



Comprehensive User Guide for Digital Erasmus+ Nominations

Erasmus+

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Higher education

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Introduction

This guide is for practitioners in higher education institutions working with digital nominations for Erasmus+ mobilities. It aims to clarify the digital processes in the 2021-2027 Erasmus+ programme between EU Member States and third countries associated to the programme. This guide provides a non-technical overview and definitions of all data fields exchanged via the Erasmus Without Paper (EWP) Network to nominate a student. The guide also describes basic requirements for end users and provides guidance and recommendations on how to manage specific scenarios users may encounter in their daily work. In doing so, we aim to foster a common understanding amongst all partner institutions exchanging mobility data in EWP.

It is important to highlight that user interfaces and terminology used may differ between systems connected to the EWP network. This guide does not cover the specifics of any system connected to the EWP network and should be treated as complementary to system-specific user guides.

As a part of efforts to map the current situation and assess existing practices across the network, a community consultation was organised through the EWP Governance forums. This consultation aimed to gather comprehensive input from participating institutions and stakeholders to identify key challenges, gaps, and opportunities related to the topic. The findings of this consultation provided a shared understanding of the current landscape, directly shaping the content framework of this guide.

This guide begins with an overview of digital nominations within the EWP Network, explaining the underlying concept, outlining the standardised workflow, and describing the key administrative steps for end users. The following section focuses on managing the transition to digital nominations, offering practical guidance from both the sending and receiving institution perspectives. Subsequently, the guide clarifies specific data fields, providing explanations to support consistent and accurate data entry.

The third section addresses exceptional scenarios in EWP, offering recommendations on how to handle described situations while maintaining compliance with the EWP framework. Finally, the guide concludes with a comprehensive overview and definitions of all fields exchanged via the EWP network, and whether data entry is mandatory, optional, or conditional for users.

Nominating outgoing students via EWP

About EWP

To achieve a fully digitalised nomination process using EWP, it is important that the nomination can be exchanged digitally between different systems. Therefore, the system you use to nominate your students' needs to "speak a common language". In other words, it must be compatible with the other systems used by your partners. This language is defined through a shared technical standard, managed centrally by the EWP Network. Known as the "API specification", it establishes the common "language" through which all systems communicate. This enables the seamless exchange of data – such as nominations – between you and your partners connected to the network. The provider of the software system you use to nominate your students must develop specific functionalities to connect the system to the EWP network. Once both you and your partner are using systems that are connected via EWP, you can start sharing nominations following the pre-defined protocols. In doing so, your partner can see the nomination in their system and can either accept or reject it – an action that will be visible in your own system. It is important to note that when the nominations API is activated, it is enabled simultaneously both for nominating outgoing students as well as for handling incoming nominations. Institutions are therefore strongly encouraged to ensure they are operationally prepared to both send and receive nominations at the same time, in order to guarantee a consistent and fully digital workflow.

You can check whether your partner is already connected to the EWP network by looking them up in the [EWP Stats Portal](#). The portal provides

information on the connection status of your partners for different processes, including if they are ready to exchange nominations by supporting the APIs listed under the nomination group (see the graphic below; for more details on how to use the Stats Portal, see the [tutorial](#)).

Please note that some institutions may be connected but not yet actively sending and receiving data, which can cause confusion for students and staff. Institutions are strongly encouraged to start exchanging data as soon as their connections are activated and to inform their partners in case of a delay. Additionally, some systems may still have the nominations API activated under the previous version (2.0). While this version remains technically supported, it is not compatible with the currently applicable version (3.0). As a result, exchanging digital nominations with such partners may not be feasible.

Once your institution has decided on how it will join the EWP network, you must follow specific steps to activate your institution's connection.

The vital role of the user community

The EWP nomination process was designed for and by users. A broad community consultation informed the preparation of the so-called [Mandatory Business Requirements](#). Input from various stakeholder groups helped to establish a shared understanding of how digital nomination should function in practice – for example, by defining a common data set to be exchanged – and to identify and address the possible gaps. This approach ensured that the final requirements are both practical and consistent across the network. Community involvement was particularly crucial, as the nominations are not based on an official Erasmus+ template, making stakeholder collaboration essential for developing clear and effective business rules.

