



**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.

Application for a student exchange

All fields marked with (\*) must be completed.

**Data concerning the application**

Type of applicant	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers/Staff *
Exchange programme	Kurze Mobilität NEU
Academic Year	2023/2024 *
Semester	Winter Sem. 2023/2024
Duration of stay from	<input type="text"/>
Duration of stay to	<input type="text"/>
Passport Number	<input type="text"/> *

**Personal details**

Last Name	<input type="text"/> *
First Name	<input type="text"/> *
Gender	<input type="radio"/> male <input type="radio"/> female *
Academic title pre	<input type="text"/>
If you are a Master's student, please insert your Bachelor's academic title	
E-mail address	<input type="text"/> = ?
Same e-mail address for verification	<input type="text"/>
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Place of Birth (Geburtsort)	<input type="text"/> *

Make sure that the current academic year is entered.

Make sure that the correct semester in which the mobility takes place is entered.

Enter the start and end dates of the programme. Do not enter your travel days here!

Your last name is the family name

If you are a Master's student, enter the title of your Bachelor's degree.

Use your FH E-Mail address only!  
Others will not be accepted

**Address**

Street  \*

Post code  \*

Place  \*

Country <-- Please select --> \*

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**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  \*

There are still 1000 characters available

Kind of job (type of company, working hours per week,...)  \*

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.

**Contact person in case of emergency**

Last Name

First Name

E-mail address

Telephone

**Additional Information**

Buddy  Yes  No \*

ESN  Yes  No \*

Other  Yes  No \*

**Language skills**

English grade (last semester)  1  2  3  4 \*

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.

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 Adresleiste 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](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

**FH** Fachhochschule des BFI Wien  
WIRTSCHAFTS UNIVERSITÄT WIEN

Step 1 of 2

First you have to enter your registration code and your student id number (Personenkenntzeichen, 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

Enter your matriculation number/student number

**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.

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: Testertlogin

Zur Login Seite

[https://www.service-mobility.com/mobility/LoginServlet?sprache=de&identifier=wien388ben\\_login=Testertlogin](https://www.service-mobility.com/mobility/LoginServlet?sprache=de&identifier=wien388ben_login=Testertlogin)

Mit freundlichen Grüßen / with best regards  
Claudia Redtenbacher

Mag. Claudia Redtenbacher

International Office  
International Coordinator | Staff Mobility | International Weeks | University of Applied Sciences BFI Vienna | Economics Management Finance | Wohnmutsstrasse 22 | 1020 Vienna Room 116, Office hours: Mo-Thu 11-13, T +43 1 720 12 86 80 | E: [claudia.redtenbacher@fh.vie.ac.at](mailto:claudia.redtenbacher@fh.vie.ac.at)

Login to Mobility-Online

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.

Fachhochschule des bfi Wien | 1020 Wien, Wohlmutterstraße 22, AUSTRIA  
Tel +43(1)7201286 | [mobilityonline@fh-vie.ac.at](mailto:mobilityonline@fh-vie.ac.at)

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"

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>First Step / Registration at UAS BFI Vienna</b>				
Online Application	<input checked="" type="checkbox"/>	17.08.2023		<a href="#">Show/change application</a>
Mobility Coordinator's confirmation of application	<input checked="" type="checkbox"/>	17.08.2023	Automatically generated	
Online registration by student	<input checked="" type="checkbox"/>	17.08.2023		
<b>BEFORE MOBILITY - print, sign &amp; upload</b>				
Personal information completed	<input type="checkbox"/>			<a href="#">Completes personal information</a>
Application form printed (Student)	<input type="checkbox"/>			
Signed Application form uploaded	<input type="checkbox"/>			
Covid information printed	<input type="checkbox"/>			
Signed Covid document uploaded	<input type="checkbox"/>			
Application completed	<input type="checkbox"/>			
Receive email about allocation	<input type="checkbox"/>			
Receipt of e-mail about allocation confirmed	<input type="checkbox"/>			
What type of exchange programme will you participate in?	<input type="checkbox"/>			
Registration process finished	<input type="checkbox"/>			

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

**Applicant details**

Last Name	DORT	Programme of study	Project Management and Organisation (Master - 0388) - 0388
First Name	Test	1. Präferenz - Land:	GERMANY
Date of birth (dd.mm.yyyy)	01.01.2000	1. Präferenz - Gastinstitution:	DORTMUND2 - Fachhochschule Dortmund
Country of home university	AUSTRIA	Duration of stay from	20.11.2023
Home university	WIEN38 - University of Applied Sciences BFI Vienna	Duration of stay to	24.11.2023

