

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 e-mail 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 Fellowships](#) will be already chosen for you.

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	2018/2019 *
Calendar year	<input type="text"/> *


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 12 weeks**, whereby a duration of for example 3 weeks and 4 days is possible as well.

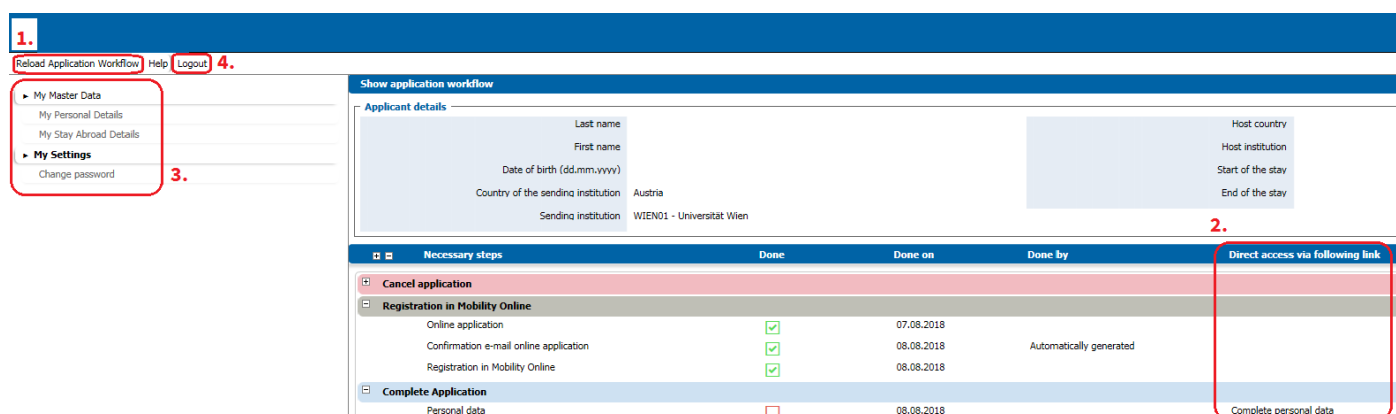
After you have completed the entire application form, click on → **Send application**. Afterwards, you are going to receive a **confirmation regarding your application** by e-mail. Use the link which is provided in the e-mail to sign in to Mobility-Online to finalize your application.

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.

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



The screenshot shows the Mobility-Online interface. At the top, a blue navigation bar contains 'Reload Application Workflow' (1), 'Help', and 'Logout' (4). On the left sidebar, 'My Master Data' is expanded to show 'My Personal Details' and 'My Settings' (3), with 'Change password' below it. The main content area is titled 'Show application workflow' and includes 'Applicant details' with fields for last name, first name, date of birth, country of the sending institution (Austria), and sending institution (WIEN01 - Universität Wien). Below this is a table of 'Necessary steps' with columns for 'Done', 'Done on', and 'Done by'. The table lists 'Cancel application', 'Registration in Mobility Online' (with sub-steps for online application, confirmation e-mail, and registration, all marked as 'Done' with green checkmarks), and 'Complete Application' (with sub-step 'Personal data' marked as not done with a red square). A 'Direct access via following link' column (2) is present, with a link 'Complete personal data' (3) highlighted in red.

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.

Necessary steps	Done	Done on	Done by	Direct access via following link	9 / 19
Cancel application					0 / 1
Cancel application (irreversible)	<input type="checkbox"/>			Cancel application (irreversible)	
Registration in Mobility Online					3 / 3
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					5 / 5
Personal data completed	<input checked="" type="checkbox"/>	08.08.2018		Personal data completed	
Questionnaire concerning the specific plans for the research project filled in	<input checked="" type="checkbox"/>	09.08.2018		Fill in questionnaire concerning the specific plans for the research project	
Letter of recommendation uploaded	<input checked="" type="checkbox"/>	09.08.2018		Upload letter of recommendation	
List of publications uploaded	<input checked="" type="checkbox"/>	09.08.2018		Upload list of publications	
Application of Leave of Absence signed by Head of Sub-Unit and Head of Organizational Unit uploaded	<input checked="" type="checkbox"/>	09.08.2018		Upload Application of Leave of Absence signed by Head of Sub-Unit and Head of Organizational Unit	
Submit Application					1 / 1
Application submitted	<input checked="" type="checkbox"/>	09.08.2018		Submit application	
Application Status					0 / 4
Before the Stay					0 / 2
After the Mobility					0 / 3

As next steps, please complete your personal data and upload the required documents:

- a. **Complete personal data**
→ Check and complete your personal data.
- b. **Fill in questionnaire**
→ Fill in the questionnaire provided on Mobility-Online concerning the specific plans for a joint research project with at least one colleague at the respective Strategic Partner University.
- c. **Upload letter(s) of recommendation**
→ Upload the letter(s) of recommendation of at least one colleague (PhD or above) of the respective academic field at the respective Strategic Partner University.
- d. **Upload list of publications**
→ 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 as well as 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 submitted** your application **changes** to your application are **no longer possible**. In case you have not submitted your application until the deadline, everything you've uploaded so far will be still 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 regarding their eligibility**. This process may take up to **two weeks** maximum. 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 does not mean you have received a Mobility Fellowship yet.

For more information why your application wasn't regarded 'eligible' please consult the → [guidelines](#) or contact the International Office.

2. Selection of beneficiaries

Five weeks after the expiration of the deadline all applicants whose application were considered 'eligible' will receive a notification e-mail 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 in order to provide some additional information (e. g. emergency response contact details).

4. Upload application of leave of absence

Upload the Application of Leave of Absence (PA/F7) signed by the Rector after your application has been accepted. The International Office will submit your application for leave of absence to the Rector for signature. Please be aware that **issuing the signed Application of Leave of Absence may take several weeks**.

Please note that the payment of the first installment – which is meant to be paid 8 weeks before the date of departure - cannot be processed before the Application of Leave of Absence has been signed by the Rector.

5. After your stay

After your stay you will be asked to fill in the last questionnaire, a **report of the results of the mobility**. The second installment will be paid upon this submission.

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 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 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 wish to cancel it, you can do so up to 8 weeks before your departure date is due, stating the reasons, via Mobility-Online.

7. Contact and support

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