

Mobility Fellowships

APPLICATION VIA MOBILITY-ONLINE


The application process for the Mobility Fellowships takes place via the online tool **Mobility-Online**. You can find the link to the application on the website of the International Office under [→Mobility Fellowships](#).

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. The process starts with filling in the online application form and ends with submitting your final questionnaire. **Each applicant has a personal 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 email in time.

1. Create an application

To apply for a Mobility Fellowship, 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 Mobility Fellowship. The exchange program [→Mobility Fellowship s](#) is automatically selected.

Online application - Mobility Fellowships 

All fields marked with a (*) must be filled in.

Data concerning the application

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input type="radio"/> Students <input checked="" type="radio"/> Teachers *
Exchange program	Mobility Fellowships *
Type of applicant	<<-- Please select --> *
Academic year	20 / 20 *
Calendar year	*

Now fill in the application form completely.


Please note: Mobility Fellowships are awarded for stays of **at least 3 weeks** and a **maximum length of 8 weeks**, whereby a duration of for example 3 weeks and 4 days is possible as well.

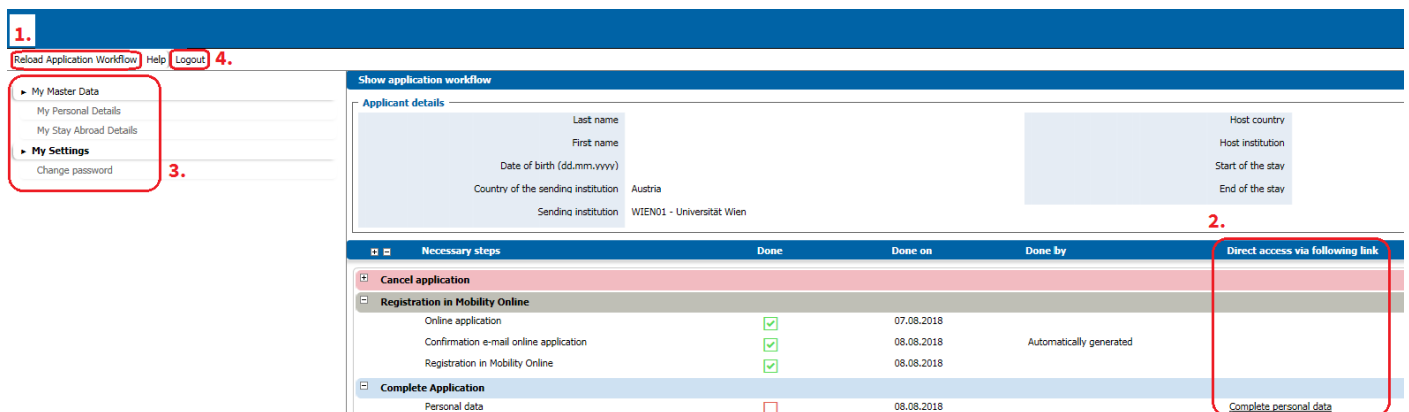
After you have completed the entire application form, click on [→ Send application](#). Afterwards, you are going to receive a **confirmation regarding your application** by e-mail. Use the link which is provided in the e-mail to sign in to Mobility-Online to finalize your application.



2. How to use Mobility-Online?

The entire application process takes place via Mobility-Online. To access your workflow click on → **Reload Application Workflow** (see 1.). After you have 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. There, you will find your application form as well.



The screenshot shows the Mobility-Online interface. At the top left, there is a navigation bar with 'Reload Application Workflow' (1.), 'Help', and 'Logout' (4.). Below this is a sidebar with 'My Master Data' (containing 'My Personal Details' and 'My Stay Abroad Details') and 'My Settings' (containing 'Change password' (3.)). The main area is titled 'Show application workflow' and contains 'Applicant details' (Last name, First name, Date of birth, Country of the sending institution: Austria, Sending institution: WIEN01 - Universität Wien, Host country, Host institution, Start of the stay, End of the stay) and a table of 'Necessary steps' (2.).

