HOST HISTITUTION	IIIIK Hereto	t"), fill it out and	<u>3303408/EIIg</u>
			submit it	
Transcript of	As soon as you can	Upload your	If the International	https://huberlin.m
records	and no later than	document into	Office receives	oveon4.de/form/5f
records	November 30 <sup>th</sup>	Moveon via the	your transcript we	6dcbad820ac20942
		link hereto	will forward it to	47b5c6/eng
			you and upload it	
			in your stead.	