

## Mobility Online Tutorial for UNamur students

This following tutorial contains instructions and explanations on how to use Mobility Online to apply for and manage, if accepted, your international mobility experience.

If you have any specific *academic questions* about your Erasmus experience, please contact the international coordinator in your specific UNamur faculty or study programme. For any *technical issues* with the Mobility Online software, please contact the International Mobility Unit at [international-mobility@unamur.be](mailto:international-mobility@unamur.be).

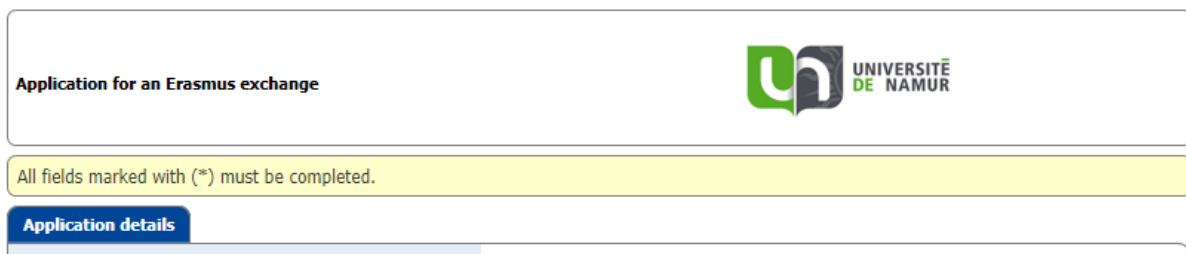
Please read the tutorial carefully and perform the steps explained in Mobility Online before contacting your faculty coordinator or the International Mobility Unit. Please note that the International Mobility Unit will only respond to questions that are not covered in this tutorial.

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### Step 1: Registration on the Mobility Online Portal

Complete the application form by going to [this link](#):

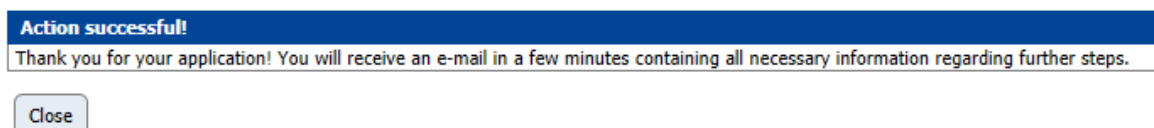
([https://www.service4mobility.com/europe/BewerbungServlet?identifieur=NAMUR01&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMS&sprache=en](https://www.service4mobility.com/europe/BewerbungServlet?identifieur=NAMUR01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en))



Please complete the online form as carefully as possible as the information provided will be accompanying you all along your international mobility experience. Avoid errors at this point, as it will be difficult to correct those errors later on.

All fields containing an (\*) are mandatory and you will not be able to submit your form if those fields have not been completed.

After completing and sending the form, you will receive the following message, whereupon you can then close the current page.