Nominations

Omobility (Get/Index/Update)

This API is implemented by the sending HEI. It allows the receiving HEI to read and enumerate mobilities stored in the sending HEI's system.

3.0.0

EWP Dashboard

ewp-plus@it.auth.gr
ewp-monitor@it.auth.gr

Omobility CNR

This API is implemented by the receiving HEI if it wants to be notified whenever outgoing mobilities kept in their partner's system are changed.

2.0.0

EWP Dashboard

ewp-plus@it.auth.gr
ewp-monitor@it.auth.gr

Omobility Stats

This API is implemented by the sending HEI. It allows the client to get statistics describing outgoing mobilities.

1.0.0

EWP Dashboard

ewp-plus@it.auth.gr
ewp-monitor@it.auth.gr

Imobility (Get)

This API is implemented by the receiving HEI. It allows the sending HEI to read the receiving HEI's "part" of the information related to the sending HEI's outgoing mobilities.

2.0.0

EWP Dashboard

ewp-plus@it.auth.gr
ewp-monitor@it.auth.gr

Imobility CNR

This API is implemented by the sending HEI if it wants to be notified whenever incoming mobilities kept in their partner's system are changed.

2.0.0

EWP Dashboard

ewp-plus@it.auth.gr
ewp-monitor@it.auth.gr

For more information on how the EWP network functions, you can find additional information [here](#).

Joining the EWP Network

You do not join or register to the EWP Network personally, your institution does. EWP-functionality needs to be integrated in the software used to manage mobility. Your institution has three options to join the EWP network:

- via 3rd party mobility management software;
- via in-house software;
- via EWP Dashboard.

Mandatory Business Requirements define the essential data points and workflow rules that must be followed for digital nominations to function effectively. The document approaches the process from a business perspective, outlining what is required to carry out the digital nominations in a consistent and compliant manner. It also clarifies the expectations for the technical system solutions that support this functionality, ensuring that all procedures and data exchanges align with formal Erasmus+ guidelines. The business requirements were defined by a task force of the [Business Process Owner Standing Expert Group](#) and endorsed by the full BPO-SEG and EWP Champions.

Digital nominations

Erasmus+ funded student exchanges between higher education institutions are carried out based on Erasmus+ inter-institutional agreements. Inter-institutional agreements stipulate the agreed number of “mobility spots” available and student exchange requirements between institutions. Before any exchange takes place, both institutions will do an internal selection to their outgoing candidates for the exchange.

The nomination process occurs when the sending higher education institution informs the receiving partner institution about the selected student(s) they wish to “nominate” for the available “mobility spots”, in accordance with the terms of the inter-institutional agreement. Through this process, the receiving institution is notified in advance of the students who are expected to arrive, while the sending institution seeks confirmation that its selected candidates are, in principle, acceptable to the partner institution. In this way, the nomination serves both to communicate the planned mobility and to obtain a preliminary acceptance decision from the receiving institution, pending any further assessment that may be required, e.g. through the application procedure at the receiving institution. It is important to note that nominations, in most cases, do not contain all the information necessary for formal enrolment at the receiving higher education institution and therefore do not replace formal enrolment applications that nominated students may still need to complete (if required).

The wide variety of nomination procedures creates a significant burden for the sending institutions. Processing nominations may take several weeks or months, particularly in large higher education institutions where mobility management is centralised. The EWP nomination process does away with this scattered landscape. It offers a unified and streamlined approach to nominating students for available spots under Erasmus+ inter-institutional agreements. With EWP, nominations can be submitted directly through the local system used to manage outgoing student mobility, without the need to manually copy data from the local system to the partner institution’s system. The receiving

higher education institution then accepts or rejects the nomination digitally, and the receiving higher education institution is automatically notified.

Moreover, digital factsheets shared via EWP also provide easier access to up-to-date information on deadlines and requirements in one place.

