Mobility Fellowships
APPLICATION VIA MOBILITY-ONLINE

With August 2018 the application process for the Mobility Fellowships will take 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 an own 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.
Now fill in the application form completely.

**Academic and calendar year:** For the deadline in April (30.04.), grants will be provided for mobilities starting on the 1st of July in the same year as the application deadline until the 30th of June in the year after the application deadline. For the deadline in October (31.10.), grants will be provided for mobilities starting on the 1st of January until the 31st of December in the year after the application deadline.

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 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.).

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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’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 Mobility Fellowship.

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/FT) signed by the head of the sub-unit as well as the head of the organizational unit.

Please note: In case you receive a Mobility Fellowship, you need an additional signature to this form by the rector and have to subsequently upload the form a second time.

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 (30.04., 23:59 or 31.10., 23:59), 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 (30.04., 23:59 or 31.10., 23:59), 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 doesn’t mean you’ve 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 was 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/FT) signed by the rector after your application was accepted. Please be aware that issuing the signed Application of Leave of Absence may take several weeks.
   
   (Note: Make sure to write “Mobility Fellowships” in the field “Other” in the section “Purpose of activity during LOA”. In case you already have got an Application of Leave of Absence signed by the head of the sub-unit as well as the head of the organizational unit, you can add this note by hand before you submit it to the rector.)

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

5. After your stay

   After your stay you will be asked to fill in the last questionnaire, as a report on 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’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.
  If your application was accepted but you would like to cancel it, you can do so up to 8 weeks before your departure date is due, stating the reasons why, via Mobility-Online.

7. Contact and support

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