Non-EU Teaching Mobility
APPLICATION VIA MOBILITY-ONLINE

What is Mobility-Online?

Mobility-Online is an online program designed for managing mobilities, which will guide you through the entire process of your mobility, starting from your application until after your stay. **Each applicant has a workflow, which will be followed step by step – hence, you can always see at which point of your application you currently are at and what will be the next steps.** Additionally, there might be some further actions needed. You will be informed on these by e-mail in time.

1. Create an application

To apply for a Non-EU Teaching Mobility, use the **link for the online application** provided on the → website of the International Office. By following the provided link via the website of the International Office you can create an application for a Non-EU Teaching Mobility.

Online application for exchange students

All fields marked with (*) must be completed.

Data concerning the application

Type of application	● Incomings ○ Outgoings *
Type of person	○ Students ● Teachers *
Exchange program	Non-EU Teaching Mobility *
Type of applicant	Faculty members and teaching staff (Non-EU) *

Please note: This programme is open to faculty members and teaching staff (Non-EU). Emeriti are not eligible applicants.
List of Non-EU partner universities: https://international.univie.ac.at/en/cooperation-hei-projects (see university-wide partnership agreements)

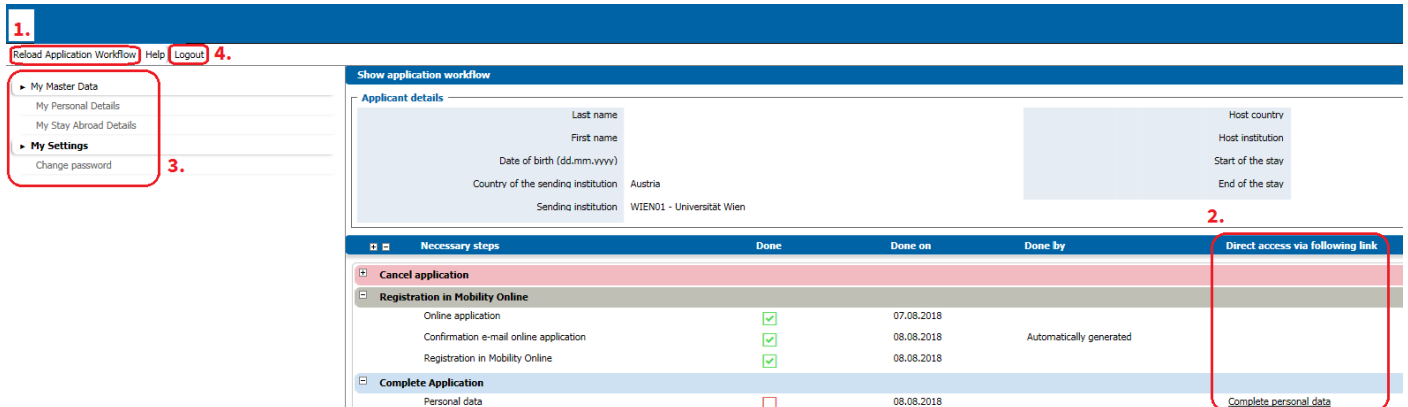|	
Academic year of mobility	2019/2020 *

Now fill in the application form completely.

After you have completed the entire application form, click on → **Send application**. Afterwards, you will receive a **confirmation regarding your application** by e-mail. Use the **link at the end of the e-mail** to sign in to Mobility-Online to finalize your application.

2. How to use Mobility-Online?

The entire application process takes place via Mobility-Online. **If you do not see your workflow** click on → **Reload Application Workflow** (see 1.). After you created an application, please carry out the necessary steps by clicking on each step in the column **'Direct access via following link'** (see 2.). **Already accomplished steps** are ticked **green** and steps that still need to be carried out are marked with a **red square**.