A unified nomination process

The implementation of EWP nominations offers an opportunity to introduce a unified nominations process with a set of data fields that applies to all Erasmus+ nominations. Each nomination exchanged via EWP includes (see full details in the section [Fields to be exchanged via Erasmus Without Paper](#))

- Student identification data (mandatory)
- Data to identify the inter-institutional agreement (mandatory)
- Optional data, where applicable

For Erasmus+ mobilities, a nomination is always linked to an existing inter-institutional agreement. The data required to identify the agreement refers to the information that allows the receiving institution to clearly determine under which agreement the student is nominated. This may include the unique technical identifier of the agreement (iia-id) – when IIA is concluded via EWP – or other relevant reference data necessary to ensure identification within the EWP network (also see [Fields to be exchanged via Erasmus Without Paper](#)).

Transitioning to the EWP-based nomination process contributes to simplifying the amount of data requested at the earliest stage of the mobility, allowing students to provide any additional data directly to the receiving higher education institution during the formal application stage. Furthermore, sharing sensitive personal data required in the nominations via non-encrypted emails or online forms can pose a threat to GDPR compliance. By contrast, sending nominations via EWP significantly enhances the security and integrity of the data exchanged between institutions.

Nomination deadline

Currently, there is no unified nomination deadline, it remains determined by each institution. Please note that the information on nomination deadlines is exchanged via the digital factsheets and can be integrated in the nomination module in the local implementation.

Nomination statuses

The digital nomination within the EWP network has different statuses supporting international relations officers to manage digital nominations. These statuses are as follows:

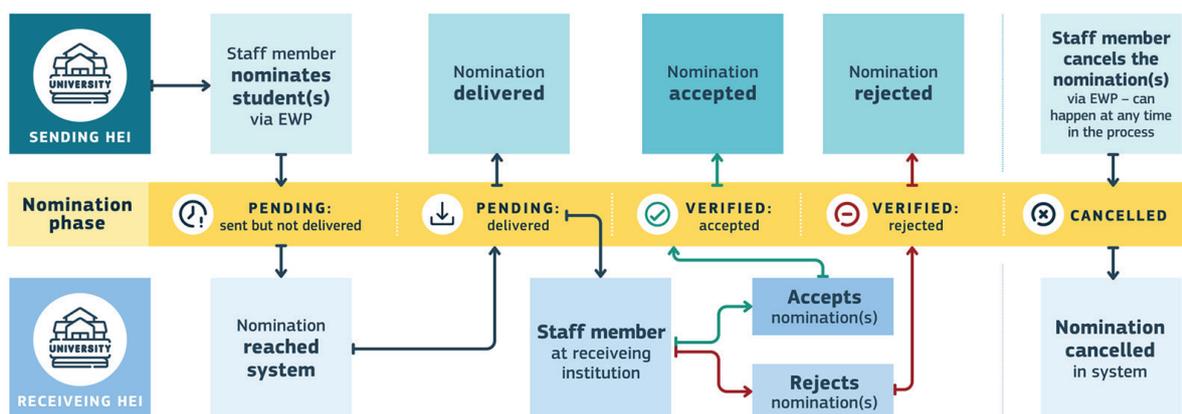
- **Pending – Sent but not yet delivered:** The nomination has been initiated by the sending higher education institution but has not yet reached the receiving higher education institution's system
- **Pending – Delivered:** The nomination has been successfully transmitted and is awaiting action by the receiving higher education institution
- **Verified – Accepted/Rejected:** The receiving higher education institution has reviewed the nomination and either accepted or rejected it
- **Cancelled:** The nomination has been withdrawn by the sending higher education institution. This action can be done at any time during the process and cancelled the nomination for that student.

These statuses help both sending and receiving higher education institutions track the progress of nominations and ensure a transparent, efficient digital nomination process.

High level flowchart

The following flowchart provides a high-level overview of the digital nomination process via the EWP network. It contains key steps involved, illustrating how institutions can seamlessly exchange nominations and manage the Erasmus+ mobility process in a simplified and secure manner.

