Mobility online

Courses Abroad– Students

Information about registration of your Exchange in Mobility Online

For TU/e students it is important they have an international experience during their study. To simplify the application process and to make it as clear as possible for you as a student, we use Mobility Online: an online tool to manage your study abroad application process online from the very start until you return and finish the activity.

This manual is to guide you through the Mobility Online tool used for the registration and application of courses abroad.

- **IMPORTANT**: before starting your registration in Mobility Online, you need to carefully read the additional instructions on your department’s digital study guide pages. These instructions contain some department specific information that you need to be able to correctly complete your mobility online application.

- To start the Registration and Application process through Mobility Online please use this link

**General Remarks Mobility Online**

1. DO NOT change your password. At TU/e we work with Single Sign On meaning that you should be able to log on with your TU/e account (username) and password.
2. DO NOT cancel your application unless you really want to cancel it. When you are not sure, please contact the Departmental International Office first. Once you have canceled your application, no reset is possible. You will need to start over the entire process.

**General Remarks Workflow**

1. All Steps will be taken by the (Departmental) International office and by yourself. Hence, from now on, you will need to check and update this workflow on a regular basis. In the workflow you will see:
   i. The steps that need to be taken/ which steps are already completed
   ii. Who has completed the step and the date of completion
   iii. Your name, study and date of birth
2. When a step is completed you will see a **green check** (see printscreen).

![Printscreen showing a green check]

3. When a step still needs action, click on the red button describing the action to take (see yellow arrow).

![Printscreen showing a red button with the action to take]

**Examples of steps in Workflow**

1. This is an example of step taken in the Workflow. Once you hit the **underlined action** in your workflow the following screen will pop up. As you can see there will be a description (what is expected from you), a question and an answer. After you made your choice hit ‘create’.

![Printscreen showing an acceptance questionnaire]

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2. The screen will refresh itself and will show you when successful “Action Successful!” (see yellow arrow). To go back to your workflow push ‘Back to the application workflow’. You will return to your workflow overview.

3. And so on! In case you have any questions, please do not hesitate to contact the Internationalization officer of your department.
The workflow

1. To log on please, use this link from now on you will be able to log in with your TU/e username and password.

2. THIS STEP MIGHT BE SKIPPED IF YOU LOG ON FOR THE SECOND TIME AND THEREAFTER. After you logged on for the first time, you might get a message from SURFconext. Please accept and continue. If asked, select TU/e as institution and press then continue.

3. To start your application you have to fill out the registration form. You will notice that some of the fields are already filled out for you.
4. In the same application form you will also list your preferred options. Possible selections are based on your study/faculty. Make sure to fill in at least 3 options. Your preferences will be taken into account as far as possible, but we cannot guarantee that you can be assigned to the university of your choice(s).

5. When you log on in Mobility Online, you will see the Workflow. This acts basically as your online checklist for going abroad. Steps taken will be checked by your international coordinator. See print screen:

6. Notice that the second step in your workflow is completed by the international coordinator. He/she will send you a confirmation email first.

7. Mobility Online will automatically set general dates for the semester you have chosen. At a later stage you will be able to adjust the dates that are applicable to the university of your preference if need be.
8. The dates can be adjusted in the following step:

- Choose “Edit” – change the dates and tick off “I confirm that I checked (if applicable) the dates of my stay”.

9. Notice that the international office will still check your preferences. You will receive a mail with the allocated institution. This might not be your first choice. Therefore, it is important to list at least three options.

10. When you have followed all steps, your workflow is completed:
a. Steps to take **before the mobility**

- **Before the mobility - Application and registration**
  - Application form filled out: 12.11.2019
  - Consent e-mail online-application: 12.11.2019
  - Online registration: 12.11.2019
  - Application received and coordinator received: 12.11.2019

- **Before the mobility - Allocation**
  - Draw selection procedure: 12.11.2019
  - Email about selected host institution: 12.11.2019
  - Accept or reject allocated host institution: 12.11.2019
  - Fill out semester start and end dates: 12.11.2019
  - Application checked and student notified to host institution: 12.11.2019

- **Before the mobility - Proposed form**
  - Course list filled out: 12.11.2019
  - Course list printed: 12.11.2019
  - Printed course list: 12.11.2019

- **Before the mobility - Partner University**
  - Indicate if you have been accepted by partner university: 12.11.2019
  - Study permit approved by coordinator: 12.11.2019

- **Before the mobility - Scholarship**
  - Scholarships questions answered: 12.11.2019
  - Scholarship application completed: 12.11.2019
  - Home address and details filled out: 12.11.2019
  - Confirmation of acceptance: 12.11.2019
  - Erasmus Agreement downloaded: 12.11.2019
  - Erasmus Agreement printed: 12.11.2019
  - Learner Agreement downloaded and printed: 12.11.2019
  - Signed learner agreement uploaded: 12.11.2019

Please note that the Learner Agreement, with the signatures of your Department Coordinator, the receiving institution and yourself, has to be uploaded at least 10 days before departure.

Please make sure that you have received the information regarding your Erasmus+ Agreement.

- **Before the mobility - Notifications of being selected**
  - Fill your home address: 12.11.2019
  - Fill out your contact details: 12.11.2019

- **Before the mobility - Changes in registration**
  - If there are any changes to the host (e.g. changes in course or Learner Agreement), please notify the section as soon as possible to your advisor.

- **During the mobility - Questions regarding possible changes have been answered**
  - Please make sure to fill out your home address: 12.11.2019

b. **Steps to take during the mobility**

- **During the mobility - Notifications of having started your mobility**
  - Statement of host institution updated: 12.11.2019
  - Statement of host institution printed: 12.11.2019

- **During the mobility - Necessity of the end of your mobility**
  - Please do not forget to cancel the latest signature of your host or supervisor on your Statement of host institution before you leave your host institution or host organization.

- **After the mobility**

  - **Experience report graded**
    - 12.11.2019
  - **Experience report uploaded**
    - 12.11.2019
  - **Statement of host institution and experience report received**
    - 12.11.2019
  - **After the visa has been checked by the International Office**
    - 12.11.2019
  - **Transfer of money**
    - 12.11.2019
  - **Activity presented**
    - 12.11.2019

Please make sure to consult the information provided by your own department international office.
11. You will receive an email that you have met all requirements and that the activity – Exchange courses abroad – has finished.