

# AEN Nomination Procedure and Information 2017/18

## Nomination Procedure for AEN member universities:

1. Fill in the nomination spreadsheet with your student information - this spreadsheet will be emailed to all AEN partners before the below nomination deadlines:
  - Northern Autumn/Fall 2017 (Australian Semester 2) deadline: **COB on 24 March 2017**
  - Northern Spring 2018 (Australian Semester 1) deadline: **COB on 4 August 2017**
2. The AEN Secretariat sends nominations to the UN Secretariat. Nominations will be sent after the above deadlines and not in order of receipt. First preference will be given to students with the highest GPA.
3. The UN Secretariat nominates to the relevant UN member universities.
4. Nomination outcome:
  - If positive: The UN university emails the Australian university directly with the nomination outcome and application form. The UN and AEN Secretariats must be cc'd into the initial acceptance email, but the two universities can liaise with each other directly from that time.
  - If negative: The UN university emails the UN Secretariat, who will then look at the student's later preference/s and nominate them to a new university, if available and possible. The AEN Secretariat must be cc'd into this email and must inform the Australian university about the outcome of the nomination to the student's later preference. Once nomination to the student's later preference has been confirmed, the UN university can follow the steps outlined above.
5. Once the Australian university and their student(s) have received the partner application form, they must fill it in and send it directly to the UN university as per their instructions. There is no need for the AEN or UN Secretariats to be copied into this part of the process.
6. When the formal acceptance has been received from the UN university, an email must be sent to the AEN secretariat so records can be updated.

## Please Note:

- If a student withdraws at any time, the Australian university must email the UN university directly and cc both the AEN and UN Secretariats into the email so they can update their records.
- The Australian university contact details will need to be filled in on the nomination spreadsheet, so the UN university can use these when contacting people.
- If the Australian university has a general query about issues like program or class availability, restrictions, types of accommodation etc., they should contact the UN university directly (there is no need to go via the Secretariats).
- Nominations, availability of places, application issues, etc. should be directed to the AEN Secretariat. If the AEN Secretariat is unavailable the UN Secretariat can be contacted directly.