The Nomination Process



Navigating the transition phase

As institutions move towards fully digital nominations through EWP, adjustments to internal procedures will be necessary, and in certain cases parallel workflows will need to remain in place. Over time, a separate procedure could be required for cooperation with non-Erasmus partners, as these mobilities fall outside the EWP scope. During the transition period, the same alternative process may also still apply to Erasmus+ exchanges with partners that have not yet activated digital nominations in EWP. The advantages of digital nominations via EWP are visible from the very beginning – institutions can benefit from nominating students directly from the system they use to manage mobility, reduce reliance on email-based communication, lower the risk of manual errors, strengthen data protection, and improve transparency in the handling of nominations. As more institutions actively use digital nominations, these improvements expand into broader efficiency gains, gradually simplifying coordination and further reducing overall administrative workload.

Sending institution perspective

Already during the transition phase, the streamlined nomination process brings clear benefits to staff members from institutions already connected for digital nominations. The current nominations landscape is fragmented, requiring institutions to track each partner's individual nomination process and oftentimes enter data in external tools. Even in an early rollout scenario where only a third of your partners have digital nomination capability, that still represents a third of your nominations workload centralised within your own mobility system, with no Excel templates, institutional logins, or Google Forms needed. Therefore, there are already clear efficiency gains for early adopters.

Receiving institution perspective

From the receiving institution perspective, the transition phase might be a bit more complex to navigate as two parallel processes will have to be maintained: one for the EWP-flow and one for

the non-EWP flow. During this phase, incoming teams may need to reconcile information from both channels to ensure consistency across processes. This situation is expected to improve quickly as the vast majority of institutions are expected to be connected throughout 2026. However, even when EWP-nominations can be used for the vast majority of Erasmus+ partners, this might not be the case for non-Erasmus partners so the dual set up will be maintained for institutions not only supporting Erasmus+ mobilities. For them it's worthwhile to set up this process in a structural future-proof way.

On an institutional level the efficiency gains of supporting digital EWP nominations for outgoing students will outweigh the disadvantage for having to set up dual processes as a receiving institution. Therefore, it is recommended to support digital nominations rather sooner than later.

Clarification on certain fields

European Student Identifier

The [European Student Identifier](#) (ESI) is a unique European electronic identifier used to correctly and accurately identify and authenticate mobile students across the EWP network. It allows systems to link student-related data shared throughout the mobility process (e.g. nomination, learning agreement for studies, transcript of records) to the correct individual student.

Within the nomination process, the ESI is a mandatory data element and must be provided by the sending institution. At present, the technical format of the ESI is not automatically verified. If a sending institution does not yet issue ESIs to its students, a temporary alternative identifier (e.g., student's institutional email address) may be used to ensure the continuity of digital exchanges. Nevertheless, institutions are strongly encouraged to adopt and implement the ESI in the officially specified format as soon as possible.

The identifier is technical and not meant for students or staff to provide manually. Therefore,

it should not be requested by the student nor be displayed for end users.

Field of education: Inter-Institutional agreement

A single inter-institutional agreement may cover several fields of education. This data point specifies the relevant cooperation condition within the agreement, ensuring that the nomination is correctly linked to the appropriate field of study and the corresponding mobility framework.

In case there is no digitally approved inter-institutional agreement, the field of education from the inter-institutional agreement allows to identify the specific agreement under which the student is being nominated (see also [exceptional scenarios](#)).

Field of education: student

Unlike the field of education specified in the inter-institutional agreement, this field of education represents the area of study that most closely corresponds to the student's home degree programme. It provides additional context about the academic background of the nominated student and helps the receiving higher education institution better understand the relevance of the proposed mobility in relation to the offered study programme, ensuring that it's aligned with the student's academic profile.

Oftentimes the field of education for the student corresponds with the field of education of the inter-institutional agreement.

EQF level at departure

This data point refers to the EQF level (Bachelor/Master/PhD) of the student at the start of the mobility period.

