Manual Mobility-Online for incoming students

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1 STEPS BEFORE YOU COME TO KDG

1.1 Receive nomination e-mail

Your home institution will provide us with your data for nomination at our university college. Based on this data, your first contact with KdG is an e-mail confirming your nomination. Click on the link at the end of the e-mail to register yourself in Mobility Online.

1.2 Registration into Mobility Online

✓ Click on link in e-mail.

The first screen you will see is:

✓ Input your date of birth.

Afterwards a second step will appear.
Choose a login and password (the password should be at least 6 digits, one number, at least one upper case letter and no special characters).

Please remember this login and password, since you will be needing this throughout the entire process.

1.3 Receive a confirmation of registration e-mail

You will receive an e-mail if your registration in Mobility Online was successful. In the e-mail, there will be a link to log in at mobility online. Please save this e-mail, this is your direct link to Mobility-Online.

1.4 Log in at Mobility Online

✓ Enter your password
Note: If you have forgotten your password, you can click on the button *Forget your password?*. Afterwards you will receive an e-mail containing your password.

Once you have logged on to Mobility-Online, you can see your workflow. This is the entire process you will need to follow throughout your exchange.

This is an example of your workflow:

On the left-hand side, you will see all the steps in the process. On the right-hand side, you can access these steps, just click on the link to go the step. You will also be able to find other information: when a step is completed (the date) and by whom (Done by).

In the middle, you will find check boxes, this way you can see if a step is completed or not.

### 1.5 Complete the application details

The first step you will need to complete in your workflow is completing the application details.

- To the *right* of the screen are the **actions** you need to take. You can click on the action to complete it and go to the next step. Click on “complete application details”.

- You now get a form that you will need to fill out. To activate the fields, **click on the button** on the left at the end of the page, *"Forward to update"*. If you do not click on this button, you will not be able to modify the fields.
Once you have filled out the form, click on “Update”.

If you filled out everything correctly, you will get this screen:
1.6 Fill out the personal data form

- Click on the link on the right side of your workflow
- Click on the “forward to update” button to fill out the form (you will always need to press this button if you want to edit a form in Mobility Online)
- Once every box is completed, press “Update personal details”. If you would press on the “Back to the application workflow” button, your changes will not be recorded and you will have to repeat the step.

Keep in mind that you can always edit the details later on.

1.7 Uploading necessary documents
Depending on the study program you wish to follow, you will need to upload certain documents. In the example, there are 3 documents needed: a passport photo, a motivation letter and a proof of English proficiency.

You can upload the documents by clicking on the link to the right. It doesn’t matter in which order you upload the documents.

The first document: a passport photo

- Click on the button “Bladeren...” to search for your document. Then click on “Create”.

The second document: a motivation letter

- Click on the button “Bladeren...” to select the document, then click on “create”.

The third document: proof of English language proficiency

- Click on the button “Bladeren...” to select the file, then click on “Create”.

Note: you might have to upload other documents, this is just an example for a specific study program.

1.8 Confirming that you uploaded all documents

Once you’ve uploaded all documents, you need to indicate that you have done so. Only do this if every required document is uploaded.
Click on the right to indicate that you are done uploading.

Select the box and click on “Create”

On the top, it will indicate if the action was successful.

Click on “Return to workflow” to go back to your workflow.

1.9 Additional documents

If you would like to update additional documents, you can do so now. You don’t have to upload anything extra, this is an optional step, you can leave this blank if you want.

Proceed in the same way that is indicated above to upload a new document.

1.10 Approval of application

Once you have done all the previous steps, Karel de Grote University College is going to check all your application details. You need to wait until you get an e-mail that indicates
if your application is approved or if something is still missing. Please also check any attached documents! Once you received an e-mail that states that your application is approved, you can move to the next step, creating a Learning agreement. **In this e-mail there is also some arrival information and information about registration at the immigration office.**

**IMPORTANT!** You need to discuss first the courses of your Learning agreement with your home departmental coordinator AND with the KdG departmental coordinator, over e-mail or phone, to avoid delay in Mobility Online.

In other words, make sure that the courses you select in Mobility Online are already discussed both at home and at KdG.

### 1.11 The Learning agreement

Creating a learning agreement involves a couple of steps. Here’s the general outline:

1. Create a Learning Agreement by selecting the courses you want to attend
2. Submit the Learning Agreement
3. Wait for notification by email that KdG has approved* and signed the Learning agreement
4. Print the Learning Agreement and sign it yourself + have it signed by your home institution for approval
5. Upload the signed (by all!) Learning Agreement
6. Wait until KdG approves the uploaded and completely signed Learning Agreement

*In case of rejection by KdG, you will receive an email notification with the reason of rejection.