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>BEFORE MOBILITY - print, sign &amp; upload</b>				
Personal information completed	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Complete personal information</a>
Application form printed (Student)	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Print Application Form</a>
Signed Application form uploaded	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Upload Application Form</a>
Covid information printed	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Print Covid information</a>
Signed Covid document uploaded	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Upload signed Covid information</a>
Application completed	<input checked="" type="checkbox"/>	16.08.2023	Claudia Redtenbacher	
Receive email about allocation	<input checked="" type="checkbox"/>	16.08.2023	Claudia Redtenbacher	
Receipt of e-mail about allocation confirmed	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	
Data entered for scholarship calculation	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Enter data for the scholarship calculation</a>
What type of exchange programme will you participate in?	<input checked="" type="checkbox"/>	16.08.2023	Test DORT	<a href="#">Enter answer</a>
Application nominated	<input checked="" type="checkbox"/>	16.08.2023	Claudia Redtenbacher	
Courses at the home institution entered into the Digital Learning Agreement	<input checked="" type="checkbox"/>	17.08.2023	DORTMUND (wien38cr)	<a href="#">Enter courses at the home institution</a>
Courses at the host institution entered into the Digital Learning Agreement	<input type="checkbox"/>			<a href="#">Register and sign for courses at the host institution</a>

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

Application nominated	<input checked="" type="checkbox"/>	16.08.2023	Claudia Redtenbacher	
Courses at the home institution entered into the Digital Learning Agreement	<input checked="" type="checkbox"/>	17.08.2023	DORTMUND (wien38cr)	<a href="#">Enter courses at the home institution</a>
Courses at the host institution entered into the Digital Learning Agreement	<input type="checkbox"/>			<a href="#">Register and sign for courses at the host institution</a>
Learning Agreement confirmed by home institution	<input type="checkbox"/>			
Learning Agreement confirmed by the partner institution	<input type="checkbox"/>			

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



The screenshot shows the 'Edit learning agreement' interface. At the top, there is a header with user information: Last name: DORT, Home institution: University of Applied Sciences BFI Vienna, Academic year: 2023/2024, First name: Test, Country of the home institution: AUSTRIA, Country of host institution: GERMANY, Name of Semester: Winter Sem. 2023/2024. Below this is a section for 'All courses' with a search bar and filters. The table below is empty, displaying 'No data available in table'. At the bottom, there are buttons for 'Back' and 'Enter further courses...'.

Click on the button "Enter further courses..."

A new tab opens:

The screenshot shows the 'Edit learning agreement' form with various input fields. Fields include: Host institution (Fachhochschule Dortmund - DORTMUW02), Study area (Economic / Business Sciences), Study field (Project Management and Organization (Master - 0368)), Academic year (2023/2024), Semester (Winter Sem. 2023/2024), Course unit code at the home institution, Course unit title at the home institution, Number of credits at the home institution (radio buttons for 1st, 2nd, 3rd, 4th, 5th year), Course level at the home institution, Virtual component (checkbox), and Short description for virtual component. There are also character count indicators for several fields.

Enter all required information.

Enter the correct number of ECTS that will be credited to you at the UAS.

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".

The screenshot shows the 'Edit learning agreement' form with a table containing one course entry. The table has columns for 'Course unit title at the home institution', 'Course no./Name', 'Acad.year', 'Semester', and 'Credits'. The entry is: 'abode', '12345', '2023/2024', 'Winter Sem. 2023/2024', and '3.00'. The total credits for 1 course is shown as 3.00. At the bottom, there are buttons for 'Back' and 'Enter further courses...'.

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".



## Step 4 – Workflow / Learning Agreement

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

Commitment of the three parties		
Any Mobility type		
Commitment	Name	Email
Student	-	-
Responsible person at the Sending Institution		
Responsible person at the Receiving Institution		

Close      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.

Courses at the host institution entered into the Digital Learning Agreement

Learning Agreement confirmed by home institution

Learning Agreement confirmed by the partner institution

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

Info on Green Mobility and Top-Ups not yet submitted	<input checked="" type="checkbox"/>	23.02.2023	<del>Claudia Redtenbacher</del>	<a href="#">Submit info on Green Mobility and Top-Ups</a>
Proof of "Green Travel and Top-Ups" uploaded	<input checked="" type="checkbox"/>	23.02.2023	<del>Claudia Redtenbacher</del>	<a href="#">Upload proof of "Green Travel and Top-Ups"</a>
Scholarships calculated	<input checked="" type="checkbox"/>	23.02.2023	Claudia Redtenbacher	

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	<input checked="" type="checkbox"/>	23.02.2023	Claudia Redtenbacher	
Grant Agreement downloaded	<input checked="" type="checkbox"/>	24.02.2023	[REDACTED]	<a href="#">Download Grant Agreement</a>
Upload signed grant agreement	<input checked="" type="checkbox"/>	24.02.2023	[REDACTED]	<a href="#">Upload signed Grant Agreement</a>

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](mailto:claudia.redtenbacher@fh-vie.ac.at)