EQF level at departure can also serve as an additional data point to help identify the specific cooperation condition defined in an inter-institutional agreement. E.g. a single agreement may include separate cooperation conditions for bachelor and master students:

Field of education	EQF level	# of students	# of months
0421	6 (bachelor)	2	10
0421	7 (master)	1	5

In case there is no digitally approved inter-institutional agreement, the EQF level at departure can help to identify the agreement the student is nominated for (also see exceptional scenarios).

Activity and mobility type

EWP nominations can be used for student mobility for studies. The nomination process supports several mobility types under Erasmus+, reflecting the diversity of study and research experiences abroad:

- **Long-term mobility** – mobility for study abroad for a semester/trimester up to one academic year (from 2 to 12 months), integrated into the student's degree programme
- **Short-term mobility** with a mandatory virtual component – physical stay (5-30 days) combined with a compulsory virtual learning component.
- **Short-term doctoral mobility** – short periods of physical mobility for doctoral candidates (5-30 days), with or without a virtual component.

Dealing with exceptional scenarios

Nomination without a digital concluded inter-institutional agreement

While digital nominations are closely linked to digital inter-institutional agreements, the digital nomination process allows the nomination of students, even if a fully approved digital agreement is not yet available.

In the absence of a digitally approved agreement the 4-digit ISCED field of education of the agreement combined with the EQF level and the (optional) organisational unit information (for indicating department/faculty) can be used to identify the agreement where the student is nominated for.

Nominating more students than places on the agreement

The EWP nomination only focusses on transferring nomination data from the sending institution to the receiving one. The protocol does not include checks on available spots on the agreement (however, your local installation might do so). In case there are more nominated students than available places, both partners need to agree either in the digital inter-institutional agreement or outside the EWP exchanges before students are nominated via EWP (also see the [Comprehensive User Guide for Digital Erasmus+ Inter-institutional Agreements](#))

Changes to an accepted nomination

After a nomination has been accepted, certain updates may still be necessary to correct or adjust specific information. Minor modifications, such as changes to contact details, study period dates can be made directly within the system by updating the nomination, without the need for creating a new one.

However, when the change concerns information linked to the inter-institutional agreement, the nomination must be cancelled and a new

nomination must be created and submitted. This ensures that the nomination remains consistent and connected to the correct inter-institutional agreement at the receiving institution. Institutions are encouraged to communicate any changes clearly to their partners to avoid confusion and ensure data consistency across systems.

Accepting after rejection

When rejecting a nomination, the receiving institution must always include a comment explaining the reason for the rejection, to ensure clarity and support appropriate follow-up actions. In some cases, a nomination that has been rejected may be resubmitted and accepted after the necessary corrections are made. This applies when the rejection was due to missing or incorrect information, or when the sending higher education institution did not follow the correct procedure. In such situations, the sending higher education institution can update the nomination and submit it again, following the standard digital nomination process.

However, when a nomination is rejected due to formal restrictions, such as no remaining mobility spots under the inter-institutional agreement, an expired nomination deadline, the absence of a valid inter-institutional agreement, the rejection is considered final. In these cases, the sending institution should follow their own internal procedures for such a scenario.

Nominated on wrong agreement

In cases where a student has been nominated under the wrong inter-institutional agreement, the receiving institution's IRO or faculty coordinator identifies the issue and rejects the nomination. The correct inter-institutional agreement details can be provided in the comment to guide the sending institution. The sending IRO or faculty coordinator can then view the rejection and related comment and, where possible, correct and resubmit the same nomination.

Modifying an accepted nomination

In certain cases, changes to an already accepted nomination may be necessary. If the changes relate only to personal data (for example, a correction to the student's surname), the accepted nomination can be edited and resubmitted without creating a new record.

However, if any non-personal data within the nomination needs to be updated after acceptance, the original nomination must first be cancelled. A new nomination must then be submitted reflecting the corrected information.

Resubmitting a cancelled nomination

When a nomination has been cancelled by the sending institution and for some reason the cancellation need to be undone (e.g. it was cancelled by accident), a new nomination must be submitted for the same student. The cancelled nomination cannot be reactivated or modified, as it is no longer considered valid within the EWP network.