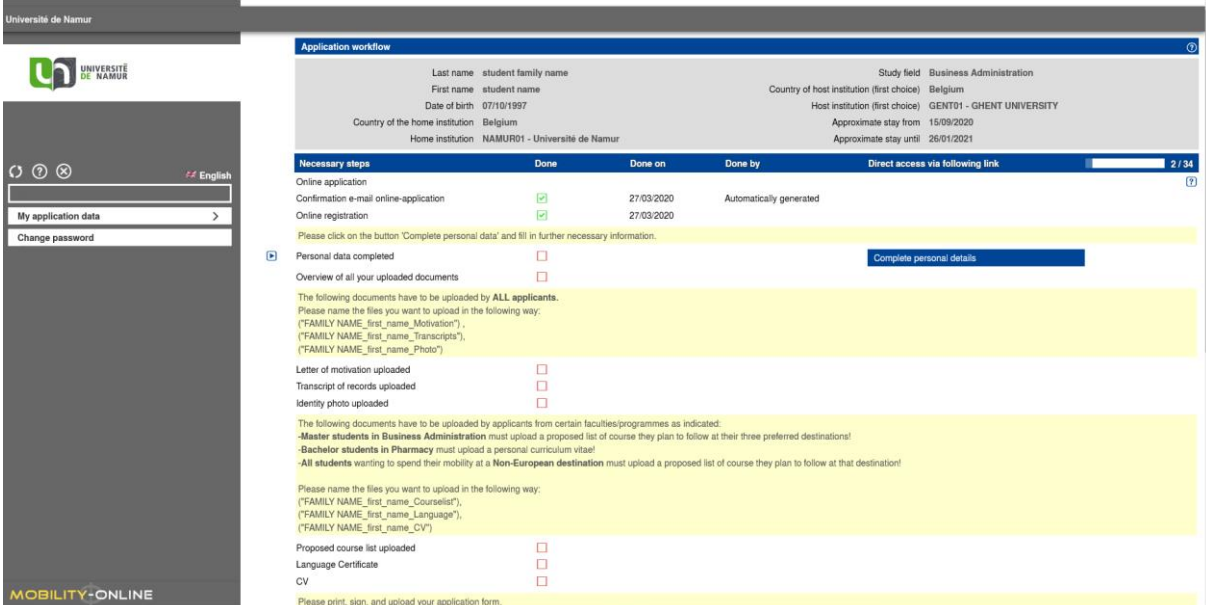
## Step 2: Creation of login and eID

After submitting your application, you will receive an automated email acknowledging the receipt of your application and the instructions on what to do to create your login and password for the Mobility Online platform. Please carefully preserve the login and password you create, as you will need them again and again in the future. If for some reason you have not received this first email (with the title “Confirmation of Application - further steps required by you”) within 5 minutes, please check your Spam folder. The email is sent by [no\\_reply@unamur.be](mailto:no_reply@unamur.be).

After having created your login and password, you will again receive an automated email of confirmation asking you to access your personal space in Mobility Online where you can complete your application through the further steps explained below. If for some reason you have not received this second email (with the title “Confirmation of Registration”) within 5 minutes, please check your Spam folder. The email is sent by [no\\_reply@unamur.be](mailto:no_reply@unamur.be).

## Step 3: Completing your application by adding your personal information and uploading the documents required by your faculty coordinator in order for them to be able to examine your application.

After logging onto the Mobility Online database, you will get to your personal space which looks something like this:



The screenshot shows the 'Application workflow' page in the Mobility Online system. The page is divided into several sections:


- Application details:** A table showing personal and institutional information.
 

Field	Value
Last name	student family name
First name	student name
Date of birth	07/10/1997
Country of the home institution	Belgium
Home institution	NAMUR01 - Université de Namur
Study field	Business Administration
Country of host institution (first choice)	Belgium
Host institution (first choice)	GENT01 - GHEENT UNIVERSITY
Approximate stay from	15/09/2020
Approximate stay until	26/01/2021
- Necessary steps:** A table showing the progress of various steps.
 

Step	Done	Done on	Done by	Direct access via following link
Online application	<input checked="" type="checkbox"/>	27/03/2020	Automatically generated	<a href="#">2 / 34</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	27/03/2020		
Online registration	<input checked="" type="checkbox"/>	27/03/2020		
- Next steps:** A list of tasks that need to be completed, each with a checkbox.
  - Personal data completed (with a 'Complete personal details' button)
  - Overview of all your uploaded documents
  - Letter of motivation uploaded
  - Transcript of records uploaded
  - Identity photo uploaded
  - Proposed course list uploaded
  - Language Certificate
  - CV
- Instructions:** Textual instructions regarding document uploads, such as 'Please click on the button "Complete personal data" and fill in further necessary information.' and 'The following documents have to be uploaded by ALL applicants.'

### Necessary steps

You will see your “application workflow” and the you will have to complete in this workflow in order to move your application (and then your mobility) along. Start at the top, where you see that you have already completed the first two necessary steps (= the “online application” and the “online registration”). This is shown on the page by a green “check”  next to the relevant step.

Going down the list of necessary steps, you will come to an arrow,  , which shows you the next step you will have to perform. In the above example, you will have to complete your personal details.

You will also see that the box next to “Personal data completed” is still red:  .


You will only be able to move forward by completing one step at a time, as each subsequent step depends on the previous one. In the example above, the next step is to complete your personal details.

### Complete personal details

Please do so by clicking on

#### Box: How can I correct the information I have entered?

If you have to make changes (update your banking information, for example) or to correct an error entered by mistake, please find here the explanation with regards to...

1. Changes to my initial application data: Click on “My application data”  and then “Edit application” and then “Forward to update”. Please proceed to do your updates and then confirm the changes by clicking on “Update”
2. Changes to my personal information: Click on “Complete personal details” and then “Forward to update”. Please proceed to do your updates and then confirm the changes by clicking on “Update personal details”

After completing your personal details, you now have to upload the necessary documents, as specified by your faculty coordinator, to complete your application for a mobility abroad. You can at any point see the documents you have already uploaded by clicking on :

[Click here to see all documents that you have uploaded so far](#)

Specifically, you all have to upload 1) a letter of motivation, 2) your transcripts of records, and 3) a photo of yourself.

