



Nomination walkthrough

TransIT

University of Borås



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GENERAL INFORMATION

TransIT is an online application system for exchange studies at the University of Borås. To enable your students to apply for exchange studies, you must nominate them using the nomination forms available in the system. This walkthrough will guide you to the process of nominating your students.

The nomination process is divided into 5 steps:

1. Obtain Login
2. Log in
3. Nominate students
4. Submit the nomination form
5. Monitor the nomination form

These steps are explained in detail in the next few chapters.



OBTAIN LOGIN

In order to log in to the system, you need the login details for your university. Contact the International Office at the University of Borås (internationalstudent@hb.se) if you do not have received your login details yet or if you have lost your login details. The login details remains the same, it is not necessary to obtain new login every semester. Once you have obtained your university's login details, you may proceed to the next step, logging in.



LOG IN

The web address for logging in to the coordinator pages of the system is

<https://transit.hb.se/PartnerUniversityAuthentication/Login>. This page is also accessible from the start page of the system, at <https://transit.hb.se/>. You should see a page looking like the sample page below.

University of Borås > TransIT

Log in

Log in using your partner university's username and password. If you have not received any login information, please contact the international coordinator at your partner school, or the University of Borås, using the contact form.

CREDENTIALS

Username

Password

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Enter your university's username (XX-00, for example FR-87), and password, then click the "Log in" button or hit "Enter" or "Return" on your keyboard. If you have entered the correct username and password for your partner university, you will be logged in, and may proceed to the next step, "Nominate students".



NOMINATE STUDENTS

Once you have logged in, you will be taken to the active nomination form for your partner university. The first time you login, your nomination form will probably be empty (unless another coordinator at your university has nominated students). To nominate a student, click the "Add student" button.

University of Borås > TransIT

Nomination form Logged in as Name of University Log out

On this page you are able to nominate students for exchange studies at the University of Borås. To nominate a student, click the "Add student" button. Please note that only the nomination form for the upcoming semester is active. When you are done nominating students, you have to submit the nomination form to your partner school. You do this by clicking on the "Submit nomination form" button.

Once you have submitted the nomination form, you will no longer be able to make changes to it (unless the administration return your list) but you'll be able to monitor it on this page .

Nomination form for Autumn semester 2023 Add student

Student name	E-mail address	English Knowledge	Semesters	Actions
<i>You have not nominated any students yet</i>				

Submit nomination form

Clicking the "Add student" button will bring up a dialog window:



Nominate student ✕

Enter the first and last name of the student you wish to nominate, and his or her e-mail address. Then choose the semesters for which the student should be nominated. The first semester must always be chosen. Save the nomination by clicking the "Save" button.

First name

Last name

E-mail address

Semesters Autumn semester 2023
 Spring semester 2024

Does the student have sufficient knowledge in English? (The student must have sufficient knowledge in English in order to follow the courses offered to the student. If this requirement is not fulfilled the receiving university has the right to cancel the student's course registration).

Yes No

The University of Borås has the infrastructure to welcome students with disabilities and incoming exchange students can benefit from the same support services that are offered to our local students.

As the sending institution, you must specify if any of the nominated students is in need of special learning support. If so, you have to specify the type of support that is needed, e.g. sign language interpreter, notetaking assistance or other pedagogical support. **You must inform the University of Borås by sending an e-mail to internationalstudent@hb.se before the nomination list is submitted in TransIT.**

Please note that it is your responsibility to ensure that there is a financial agreement for the support between the universities before the nomination will be accepted. If you inform the University of Borås after submitting your nomination list in TransIT about incoming students with special needs there is no guarantee a financial agreement can be made and you are obliged to cover any additional costs for special learning support.

Enter the name of the student, and his or her e-mail address. The e-mail address must be correct, since login information will be sent to that e-mail address. **The e-mail address must also be unique to each student**, since it is used as the username for the student application form. Information about accommodation, orientation, arrival information etc. will be send to this e-mail address.

It is only possible to nominate students for the upcoming semester or a full academic year.



It is necessary to certify that the student has sufficient English skills to be able to study the university courses in English. We require that all students submit documents that prove their proficiency in English equivalent to B2 level. If this requirement is not fulfilled, the University of Borås has the right to deny the student's application.

Save the nomination by clicking the "Save" button. The nominated student will then be added to the nomination form:

University of Borås > TransIT

Nomination form Logged in as Log out

On this page you are able to nominate students for exchange studies at the University of Borås. To nominate a student, click the "Add student" button. Please note that only the nomination form for the upcoming semester is active. When you are done nominating students, you have to submit the nomination form to your partner school. You do this by clicking on the "Submit nomination form" button.

Once you have submitted the nomination form, you will no longer be able to make changes to it (unless the administration return your list) but you'll be able to monitor it on this page .

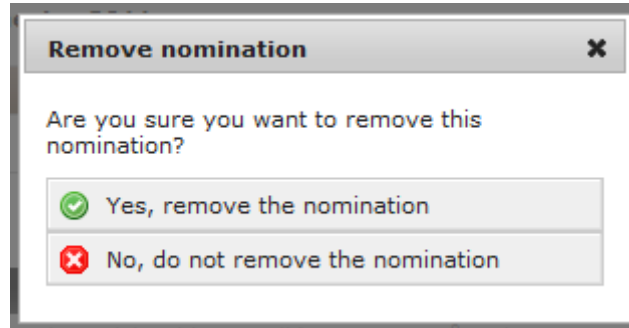
Nomination form Autumn semester 2023 Add student

Student name	E-mail address	English Knowledge	Semesters	Actions
Last name, First name	internationalstudent@hb.se	Yes	Autumn 2023	Edit Remove

Submit nomination form

If you wish to edit a nomination, click the "Edit" button next to the nomination you wish to edit, and make your changes, saving them by clicking the "Save" button.