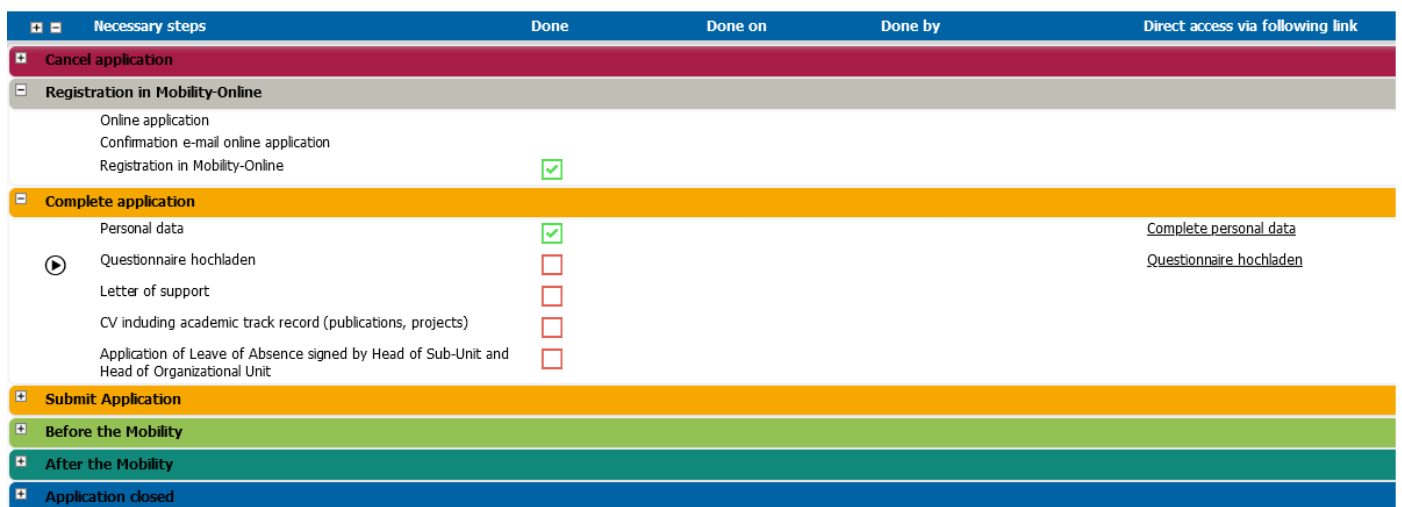
	Done	Done on	Done by	Direct access via following link
Cancel application				
Registration in Mobility Online				
Online application	<input checked="" type="checkbox"/>	07.08.2018		
Confirmation e-mail online application	<input checked="" type="checkbox"/>	08.08.2018	Automatically generated	
Registration in Mobility Online	<input checked="" type="checkbox"/>	08.08.2018		
Complete Application				
Personal data	<input type="checkbox"/>	08.08.2018		Complete personal data

To logout use the button on the left side (see 4.).

Please make sure to save everything before you click on anything 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 have made will be lost. Be aware that in Mobility-Online **tabbed browsing is not recommended**. Changes you have 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 look on the workflow of your application. This will provide you with an overview on what you will have to do next to apply successfully for a Mobility Fellowship.



	Done	Done on	Done by	Direct access via following link
Cancel application				
Registration in Mobility-Online				
Online application				
Confirmation e-mail online application				
Registration in Mobility-Online	<input checked="" type="checkbox"/>			
Complete application				
Personal data	<input checked="" type="checkbox"/>			Complete personal data
▶ Questionnaire hochladen	<input type="checkbox"/>			Questionnaire hochladen
Letter of support	<input type="checkbox"/>			
CV including academic track record (publications, projects)	<input type="checkbox"/>			
Application of Leave of Absence signed by Head of Sub-Unit and Head of Organizational Unit	<input type="checkbox"/>			
Submit Application				
Before the Mobility				
After the Mobility				
Application closed				

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 the questionnaire**
→ You can find the “Questionnaire” in the right column of the webpage under “Quicklinks”. Please specify your plans for a joint research project with at least one colleague at the respective Strategic Partner University.
- c. **Upload letter(s) of support**
→ Upload the letter(s) of support of at least one colleague (PhD or above) of the respective academic field at the respective Strategic Partner University.
- d. **Upload CV including academic track record (publications, projects)**
→ Upload the list of your publications to give a greater insight into your research.
- e. **Upload application of Leave of Absence**
→ Upload the Application of Leave of Absence (PA/F7) signed by the head of the sub-unit and the head of the organizational unit.

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

4. After your application has been submitted

1. Examination of eligibility

After the expiration of the deadline, all applications will be **checked for eligibility**. This process may take up to two weeks. You will receive an e-mail informing you about the status of your application after this eligibility check. If your application is ‘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 ‘eligible’, it does not mean you have received a Mobility Fellowship yet. For more information why your application is not ‘eligible’ please contact the International Office.

2. Selection of beneficiaries

Eight weeks after the expiration of the deadline all applicants with an application considered as ‘eligible’ will receive an email about the decision concerning their application.

3. Fill in questionnaire before the stay

In case your application has been accepted you will be asked to fill in a questionnaire for emergency response contact details.

4. Upload application of leave of absence

Please upload the Application of Leave of Absence (PA/F7) (signed by the Rector in case of research visits of more than one month or by the Dean in case of research visits up to one month) when you receive it. Please be aware that **the approval process for Leave of Absence may take several weeks**. The first installment of the Mobility Fellowship can only be processed if your Leave of Absence has been approved and your request for an advance has been submitted at least one day before the start your journey.



5. After your stay

After your research visit please fill in a **report with the results of the mobility**. The second installment will be paid upon submission of this report and your receipts.

6. 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 email. Additionally you can always check the status of your application in your workflow. If your application is at some point incomplete you will receive an email message

- **Change travel period**

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

- **Revoke your application**

In case you wish 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.

If your application has been accepted but you wish to cancel it, you can do so up to 8 weeks before your departure date by stating the reasons via Mobility-Online.

7. Contact and support

International Office of the University of Vienna

Maximilian Kudler

E-mail: maximilian.kudler@univie.ac.at

Tel: +43 1 4277-18210

Web: <https://international.univie.ac.at/faculty-staff-mobility/researchers/outgoing-mobility/mobility-fellowships/>