

# MOBILITY-ONLINE

Mobility-Online Manual for
Outgoing Students
in
short-term courses

Application and preparation of the Digital Learning Agreement



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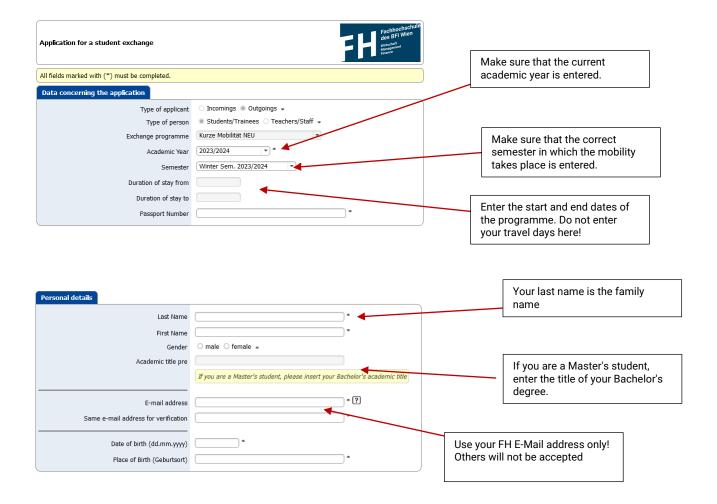
### **General Information**

Before you apply online, please read carefully all the information on our homepage and on the homepage of the partner university. Every short mobility is subject to certain regulations. Only those courses that have been announced in advance by the programme directors can be credited for participation in a short mobility. The exact procedure can be found in the document "International Short Term Mobility Regulations" on our homepage.

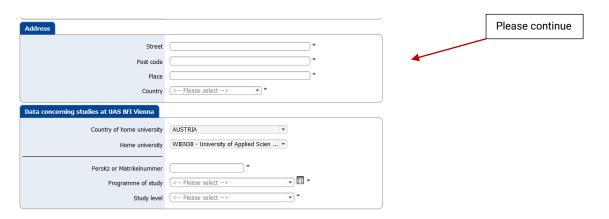
Apply online here: Apply for a short-term mobility

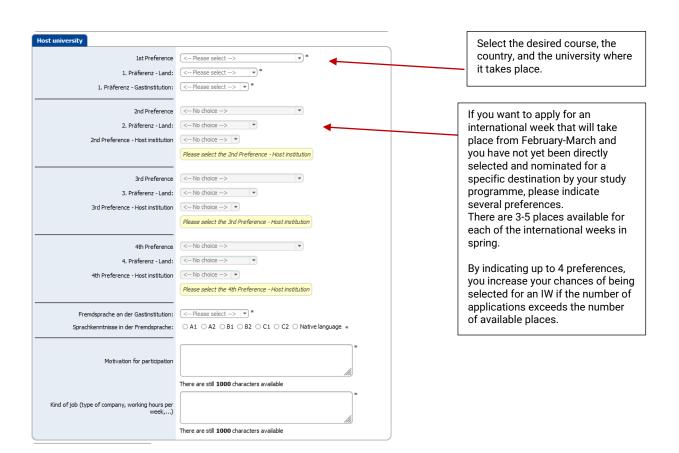
### Step 1 - Online Registration

An online form will open, which you must fill in carefully and correctly. The data you provide will have an influence on the further application process and the possible awarding of funding.

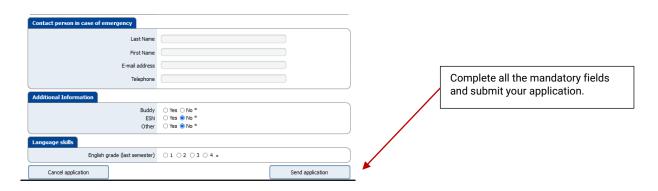




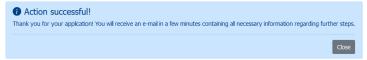








#### After you have submitted the online form, this text appears:



#### At the same time, you will receive an e-mail with the following text:

Thank you very much for your application!
Please confirm your application using the link below (link for confirmation is to be found above signature). You can only proceed with your application once you have confirmed your application.

