MOBILITY-ONLINE

Mobility-Online Manual for

Incoming Students at

University of Applied Sciences BFI Vienna

Content

General Information

All incoming exchange students of the UAS BFI Vienna have to apply via the online platform Mobility-Online for their exchange semester.

We will send you an e-mail in which we confirm your nomination for the exchange with us and invite you to fill in the online application.

If you haven't received an e-mail from us by 5th May / 5th November, please make sure you have been nominated by your home university to participate in the exchange, before contacting us.

Please note that we currently only accept exchange students from our partner universities and cannot accept freemovers.

Deadline Winter semester	Deadline Summer semester	Step / Action	Responsibility
1 May	1 Nov	Nomination of selected student(s)	International coordinator of home institution
		Registration link is sent out to nominated incoming students	Incoming coordinator at UAS BFI Vienna
15 May	15 Nov	**Step 1 / Online registration**	**Student**
		Confirmation e-mail is sent out after successful registration	Mobility Online (auto-response)
25 May	25 Nov	**Step 2 / Complete personal data** **Step 3 / Upload all application documents**	**Student**
31 May	30 Nov	Formal check of application; Letter of Acceptance is issued on Mobility Online (if all application data has been provided by student)	Incoming coordinator at UAS BFI Vienna
5 June	5 Dec	**Step 4 / Download Letter of Acceptance**	**Student**
5 June	5 Dec	Course selection is available via Mobility Online	Incoming coordinator at UAS BFI Vienna
30 June	31 Dec	**Step 5 / Select courses** via Mobility Online	**Student**
		Step 6 / Prepare learning agreement (can be printed off Mobility Online or format of home institution can be used; needs to be signed and approved by home institution and student) and **upload of signed LA onto Mobility Online**	**Student**

Step 1 – Online registration

- After you have been nominated and the nomination has been accepted, you are going to receive an e-mail with information about the application process and topics to consider in preparation for your exchange. The e-mail also includes a link for registration in the application portal.

- Follow the link within the e-mail, enter your date of birth in the indicated box (see picture below) and press "Continue".

- *In case we haven't received your date of birth with the nomination, we have entered 01.01.2000 as your date of birth. Should this not work either, please contact us.*

- Next you will be asked to enter a login name (username) as well as a password. Click continue once you are ready.

