

## Nomination & Placement Process for AEN Universities

*(Updated August 2010)*

1. **Recruit and advise** students to study at one of the Utrecht member universities. Information for advising purposes can be found on the AEN website under the relevant partner link ([www.aenonline.net/aenstudents](http://www.aenonline.net/aenstudents)) as well as on the website of the potential host university. The most useful resource for students is the "Information Sheet" found at the top of each university page on the AEN site. Courses available in English can be found on the AEN homepage ([www.aenonline.net](http://www.aenonline.net)). This information is very useful for students when deciding where to go. Students should use their home university's application form at this stage. There is no "AEN" exchange application form.
2. **Select and Nominate** your students by completing the [AEN nomination spreadsheet](http://www.aenonline.net/Members) ([www.aenonline.net/Members](http://www.aenonline.net/Members)) & emailing it to the AEN Secretariat ([aen@mq.edu.au](mailto:aen@mq.edu.au)). The deadlines to do this by are: April 15 for second half year start and September 24 for first half year start. Please include the student's email address, GPA and any other relevant information of importance (for example: last semester student is able to go on exchange, research links at host university etc). This will assist with the placement process.
3. First round nominations and placements are made through the AEN & UN Secretariats. Host universities review and provide **provisional acceptance**.
4. Once provisional acceptance has been communicated, direct correspondence can begin between the host and home universities. Students should complete the relevant **host university application** forms and full documentation should be sent through. Courses of study and accommodation should be organised directly between the home and host universities. Contact information of the UN members can be found on the AEN website here: [www.aenonline.net/Members](http://www.aenonline.net/Members)

NB. Please cc any emails regarding withdrawals/ deferrals or nomination to the AEN Secretariat.

### Important Notes:

All changes to nominations should be done through the AEN secretariat so that the charts and spreadsheets can be updated, and number of places taken accurately recorded. Late nominations may be possible however acceptance cannot be guaranteed.

An annual update of information about your institution is required for the AEN website. This information greatly assists the Utrecht Network students with the planning of their exchange program. Information can be updated through the [institution information sheet](#) (blank sheets can be found at [www.aenonline.net/Members](http://www.aenonline.net/Members)). Completed forms can be found on the web page of the member university on the AEN website (for example: [www.aenonline.net/unstudents/macquarie](http://www.aenonline.net/unstudents/macquarie))

Any concerns or issues regarding this process or places available should be directed to the AEN Secretariat ([aen@mq.edu.au](mailto:aen@mq.edu.au)).