Mobility-Online Manual for

Outgoing Students

in

short-term courses

Application and

preparation of the

Digital Learning Agreement

Content

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.

Address

Street	_____ *
Post code	_____ *
Place	_____ *
Country	<-- Please select --> ▾ *

Data concerning studies at UAS BFI Vienna

Country of home university	AUSTRIA ▾
Home university	WIEN38 - University of Applied Scien ... ▾
PersKz or Matrikelnummer	_____ *
Programme of study	<-- Please select --> ▾ 🔢 *
Study level	<-- Please select --> ▾ *

Please continue

Host university

1st Preference	<-- Please select --> ▾ *
1. Präferenz - Land:	<-- Please select --> ▾ *
1. Präferenz - Gastinstitution:	<-- Please select --> ▾ *
2nd Preference	<-- No choice --> ▾
2. Präferenz - Land:	<-- No choice --> ▾
2nd Preference - Host institution	<-- No choice --> ▾
	Please select the 2nd Preference - Host institution
3rd Preference	<-- No choice --> ▾
3. Präferenz - Land:	<-- No choice --> ▾
3rd Preference - Host institution	<-- No choice --> ▾
	Please select the 3rd Preference - Host institution
4th Preference	<-- No choice --> ▾
4. Präferenz - Land:	<-- No choice --> ▾
4th Preference - Host institution	<-- No choice --> ▾
	Please select the 4th Preference - Host institution
Fremdsprache an der Gastinstitution:	<-- Please select --> ▾ *
Sprachkenntnisse in der Fremdsprache:	○ A1 ○ A2 ○ B1 ○ B2 ○ C1 ○ C2 ○ Native language *
Motivation for participation	[text box] *
	There are still **1000** characters available
Kind of job (type of company, working hours per week,...)	[text box] *
	There are still **1000** characters available

Select the desired course, the country, and the university where it takes place.

If you want to apply for an international week that will take place from February-March and you have not yet been directly selected and nominated for a specific destination by your study programme, please indicate several preferences.
There are 3-5 places available for each of the international weeks in spring.

By indicating up to 4 preferences, you increase your chances of being selected for an IW if the number of applications exceeds the number of available places.

Complete all the mandatory fields and submit your application.

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

Action successful!

Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

Close

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.com/mobility/RegistServlet?bew_reg_nr=67458480&kz_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.

Online registration for Mobility-Online
for exchange program **Kurze Mobilität NEU**

Step 1 of 2   Englisch ▾

First you have to enter your registration code and your student id number (Personenkennzeichen, PKZ). If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Matriculation/Registration/Student number

Continue

Enter your matriculation number/student number

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Online registration for Mobility-Online
for exchange program **Kurze Mobilität NEU**

Step 2 of 2

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login

wien38cr

Password

••••••••••••

Repeat password

[Continue]

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

Online registration for Mobility-Online
for exchange program **Kurze Mobilität NEU**

Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online future login.

[Login to Mobility-Online]

Sehr geehrte Frau Testerin,

Thank you very much for confirming your application! Please use the link provided at the end of the email for accessing MOBILITY ONLINE in future. THEREFORE PLEASE SAVE THIS EMAIL, SO THAT YOU CAN USE IT TO LOG INTO MOBILITY ONLINE IN FUTURE!!!

Your application will now be checked formally. Once this formal check has been completed, you will receive an email telling you to continue with your application.

Login: Testerlogin
Zur Login Seite

https://www.service4mobility.com/mobility/LoginServlet?sprache=de&identifier=wien38&ben_login=Testerlogin

Mit freundlichen Grüßen / with best regards
Claudia Redtenbacher

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From now on, it is only possible to access Mobility Online with **this** LogIn link and the password you have just created.

So, keep this email, you need the access to Mobility Online to complete your application.

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.

Enter here whether you are taking part in an international week for which there is no Erasmus+ funding ("international week") or whether you are taking part in an international week organised as a "Blended Intensive Programme" ("BIP"). Please refer to the information on the individual international weeks on our website.

Indicate "Blended Mobility" if you are attending a single course at a partner university that has been communicated and approved in advance by your programme director as a substitute for a course at the UAS and you have been nominated for it.

Both blended mobility and blended intensive programmes have a compulsory virtual part that must be successfully completed in order to be eligible for an Erasmus scholarship.

Step 3 – Workflow / Learning Agreement

When you then see the green tick next to "application nominated", you can start creating your digital learning agreement.

Click on the button "Enter further courses…"

A new tab opens:

Enter all required information.

Under no circumstances should a check mark be placed next to "virtual" in the information provided for each course.

First click on "Create" and only then on "Close".

You will now see your course to be credited.

If another course is credited, click "Enter further courses" and proceed as before.
Then click on "Back".

Back in your Workflow, click on "Register and sign for courses at the host institution" and enter the course you will attend at the host university. Proceed in the same way as before.

	Application nominated	☑	16.08.2023	Claudia Redtenbacher	
	Courses at the home institution entered into the Digital Learning Agreement	☑	21.08.2023	DORTMUND (wien38cr)	Enter courses at the home institution
▶	Courses at the host institution entered into the Digital Learning Agreement	☐			Register and sign for courses at the host institution
	Learning Agreement confirmed by home institution	☐			

In no case should you check the "virtual" box!

Although you have not checked "virtual", enter the information about the virtual part of your course here.

Now do the final check.

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.

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Step 4 – Workflow / Learning Agreement

When the digital learning agreement is ready, then click on "Sign and Transfer"

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.

If the learning agreement has been positively confirmed by all, you will see this by the green ticks in your workflow.

Step 5 – Workflow / Green Mobility and Top Ups

If you are eligible for "Green Mobility" funding or are eligible for additional funding (Top-Ups), please submit your complete documentation here. You can find the information on what exactly is eligible and what you need to submit for these purposes on our webpage.

If you do not apply for a top-up, skip these steps, and wait for the step "scholarship calculated" which has to be done by the UAS.

Step 6 – Workflow / Grant Agreement

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

Scholarships calculated	☑	23.02.2023	Claudia Redtenbacher	
Grant Agreement downloaded	☑	24.02.2023		Download Grant Agreement
Upload signed grant agreement	☑	24.02.2023		Upload signed Grant Agreement

Once this calculation has been made, please download and review your grant agreement, sign the document and upload it back here.

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 claudia.redtenbacher@fh-vie.ac.at