- If your registration was successful you will see the following message:
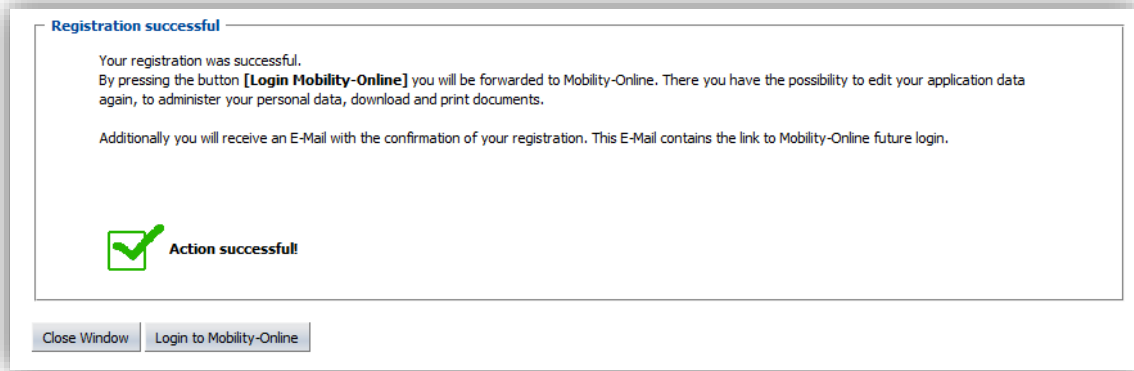
- You will also receive another e-mail with instructions about the next steps and your personal login link.
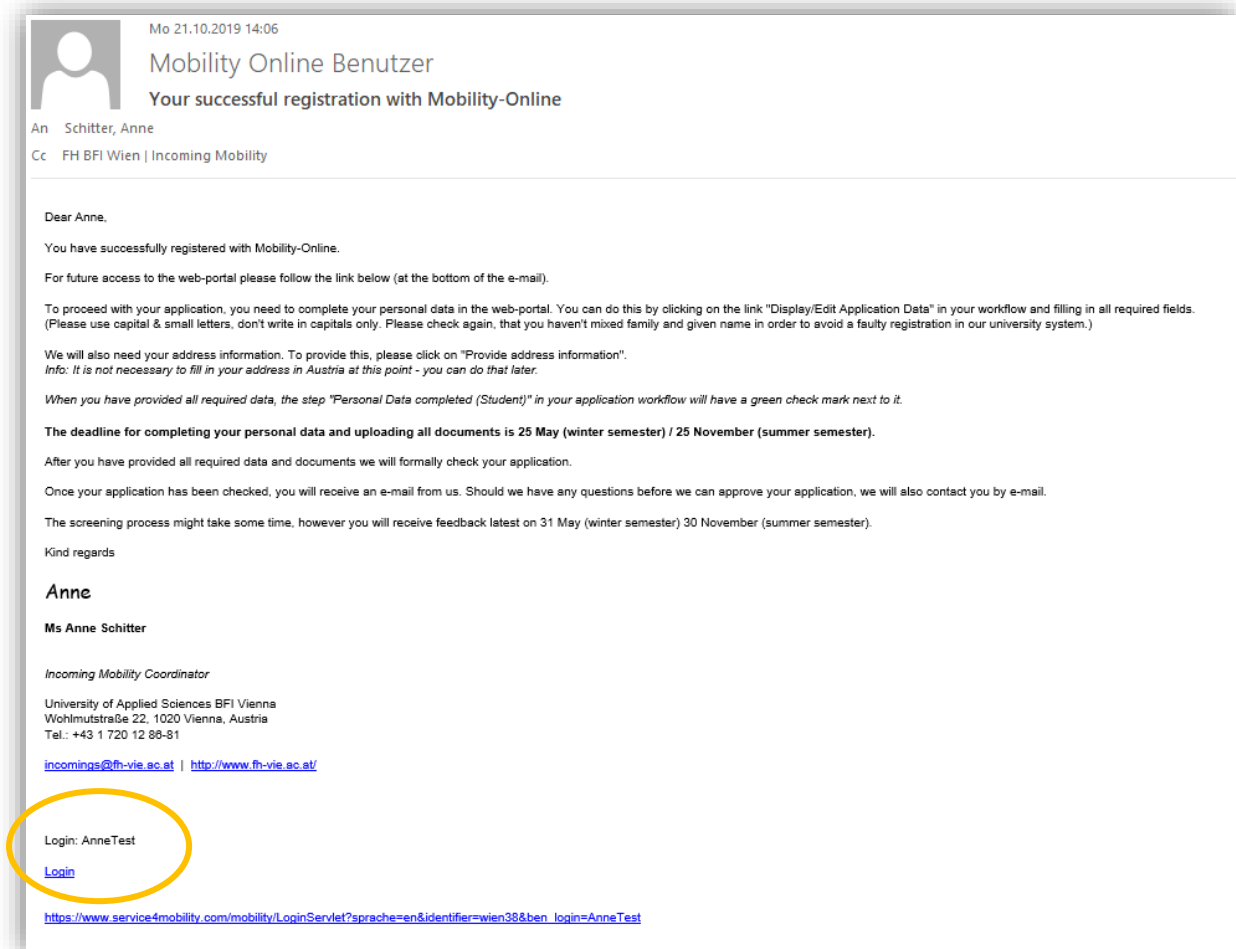
Step 2 – Complete your application

2.1 Application data

- Sign into your account by following the link from your registration confirmation e-mail.

  If you see the following message, you tried to login by using the registration link! You have to use the other link (see page 6!)

- After your successful login, you will see your "Application Workflow". In this overview, you can see which steps of the application process you have already completed and which ones you still have to do.

- Before any of the next application steps are activated, you have to **complete your personal data**. To do this, just click on the link "Display/Edit Application Data" to the right of the step "Online Application".

- You have to click on "Forward to update" (top or bottom of page) to start entering your data.

- When you click on the question mark next to a field, you will find additional information that clarifies what kind of data should be entered.

- The fields marked with an asterisk (*) are mandatory and need to be filled in before your data can be saved. If you missed something and try to save your data (by clicking "Update") it will look like this:

- Some of the information has already been filled in for you. **Please double check the information and correct it if necessary.**

- When filling in the online application, please make sure that **the right exchange programme** has been selected. The following options are available:

   o Erasmus+ SMS (study abroad) = Students from European partner universities, and students from Non-European partner institutions **receiving an Erasmus+ grant**

   o Cooperation = Students from Non-European Partner Institutions

- The **academic year** in which you will study at UAS BFI Vienna and the **semester** will be preselected.

If you will be studying with us for <u>two semesters</u> please select the semester in which you will arrive. When entering the dates of your stay further below in the application form (p. 10), please enter the start date of the 1st semester and the end date of the 2nd semester.