Nominating students on inter-institutional agreement without 4-digit ISCED code

The field of education of the inter-institutional agreement exchanged as part of the nomination must use the 4-digit code based on ISCED-F 2013 standards. In some cases, a fully approved agreement may exist that does not include a four-digit ISCED code (approved before April 2024 when a 4-digit ISCED code became mandatory for new inter-institutional agreements). In such cases, the nomination must nevertheless use the appropriate 4-digit ISCED-F 2013 code. Providing the so-called iia-id (the technical identifier of the agreement) together with the correct 4-digit ISCED code corresponding to the field of education covered by the approved agreement will be sufficient for the receiving institution to identify the agreement under which the student is nominated.

If need be, the agreement itself can be updated and approved again, but this is a last-resort solution.

Nomination under broad-ISCED inter-institutional agreement

In cases where student is nominated under an inter-institutional agreement that covers a broad ISCED field of education (e.g., 0222 Language), or where the relevant study programme is delivered across several departments (e.g., Psychology), the nomination with only ISCED code included may not clearly indicate the specific department or academic unit concerned. To facilitate efficient processing on the receiving side, it is recommended to use the comment field within the nomination to specify the intended department or study area. Providing this additional clarification can help avoid unnecessary follow-up communication outside the network and support a smoother internal allocation process at the receiving institution.

Fields to be exchanged via Erasmus Without Paper

Field name	Mandatory (M) / Conditional (C) / Optional (O)	Type of Field	Short description
First Name	M	String	First name of the student
Last Name	M	String	Last name of the student
European Student Identifier	M	String	The European Student Identifier is a unique electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems. The ESI field should not be visible to end users.
Date of Birth	M	Date	Date of birth of the student
Gender	M	ISO/IEC 5218 code of human sex	0 = Not known; 1 = Male; 2 = Female; 9 = Not applicable
Email Address	M	String	Email address from the student
Nationality	M	ewp:CountryCode	Nationality of the student
SCHAC Code of Sending higher education institution	M	String	Technical identifier for sending higher education institution
SCHAC Code of Receiving higher education institution	M	String	Technical identifier for receiving higher education institution
ii-a-id Sending higher education institution	C	ewp:AsciiPrintable Identifier	Technical identifier at the sending institution of the agreement approved via EWP. If the agreement was digitally approved, this field must be provided.
ii-a-id Receiving higher education institution	C	ewp:AsciiPrintable Identifier	Technical identifier at the receiving institution of the agreement approved via EWP. If the agreement was digitally approved, this field must be provided.
4-digit ISCED Field of Education (Agreement)	M	ISCED 4-digit code	The field of education of the agreement. Field must use the 4-digit code based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the Beneficiary Module data dictionary.

Field name	Mandatory (M) / Conditional (C) / Optional (O)	Type of Field	Short description
EQF Level of Education at Departure (Agreement)	M	ewp:EqfLevel	EQF level of education in the inter-institutional agreement
4-digit ISCED Field of Education (Student)	M	ISCED 4-digit code	The field of education at departure that is closest to the home degree of the student. Field must use the 4-digit code based on ISCED-F 2013 standards. It is strongly recommended to use 4-digit codes that are included in the Beneficiary Module data dictionary.
Academic Year	M	trm: AcademicYearId	Academic year in which the mobility will take place
Term(s) of Mobility	M	String	Term(s) in which the mobility will take place at the sending higher education institution
Activity Type	M	MobilityActivity Type	Type of activity: student mobility for studies
Mobility Type	M	String	Type of mobility: e.g., long-term, short-term with a mandatory virtual component, short term blended mobility, short term doctoral mobility
Organisational Unit ID at Sending higher education institution	O	ewp: AsciiPrintable Identifier	Technical identifier of the organizational unit at the Sending higher education institution
Organisational Unit ID at Receiving higher education institution	O	ewp: AsciiPrintable Identifier	Technical identifier of the organizational unit at the Receiving higher education institution
Additional Information (Comments)	O	String	Additional information/ comments

