Goals:

1. Adding exam/interview scores for each applicant (0-100 scale).

2. Get applicants from "Nominated" status to "Accepted", "Conditionally accepted", or "Rejected" status.
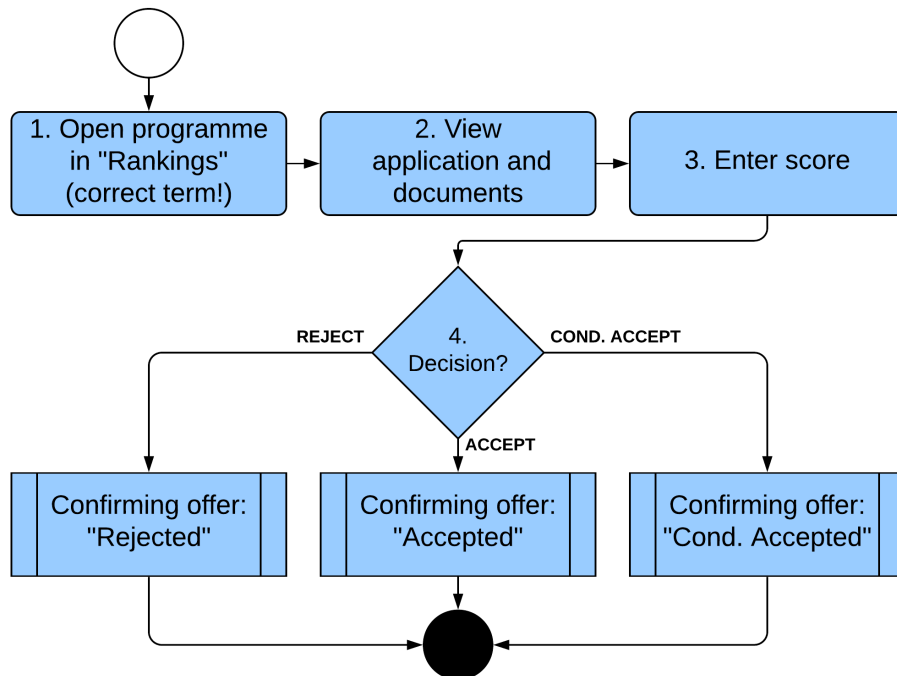

Method:
Working per programme using "Rankings" tool.

University's decision (for priority X)

1.

- 1. Open programme in "Rankings" (correct term!)
- 2. View application and documents
- 3. Enter score
- 4. Decision?
  - REJECT → Confirming offer: "Rejected"
  - ACCEPT → Confirming offer: "Accepted"
  - COND. ACCEPT → Confirming offer: "Cond. Accepted"

STUDY IN HUNGARY
STIPENDIUM HUNGARICUM

- Reports
- Applications
  - Journal
  - Browse
  - Rankings
  - Search
  - Tables
- Marketing
- Import
  - Import leads
  - Import subjects

● Locate Rankings
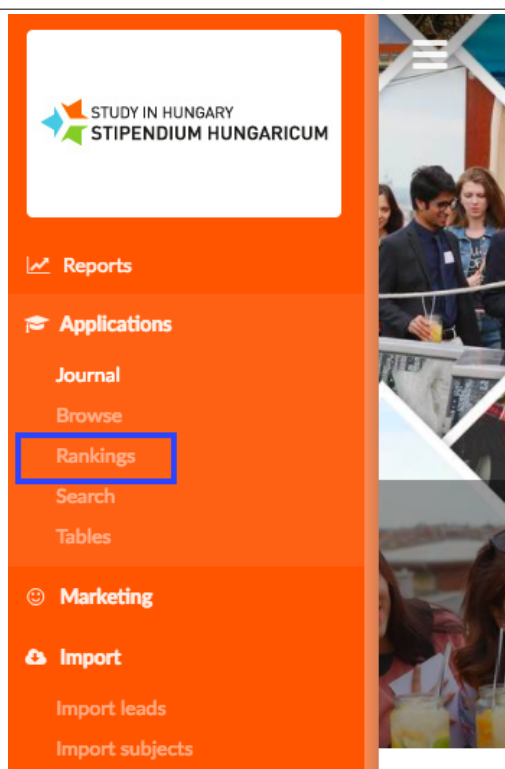
- Choose academic year
- Click reload
- Click ranking

	Academic year 2018/19 ▾	🏛 1 programme ▾		⟳ Reload

📊 **Show graphs**	▦ Show as a table	🗎 Download to Excel

Here you can get a quick glance of the number of offers you have in each status. Left of the vertical line you can see statuses that are either still pending or have been eliminated entirely. The right side of the graph, however, represents the number of offers that are "positive" and hence count towards filling the quota. You can click on the "Ranking" button to quickly set a quota.

Name	▾ Type, mode		
BA Intro to flight	Bachelor, full-time		☰ Ranking

- Input scores
- Click Refresh

↓ 9 1   **Scores have changed, please refresh**
Once you are finished keying in the scores, please refresh the page to see the new ranking positions.   ⟳ Refresh

Rank	Change all	Applicant	Priority	Score		
1	Suggested rank	**Heavy Penguin** Antarctica	I	75	🕐	Nominated
2	Suggested rank	**Strong Penguin** Antarctica	I	99	🕐	Nominated
3	Suggested rank	**Weak Penguin** Antarctica	I	15	🕐	Nominated
4	Suggested rank	**Big Penguin** Antarctica	I	80	🕐	Nominated
5	Suggested rank	**Fast Penguin** Antarctica	I	98	🕐	Nominated
6	Suggested rank	**Light Penguin** Antarctica	II	point	🕐	Click to reply

Rank		Applicant	Priority	Score	
1	Suggested rank	**Strong Penguin** Antarctica	I	99	🕐 Nominated
2	Suggested rank	**Fast Penguin** Antarctica	I	98	🕐 Nominated
3	Suggested rank	**Big Penguin** Antarctica	I	80	🕐 Nominated
4	Suggested rank	**Heavy Penguin** Antarctica	I	75	🕐 Nominated
5	Suggested rank	**Weak Penguin** Antarctica	I	15	🕐 Nominated

Change all

- Scores have been ordered by rank
- Click on offer status

Offer for Strong Penguin
BA Intro to flight

📨 **Send out offer**   🕑 Journal

🕐 Not yet confirmed

○ ● Unreplied
● ● Nominated
○ ● Feedback
○ ● Positive feedback
○ ● Waitlisted
○ ● Conditionally accepted
○ ● Accepted
○ ● Failed
○ ● Arrived

Ranking score:

99

Applicant decision:

☐ Applicant has declined

✉ **Message**   📎 Attachments   📑 Cc-s

Subject   Reply [Nominated] from Stipendium Hungaricum / A|

Dear Strong Penguin,

You have received a nomination regarding [BA] Intro to flight

Stipendium Hungaricum

- - - - - - - - - - - -
Please do not reply to this message.

✏ Note
Not v

Save   ✉ **Confirm & send out**

- Select new offer status
- Indicate reason by making necessary changes to email (ie what documents are missing/why offer was not accepted)
- Click Confirm & send out