- Indicate if your home institution uses the European Credit Transfer System (ECTS)

- Please indicate if you will participate in one of our **Double Degree Programmes**

- Students from Non-European partner institutions should indicate if they will receive an Ernst Mach grant for their stay (also select this if you have applied but not received an answer yet)

- During the application you also have to provide information about your previous education.

  - University Entrance Qualification = High school certificate / secondary school leaving certificate / Abitur/… → select "Other" unless you went to school in Austria and graduated there("Matura")

  - Enter the date of your high school graduation (as stated on your certificate)

  - Select your current study level (Bachelor / Master)

  - If you are studying at Master level, you have to provide information about your Bachelor (undergraduate) degree
  - Enter the date of your graduation (as stated on your transcript/certificate)

- You can access our data processing information by clicking on the provided link in the yellow box in the application form. It is important that you confirm that you have read it by ticking the box.

- Our Erasmus Student Network (ESN) supports incoming exchange students before and during their exchange. They provide information, offer advice and organize many activities throughout the semester. If you would like to receive information about their offers select "Yes" in this category.

- In addition to their general support, ESN also organizes a Buddy programme. You can sign up for the programme and you will be assigned a"buddy" (a local student from UAS BFI Vienna) who will be happy to assist you during your time in Vienna. This is a great opportunity to meet local students! If you want to participate, select "Yes".

- You have to select a **degree programme** in which you will be enrolled at UAS BFI Vienna. Select the programme from which you will select most of your courses and/or that is most similar to the one you are studying at your home university. The "International Programme" offers courses but is no regular degree programme.

- This is also, where you can adjust the duration of your exchange period if you are staying for two semesters (only use the actual semester dates).
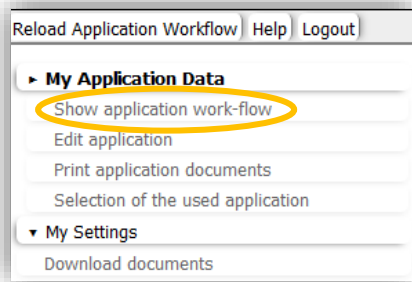

- When you have filled in all the information, save your changes by selecting "Update" at the bottom or top of the page
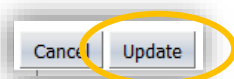
2.2 Personal data

- To continue with the next steps, select "Show application work-flow" in the menu

- To fill in the the personal data and your address details follow the link "Provide address information" in your work flow

- **Please double check that your first (given) name and last (family) name are not mixed up as this will lead to a faulty registration in our administrative system.**

- *You are asked to provide three addresses:*

  o Permanent address details = address in home country that is your main permanent address

  o Current address details = address in home country at your place of study (can be the same as the permanent address and details can be copied)

  o Foreign address = address in Vienna (*Of course if you don't know your address in Vienna yet, you can leave this part empty and fill it in later on*)

You can see that you have successfully completed your personal data, if instead of the red square next to the steps in your workflow, there are green check marks.

Step 3 – Uploading your application documents

- You will have to upload the following documents onto mobility online:

  - Recent photo for your student ID *(has to be in colour, passport-style)*
  - Relevant pages of your passport / ID
  - Transcript of Records of all previous semesters & overview of the courses you are currently taking *(which are not on you Transcript of Records yet) (in English or German;* **one file***)*
  - Proof of valid health insurance for Austria *(in English or German; upload a copy of your European Health Insurance Card if you have one; it is NOT sufficient to upload a national health insurance card!)*

  If you want to take courses taught in German, you have to provide a
  - German language proficiency statement min. B2 *(not relevant for the "Austrian Language and Culture" courses or if you are a native German speaker)*

