

# Your Mobility Online Account

Steps need to be completed in order

Once a step has been completed a ticked box will appear in this section

Indicates who's completed the step and when (tutors or admins can also compete steps for you)

Links to complete the steps (they only become available as previous steps are completed)

Amount of steps remaining

Necessary steps		Done	Done on	Done by	Direct access via following link	6 / 13
+ Application and registration						4 / 4
+ Decisions: Tutor & Host Institution						2 / 3
+ Pre-Departure/Departure						0 / 2
+ Learning Agreement						0 / 1
+ Erasmus funding	*This section is only available to students going to Europe*					0 / 1
+ Extension of stay (optional)						0 / 0
+ After the mobility						0 / 2

Every steps breaks down into further sub-steps when clicking on the expand sign

You can find the online application form link on our [study abroad page](#) Or, if you already have an account, you can login [here](#).

# Your Mobility Online Steps

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 13
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	21/05/2019	Automatically generated		
Online Registration	<input checked="" type="checkbox"/>	21/05/2019			
Personal details completed	<input checked="" type="checkbox"/>			<a href="#">View your contact details</a>	
<b>Decisions: Tutor &amp; Host Institution</b>					3 / 3
Application marked as complete	<input checked="" type="checkbox"/>	11/07/2019			
Application Accepted by Tutor, please apply via Partner institution	<input checked="" type="checkbox"/>				
Place confirmed by partner institution	<input checked="" type="checkbox"/>	16/01/2020			
<b>Pre-Departure/Departure</b>					1 / 2
Pre-Departure Email received	<input checked="" type="checkbox"/>	16/01/2020			
<ul style="list-style-type: none"> <li>Meeting Date : 16/01/2020</li> <li>Meeting Time : 11:30</li> </ul> Click on the link to complete Health and Safety Requirements				<a href="#">Open Health and Safety Website</a>	
Health and Safety Requirements completed	<input type="checkbox"/>			<a href="#">Confirm Health and Safety tasks are complete</a>	
<b>Learning Agreement</b>					0 / 1
Learning Agreement uploaded	<input type="checkbox"/>				
<b>Erasmus funding</b>					0 / 1
Erasmus funding details entered	<input type="checkbox"/>				
<b>Extension of stay (optional)</b>					0 / 0
Extension of stay (optional)	<input type="checkbox"/>				
<b>After the mobility</b>					0 / 2
Complete After Mobility Questionnaire	<input type="checkbox"/>				
After Mobility Form uploaded	<input type="checkbox"/>				

Some steps will have to be completed by your tutors or exchange coordinators

This steps needs completing before the other steps further down become available. The same logic applies for the next steps as well.

An unticked box means the step has not been completed yet. A link for the step completion can be found to the right.

If the box is a unticked but there is no link available to complete the step, it means a previous step needs to be completed first

# Your Erasmus Grant Application on Mobility Online

Once you complete the Health and Safety requirements, you can upload your Learning Agreement. Your Learning Agreement needs all 3 signatures before it is uploaded. (Yours, your department's and your receiving institution's)

After you upload your LA, you can then confirm your Erasmus Details and upload your Grant Agreement. Your Grant Agreement needs to be signed by you. Please note we don't accept typed names as signatures so you'll have to sign it by hand and scan it or use an electronic signature.

This is only relevant to International Business students.

At the end of your Mobility, in order to receive your last Grant instalment (the remaining 30%) you will need to complete a short questionnaire and then upload your After Mobility Form. Your After Mobility Form is the last section of your Learning Agreement.

Necessary steps		Done	Done on	Done by	Direct access via following link	19 / 20
<b>Pre-Departure/Departure</b> 2 / 2						
Pre-Departure Email received <input checked="" type="checkbox"/> 03/09/2019						
Click on the link to complete Health and Safety Requirements					<a href="#">Open Health and Safety Website</a>	
Health and Safety Requirements completed <input checked="" type="checkbox"/> 03/09/2019						
<b>Learning Agreement</b> 1 / 1						
Learning Agreement uploaded <input checked="" type="checkbox"/> 05/09/2019						
					<a href="#">Upload your signed Learning Agreement</a>	
<b>Erasmus funding</b> 8 / 8						
Erasmus funding details entered <input checked="" type="checkbox"/> 15/07/2019						
					<a href="#">Enter Erasmus funding details</a>	
Start and end dates for mobility confirmed <input checked="" type="checkbox"/> 15/07/2019						
Grant agreement form uploaded <input checked="" type="checkbox"/> 15/07/2019						
					<a href="#">Upload your grant agreement form</a>	
Dual Award check done <input checked="" type="checkbox"/> 14/08/2019						
					<a href="#">Dual Award check</a>	
First installment generated <input checked="" type="checkbox"/> 17/01/2020						
					<a href="#">Confirm first grant payment</a>	
Grant payment confirmed <input checked="" type="checkbox"/> 17/01/2020						
					<a href="#">Confirm second grant payment</a>	
Second installment generated <input checked="" type="checkbox"/> 17/01/2020						
Grant payment confirmed <input checked="" type="checkbox"/> 17/01/2020						
<b>Extension of stay (optional)</b> 0 / 0						
Extension of stay (optional) <input type="checkbox"/>					<a href="#">Enter details for your extension of stay (optional).</a>	
<b>After the mobility</b> 1 / 2						
Complete After Mobility Questionnaire <input checked="" type="checkbox"/> 09/12/2019						
					<a href="#">Complete After Mobility Questionnaire</a>	
After Mobility Form uploaded <input type="checkbox"/>						
					<a href="#">Upload your signed After Mobility Form</a>	