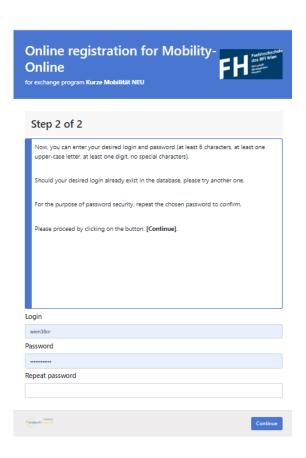
Zur Registrierung bei Mobility-Online auf diesen Link klicken

Sollte Ihr Mail-Client den Link nicht richtig darstellen, so können Sie die nachfolgende Adresse auch manuell in die Adressleiste Ihres Browsers kopieren oder eingeben:
https://www.service4mobility.cvm/mobility/RegistServlet?bew\_reg\_nr=674584808kz\_bew\_art=OUT&kz\_bew\_pers=S&aust\_prog\_id=1187&spr\_id=576

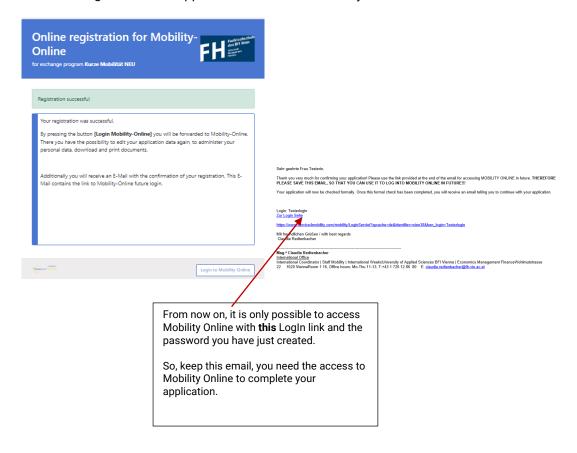
Please use the link provided to register in Mobility Online. The sender of this e-mail is "mobilityonline@fh-vie.ac.at". If you do not immediately find the e-mail in your inbox, please also check your spam folder.







The following information appears and at the same time you receive an e-mail with the following text:





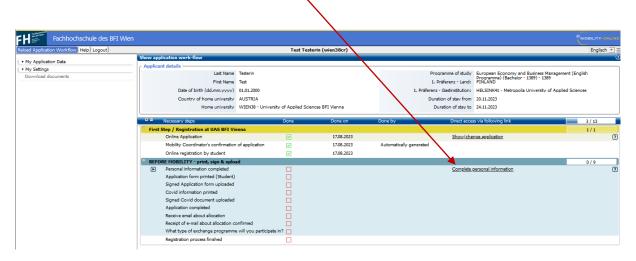
### Step 2 - Workflow / Personal Information

Now click on this link and log in with your new password.



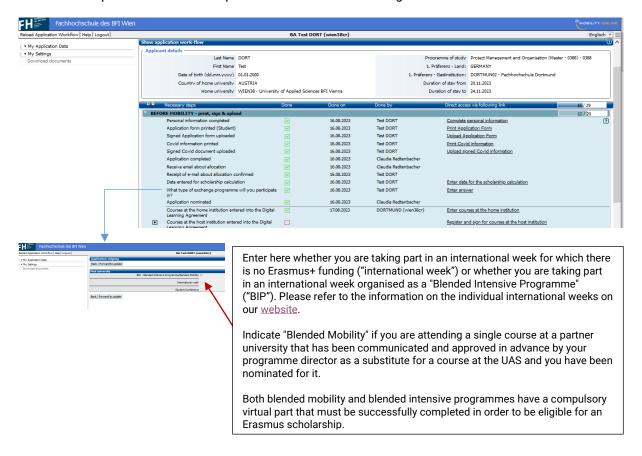
Now you can see your individual Mobility Online access with your workflow. Please note that some steps have to be completed by you and a few steps by the FH BFI. You have to wait for the steps that the UAS has to carry out until you can continue in your application workflow.

So, now move on to "Complete personal information"

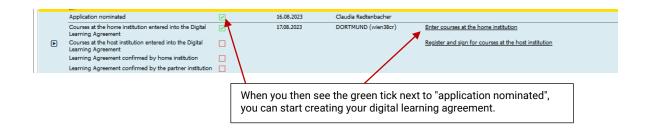




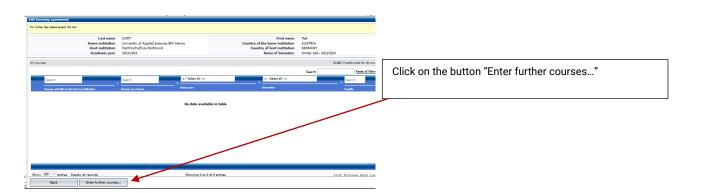
And then complete all the other steps until all the boxes show a green tick.