If you wish to remove a nomination, click the "Remove" button next to the nomination you wish to remove. You will be prompted to confirm the removal:



Click "Yes, remove the nomination" to confirm the removal, or "No, do not remove the nomination" to cancel the removal.



SUBMIT NOMINATION FORM

When you are done nominating students, you will have to submit the nomination form to the University of Borås. You do this by clicking the "Submit nomination form" button:

University of Borås > TransIT

Nomination form

Logged in as [username] [Log out](#)

On this page you are able to nominate students for exchange studies at the University of Borås. To nominate a student, click the "Add student" button. Please note that only the nomination form for the upcoming semester is active. When you are done nominating students, you have to submit the nomination form to your partner school. You do this by clicking on the "Submit nomination form" button.

Once you have submitted the nomination form, you will no longer be able to make changes to it (unless the administration return your list) but you'll be able to monitor it on this page .

[Add student](#)

Student name	E-mail address	English Knowledge	Semesters	Actions
Last name, First name	internationalstudent@hb.se	Yes		Edit Remove

[Submit nomination form](#)

You are then prompted to confirm the submittal of the nomination form:



Submit nomination form ✕

Are you sure you want to submit the nomination form? Once you have submitted the nomination form you will no longer be able to make any changes.

Please enter one or more email addresses (one on each line) that you want to be notified when this nomination has been processed.

Yes, submit the nomination form

No, do not submit the nomination form

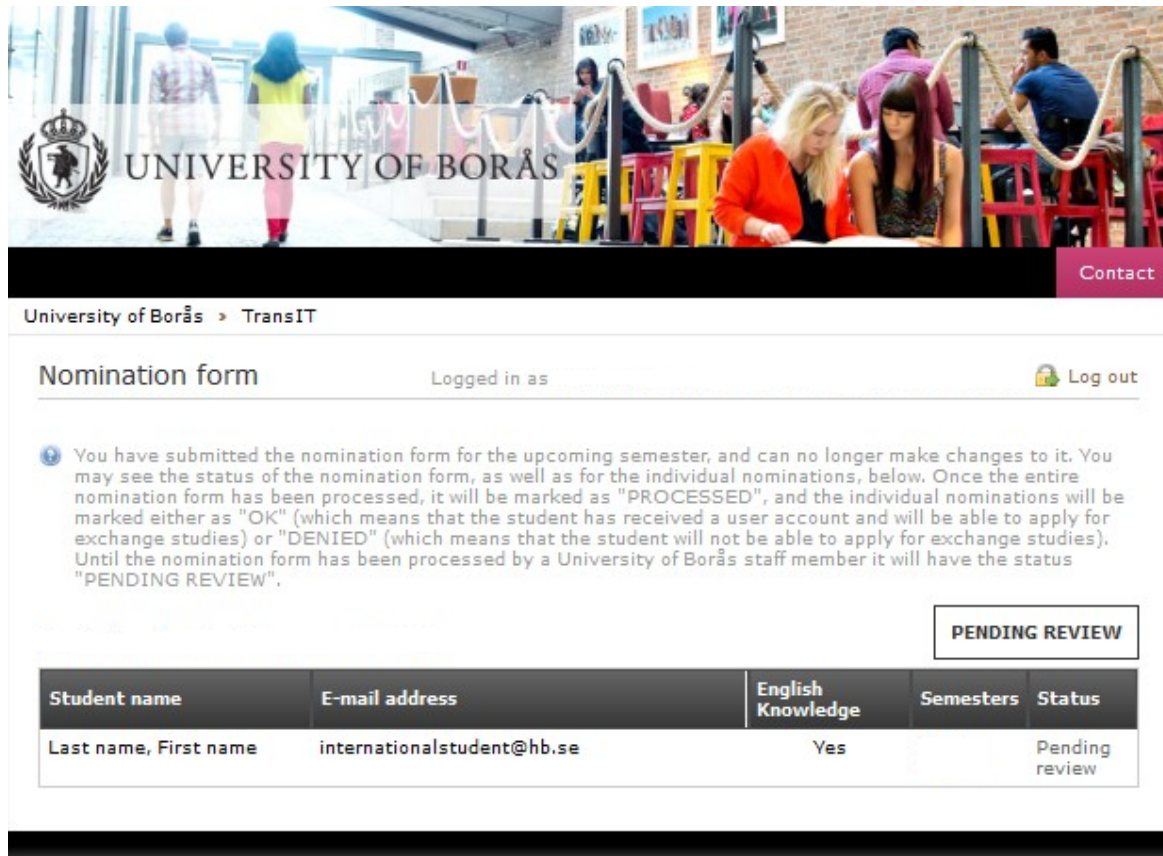
Add one or more email addresses where we can contact you during this processed, **do not enter your students email addres here**. The email registered here will only be used until the student has completed his or her applications. Confirm the submission by clicking “Yes, submit the nomination form”, or cancel by clicking “No, do not submit the nomination form”.

Once you have submitted the nomination form you will no longer be able to make any changes.



MONITOR NOMINATION FORM

Once you have submitted the nomination form you will no longer be able to make any changes. You may, however, view the status of the entire nomination form and each and every nomination:



The nomination form can have two different status codes:

Pending review *The nomination form, or all or some of the nominations, has not been processed yet*

Processed *Each and every nomination has been processed*

Individual nominations can have three different status codes:

Pending review *The nomination has not been processed yet*

OK *The nomination has been processed, and a user account has been created for the nominated student (meaning that the student may now*



apply for exchange studies). The account information will be sent to the e-mail address belonging to the student and nomination

Denied

The nomination has been processed, and the student has been denied the possibility to apply for exchange studies at the University of Borås