# The Learning Agreement on Mobility Online

Once you upload your Learning Agreement, it will be checked and if found to be incomplete you shall receive an e-mail and will be requested to amend and re-upload your Learning Agreement

You will then have to confirm all the amendments have been done and that the file has been re-uploaded. Only then you will be able complete further steps and we will be able to process your grant.

The screenshot displays a user interface with two main sections: 'Learning Agreement' (yellow background) and 'Erasmus funding' (green background). The 'Learning Agreement' section contains three items: 'Learning Agreement uploaded' (checked, 19/12/2019), 'Learning agreement not complete (e-mail received)' (checked, 16/01/2020), and 'Learning Agreement marked as incomplete - Confirmation of correction of the Learning Agreement information' (unchecked). The 'Erasmus funding' section contains seven items, all unchecked: 'Erasmus funding details entered', 'Start and end dates for mobility confirmed', 'Grant agreement form uploaded', 'First installment generated', 'Grant payment confirmed', 'Second installment generated', and 'Grant payment confirmed'. A red box highlights a button labeled 'Confirm that the Learning Agreement information has been amended'. A blue callout box points to this button, stating 'Further step actions will appear here once you upload your Learning Agreement.' The interface also shows a '2 / 3' indicator and file upload statistics for each item.

Task	Status	Date	File Size
Learning Agreement uploaded	✓	19/12/2019	0/15/0 ms (160)
Learning agreement not complete (e-mail received)	✓	16/01/2020	0/16/0 ms (170)
Learning Agreement marked as incomplete - Confirmation of correction of the Learning Agreement information	✗		0/0/0 ms (180)
Erasmus funding details entered	✗		
Start and end dates for mobility confirmed	✗		
Grant agreement form uploaded	✗		
First installment generated	✗		
Grant payment confirmed	✗		
Second installment generated	✗		
Grant payment confirmed	✗		

Before uploading your Learning agreement please ensure it has been signed by all 3 required parties: you, your department, and your host organisation. If you are unsure who to send the documents to for signing, please contact your school.

Please note we don't accept typed names as signatures so you'll have to sign it by hand and scan it or use an electronic signature.

# The Grant Agreement on Mobility Online (for Erasmus applications Only)

Erasmus funding			7 / 7
Erasmus funding details entered	<input checked="" type="checkbox"/>	18/07/2019	<a href="#">Enter Erasmus funding details</a>
Start and end dates for mobility confirmed	<input checked="" type="checkbox"/>	20/08/2019	<a href="#">Confirm your mobility dates</a>
Grant agreement form uploaded	<input checked="" type="checkbox"/>	22/08/2019	<a href="#">Upload your grant agreement form</a>
First installment generated	<input checked="" type="checkbox"/>	17/01/2020	
Grant payment confirmed	<input checked="" type="checkbox"/>	17/01/2020	<a href="#">Confirm first grant payment</a>
Second installment generated	<input checked="" type="checkbox"/>	17/01/2020	
Grant payment confirmed	<input checked="" type="checkbox"/>	17/01/2020	<a href="#">Confirm second grant payment</a>

In order to upload your Grant Agreement, you must first Enter your Erasmus funding details and confirm your mobility dates

[Enter Erasmus funding details](#)

When you click on the link a new screen will pop up where you will have to answer a few questions. Please ensure you input the right information as this might affect your Grant Application.

If you select that you do not want to apply for Erasmus Funding, we will not be able to process your Grant, so ensure you tick YES.

Cancel Edit Record

Master data	Personal details	Pipeline	Documents (0)	E-mails (3)
<b>Funding</b>				
Have you Received Erasmus Funding yet ?		<input type="radio"/> Yes <input checked="" type="radio"/> No *		
Would you like to apply for Erasmus funding ?		<input checked="" type="radio"/> Yes <input type="radio"/> No *		
I am in receipt of a means-tested full government maintenance grant or with an household income level (as assessed by Student Finance Service) of £25,000 or less		<input type="radio"/> Yes <input checked="" type="radio"/> No *		
Confirmation: provided funding details are correct		<input checked="" type="checkbox"/> *		

Cancel Edit Record

You need to Click on the Edit Record button to answer the questions.

Completing these steps ensure you will receive your first part of the Grant (70%)

If you qualify to select Yes, you will be eligible for an increased Grant.