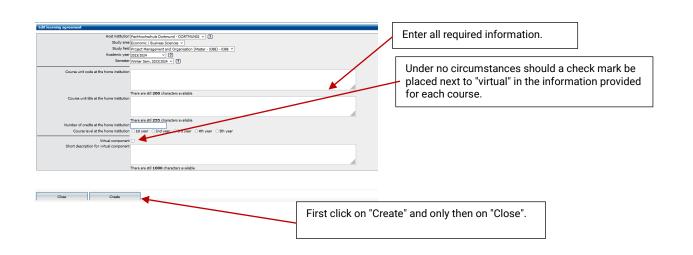
# Step 3 – Workflow / Learning Agreement

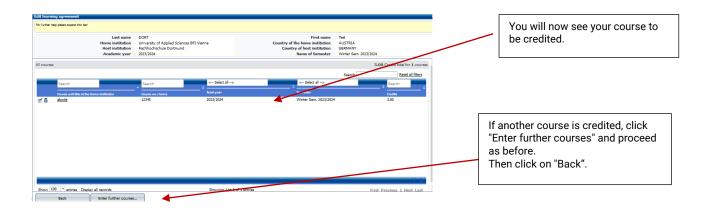




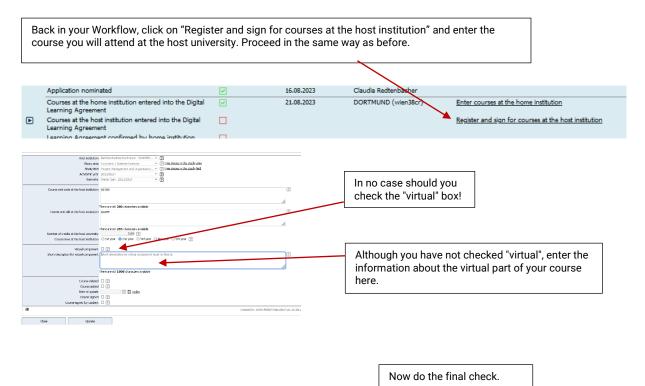


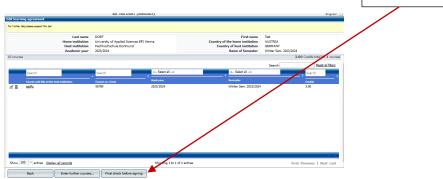
#### A new tab opens:











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General information

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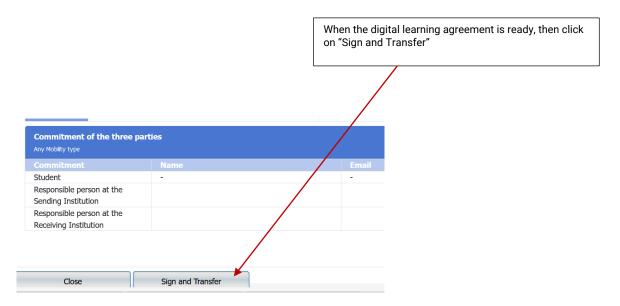
If you see that the tick is set for semester mobility instead of short mobility, but you are planning a short mobility, then this is an error.

#### What to do?

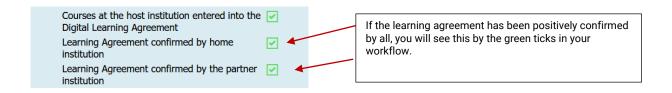
- 1. Review information about each course.
- 2. If there is a "virtual" check mark anywhere, remove it.



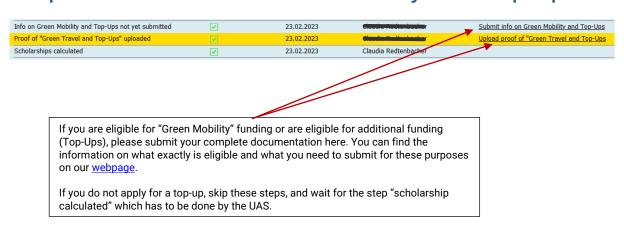
### Step 4 - Workflow / Learning Agreement



The digital learning agreement is automatically sent to your programme director for signature. Your programme director will receive a link to access your digital learning agreement and will check it. If it is not correct, you will receive a message telling you what you need to do to correct it. Please keep track of this step and its completion. It is your responsibility to ensure that the documents are completed on time. The deadlines for this depend on the respective events and must be met by yourself.



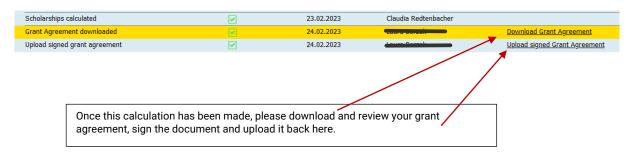
## Step 5 - Workflow / Green Mobility and Top Ups





# Step 6 - Workflow / Grant Agreement

Once all documents have been submitted, we can calculate the amount of your scholarship.



Now you have completed the process of applying and creating the digital learning agreement. Please now take note of all further information that will be sent to you by the partner university or by us regarding this event.

If you have any questions, please contact <a href="mailto:claudia.redtenbacher@fh-vie.ac.at">claudia.redtenbacher@fh-vie.ac.at</a>