Depending on your study programme at UNamur and whether or not you would like to study at a non-European destination, you will also have to upload 4) a proposed course list of the courses you wish to follow abroad, 5) a language certificate and 6) your curriculum vitae.

After having uploaded all your relevant documents, you have to print your application form, sign it and upload it, signed, into the system. As soon as that is done, you will have to wait until your faculty coordinator has reviewed your application and accepted it for a mobility abroad. If that is the case, please move on to the next step. If not, your application in Mobility Online ends at this point.

Print application form

Upload signed application form

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**Step 4:** As soon as your faculty coordinator has examined your application and found that it is complete, they will confirm this next to the relevant entry in your workflow. This is usually done at the same time as the allocation of your application to one of your three partner university choices.

Once your application has been accepted and your exchange destination has been attributed to you, you will see a green check mark next to the workflow item “Application allocated to partner institution”.

Application allocated to partner institution



30/03/2020

Administrator Namur

Your faculty coordinator will perform this step as well as the next one “Application nominated at partner institution”, which means that the partner institution where you will spend your mobility abroad has been officially informed by UNamur that you are scheduled to spend an exchange semester with them.

The partner university will usually quickly contact you in order to provide you with the administrative steps necessary to register at that partner university and also provide you with specific information regarding housing, arrival, orientation activities, deadlines, etc.

**Please note that it is your own responsibility (and not that of UNamur or your faculty coordinator) to react to what the partner university asks you to do!!!**

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**Step 5:** OLS language test (see the box below for an explanation)

All students scheduled for a mobility semester in one of the European Union member states will have to do this test, and only those students will see this step appear in the workflow. Students scheduled for a mobility semester in Flanders or outside of Europe do not have to do the test and will therefore not see this step in their workflow.

### Complete OLS Survey

If you see the following step, click on it:

You will be brought to a survey in which you have to state the language in which you would like to be tested (please read the box below before choosing your language) and then a second language for the optional course, if your level in the first language is already sufficient. You will then be contacted separately with the invitation for the first test.

#### **Objective of the OLS obligatory language assessment**

As a recipient of an Erasmus+ scholarship you are obliged to do a language test before and after your mobility semester.

The objective of this is to assess your level of a language before your departure, then give you the possibility to follow an optional online language course during your semester abroad (in addition to your other activities in that language during your mobility) and then retake the test a second time with the expectation that this result will be better than the first. The overall objective is for you to improve your language skills.

#### **In which language should you be tested?**

The language in which you do the first and second tests is normally the one that is related to your mobility semester. This means that it should be the teaching or working language of the university or internship institution where you spend your mobility. For example, a student spending a semester at Maastricht University should be tested in English (as that is the teaching language at Maastricht) or in Dutch (as that is the every-day language in Maastricht). A second example: a student doing an Erasmus+ internship in Paris should not do the test in French, as that is the native language for most UNamur students. Instead, the student can do it in English or any other language that is somehow related to the internship.

#### **Which languages can be tested?**

The test is available for 18 languages:

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Finnish, French, Croatian, Hungarian, Italian, Dutch, Polish, Portuguese, Romanian, Slovak and Swedish.

OLS courses are available at all levels for German, English, Spanish, French, Italian and Dutch; up until B2 level for Portuguese; and at A1 level for Bulgarian, Czech, Danish, Greek, Finnish, Croatian, Hungarian, Polish, Romanian, Slovak and Swedish.

#### **What is the language course?**

The online course to which you will be invited after you take the first test gives you the opportunity to improve your language skills further. This is free and you should therefore really make the most of this opportunity. The course is guided by an online tutor and you can already get started now (after you take the first test) in order to help you get used to the language of your mobility semester. The language test assessment is done on the CEFR scale, so from A1, A2, ... to C2 (the latter being the highest score).

If you have an A1, A2, B1 in the first language test, you will be automatically invited to the course in the same language, as you should improve it. If you have a B2, C1 or C2, you will not receive an



Erasmus+

automatic invite, but will be asked whether you want to do the course in the same language as the one tested or in another language that is relevant to the city and country of your mobility (see the English versus Dutch example discussed for Maastricht above).

**Step 6:** You will be contacted by the International Mobility Unit ([international-mobility@unamr.be](mailto:international-mobility@unamr.be)) around June/July to proceed with your online application and will receive additional tutorials to help you do so.