  Double Degree students have to upload the following additional documents:
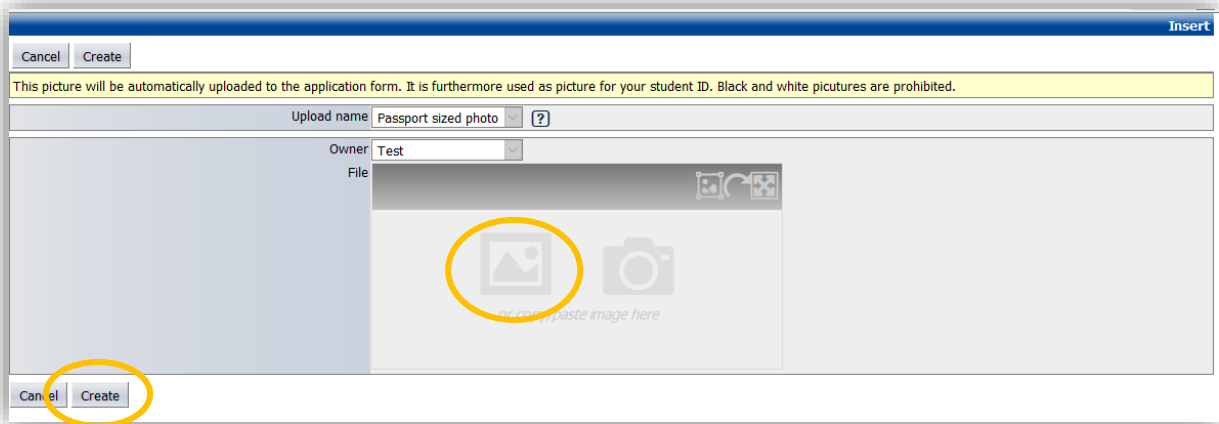
  - Birth Certificate
  - High School Certificate
  - *Graduate Students:* Bachelor's Certificate/Diploma

- To upload a document, just click on the link next to the relevant step.
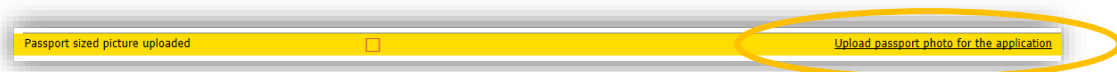
- You will be directed to the upload area, where you can choose your file (click on the landscape image to search for you file; photo also: drag and drop/ copy and paste).

- Click "create" to upload your chosen file.

Please be aware that some files have to be uploaded in a certain format and there is a restriction for the file sizes (usually max. 1 MB per file).

You have to upload all of the documents and only after you have uploaded one document, you can access the upload link for the next document.

Step 4 – Download Letter of Acceptance

- After you have completed your personal data and provided all application documents we will **formally check** your application.
  Should we have any questions, we will send you an e-mail to the provided e-mail address.

- Once your application has been formally checked you will receive an e-mail and you will be able to download your Letter of Acceptance.
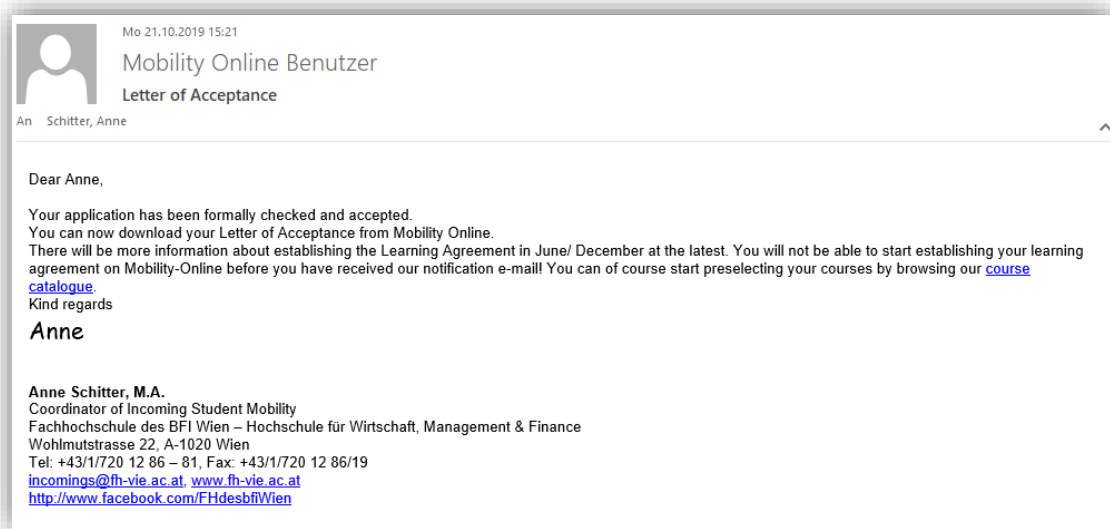
Please note that the formal check may take some time; however, you will receive feedback latest by 31st May (winter semester) / 30th November (summer semester).

- Download the Letter of Acceptance by clicking on the link "Download letter of acceptance" in your workflow.

Should you need a hard copy of the Letter of Acceptance for visa purposes etc., send an e-mail to incomings@fh-vie.ac.at.

You will receive information about Step 5 – Selection of courses and Step 6 – Preparing your learning agreement once the course selection is available.