On the left side you can find a navigation bar with your master data as well as your settings, where you can change your password (see 3.). Under **'My Personal Details'** you can view and edit your details by clicking on this icon 📝 on the left side of your name.
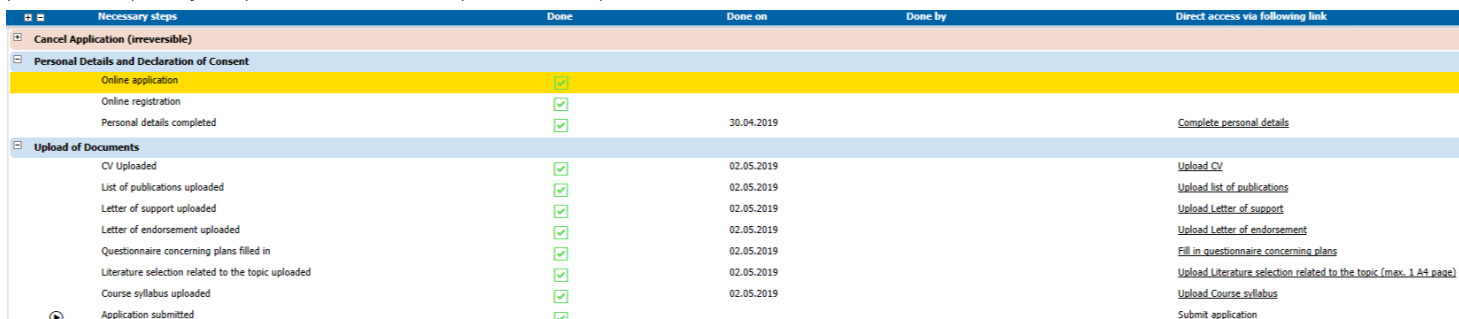
To logout use the button on the left side (see 4.).

Please make sure to save everything before you click on the sidebar. Otherwise your changes will be discarded. In case you stay inactive for a longer period, you will be logged out and any changes you've made will be lost. Be aware that in Mobility-Online **tapped browsing is not recommended**. Changes you've made might get lost if you do so.

3. Complete the application in the workflow

After using the link for the registration to log in you may take a look on the workflow of your application. This will provide you with an overview on what you will have to do next in order to successfully apply for a Non-EU Teaching Mobility. As next steps, please complete your personal data and upload the required documents:

    a. Complete personal data: Check and complete your personal data.

b. **Upload documents:** CV, list of publications, letter of support of the home university (incl. information on teaching experience of the applicant), letter of endorsement signed by the Director of Studies at the University of Vienna (Studienprogrammleiter)

c. **Fill in questionnaire** concerning your plans for the Non- EU Teaching Mobility

d. **Upload documents**: Literature selection for the course and course syllabus

After completing these steps, you may **submit your application** by clicking on → **Submit application**. Please note that **after you submitted** your application, **changes** to your application are **no longer possible**. In case you haven't submitted your application until the deadline, everything you've uploaded so far will be still taken into account.

4. After your application was submitted

1. Examination of eligibility
After the expiration of the deadline all applications will be **checked regarding their eligibility**. You will receive an e-mail informing you about the status of your application after this eligibility check. If your application is considered 'eligible' but some documents/paper works are incomplete, you will receive a call for improvement per e-mail. Please note that in case your application is considered 'eligible', it doesn't mean you were selected for a Non- EU Teaching Mobility yet.

2. Selection of beneficiaries
After the eligibility check, the rectorate will select the final candidates. We expect to **communicate the final results of the selection process** by the end of March (for the call in February) or end of September (for the call in July).

5. Further workflow steps

Please be aware that the entire process of the application takes place via Mobility-Online. Therefore, you can find these additional activities in your workflow:

- **Application status**
  If your application status changes you will be informed by e-mail. Additionally you can always check the status of your application in your workflow. If your application is at some point incomplete you will receive a call for improvement by e-mail.

- **Change travel period**
  In case you would like to change your travel period please contact the International Office.

- **Revoke your application**
  In case you'd like to revoke your application, you will be able to do so by pressing the button → **Cancel application** in your workflow. Please be aware that this action is irreversible.