

Your Mobility Online Account

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

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 complete steps for you)

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

Amount of steps done

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 13
+ Application and registration					4 / 4
+ Decisions: Tutor & Host Institution					3 / 3
+ Pre-Departure/Departure					1 / 2
+ Learning and Grant Agreements					0 / 1
+ Erasmus/Turing funding					0 / 1
+ Extension of stay (optional)					0 / 0
+ After the mobility - to be completed after you've finished your study abroad mobility					0 / 2

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

Your Mobility Online Steps

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

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"/>			View your contact details	
Decisions: Tutor & Host Institution						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 instution	<input checked="" type="checkbox"/>	16/01/2020			
Pre-Departure/Departure						1 / 2
	Pre-Departure Email received	<input checked="" type="checkbox"/>	16/01/2020			
	<ul style="list-style-type: none">Meeting Date : 16/01/2020Meeting Time : 11:30					
	Click on the link to complete Health and Safety Requirements				Open Health and Safety Website	
	Health and Safety Requirements completed	<input type="checkbox"/>			Confirm Health and Safety tasks are complete	
Learning Agreement						0 / 1
	Learning Agreement uploaded	<input type="checkbox"/>				
Erasmus funding						0 / 1
	Erasmus funding details entered	<input type="checkbox"/>				
Extension of stay (optional)						0 / 0
	Extension of stay (optional)	<input type="checkbox"/>				
After the mobility						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

Outline of your Application Steps on Mobility Online

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

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 20%) 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.

The Learning Agreement on Mobility Online

Important Information

- 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.

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 to complete further steps and we will be able to process your grant.



Learning Agreement 2 / 3

	Learning Agreement uploaded	<input checked="" type="checkbox"/>	19/12/2019			0/15/0 ms (160)
	Learning agreement not complete (e-mail received)	<input checked="" type="checkbox"/>	16/01/2020			0/16/0 ms (170)
	Learning Agreement marked as incomplete - Confirmation of correction of the Learning Agreement information	<input type="checkbox"/>				0/0/0 ms (180)

Confirm that the Learning Agreement information has been amended



Further step actions will appear here once you upload your Learning Agreement.

The Grant Agreement on Mobility Online

In order to upload your Grant Agreement, you must first Enter your Erasmus funding details and confirm your mobility dates. Please ensure you input the right information as this might affect your Grant Application.

Erasmus funding 7 / 7

Erasmus funding details entered	<input checked="" type="checkbox"/>	18/07/2019	Enter Erasmus funding details Confirm your mobility dates Upload your grant agreement form
Start and end dates for mobility confirmed	<input checked="" type="checkbox"/>	20/08/2019	
Grant agreement form uploaded	<input checked="" type="checkbox"/>	22/08/2019	

When you click on the Enter Ersasmus funding link a new screen (below image) will pop up where you will have to answer a few questions.

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

Cancel **Edit Record**

Master data Personal details Pipeline Documents (0) E-mails (3)

Funding

Have you Received Erasmus Funding yet? Yes No *

Would you like to apply for Erasmus funding? Yes 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 Yes No *

Confirmation: provided funding details are correct *

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**.

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

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