View of these steps in your workflow:

#### 1.11.1 Creating a Learning Agreement step by step

- **Step 1:** selecting the courses you wish to follow at KdG

  ✓ Click on the right, “Create learning agreement” (remember, you can only do this if KdG has approved your application).
To select courses, click on the blank page \( \square \), next to “no courses found”. Now you are able to search for the courses you would like to follow.

To find a course, click on the page with the hourglass \( \square \). You will get a list of all courses available for you.

Your list will look like this:

Watch out: if you want to select a course, you need to select the correct semester, Spring or Autumn. Most courses are given in both semesters, please choose the correct semester. You can find the semester in the second column. If you would like some more information about the course, click on the year at the left side of the page.

To select a course, tick the box on the left of the page.
International Relations Office

If you tick a box, you will automatically be redirected to the previous page.

Press “Create” to add the course to your Learning Agreement

If you wish to add a new course, press “Enter next record”. If you have completed your learning agreement, go back to general overview.

Note: You do not need to compile the learning agreement at once, you can come back and add more courses.

You will need to repeat the previous steps to compile your entire Learning Agreement.

Step 2: Submitting your Learning Agreement

Only if you have completed your entire Learning Agreement, you may submit it to KdG.

Press “Submit Learning Agreement” on the right.

Tick the box to confirm that you are finished and click on “Create”.

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On the left side of the page, you can see if your action was successful or not.

✓ Click “Cancel” to go back to your workflow.

**Step 3 : Wait until KdG has approved and signed the learning agreement**

Once KdG received your Learning Agreement, they will check it and then sign it. If they have completed these steps, you will be able to move further in your workflow and be able to print the signed agreement. You will receive an e-mail once this is done.

**Step 4: Print the Learning Agreement and sign it yourself + have it signed by your home institution for approval**

Once KdG has approved your agreement, you will receive an e-mail with the signed Learning Agreement attached and you will be able to print the signed learning agreement in your workflow, the next steps for you to follow are:

✓ Print the Learning Agreement
✓ Sign the Learning Agreement yourself
✓ Go to your home institution and let them sign the Learning Agreement for their approval

To print the Learning Agreement:

✓ Click on “Print signed Learning Agreement”

You will get a link to the agreement:
International Relations Office

- To print the document, click on the sign, next to the file name.
- To go back to the workflow, click on “Cancel”

**Step 5: Upload the signed Learning Agreement**

Once the Learning Agreement is signed by all parties, you will need to upload it again in Mobility Online.

- Click on “Upload signed Learning Agreement” on the right.
- Click on the button “Bladeren…” to select the document, then click on “Create”.

**Step 6: Wait until KdG approves the uploaded and completely signed Learning Agreement**

You have now completed your Learning Agreement. The only thing left to do is wait until KdG approves your Learning Agreement.

You will also be able to see this in your workflow:

1.12 Arrival information

Once you have completed all the previous steps, KdG will send you an e-mail containing information about your arrival (part of this info has already been received in the approval e-mail). This will be a couple of weeks before you come to Belgium.

Step visible in your workflow:

1.13 Transcript of records

In the following step, you will need to upload your Transcript of Records.
Click on “Upload most recent Transcript of records from home institution” on the right of the screen.

Click on the button “Bladeren...” to select the document.

Click on “Create” to upload.

1.14 Complete arrival information

After uploading the transcript of records, you can immediately proceed to completing the arrival information.

Click right to go to the form

Complete the information and click on “Create”

If all the information is correct, click on “Cancel”

If you want to change something, click “forward to update”

1.15 Insurance information

After completing the previous step, you can directly continue to completing the insurance information.

Click right to go to the form
Complete the form and click on “Create”

To go back to the workflow, click “Cancel”
To change the information, click “Forward to update”

1.16 Confirm stay abroad

When you are certain that you will come to KdG, you can confirm your stay abroad.

Click right to go to the form to confirm
Choose “Yes” to confirm your stay at KdG
Choose “No” to cancel your stay at KdG
If you have indicated your choice, click “Create”

1.17 Welcome information

Once your exchange is confirmed by the international office, you will receive an e-mail with welcome information.

2 STEPS WHEN YOU ARRIVE AT KDG

2.1 Changes to your Learning Agreement (Optional)

2.1.1 Enter changes to your Learning Agreement

Before you make any changes, discuss them with your departmental coordinator at KdG. Afterwards you need to enter these changes into Mobility-Online. We recommend entering the changes together with the departmental coordinator. In doing so, the changes can be confirmed immediately and you will receive them signed by KdG (as an upload in Mobility Online).

In your workflow you will be asked if changes to the Learning Agreement are necessary or not.

If you choose yes, you will be able to change your courses.

You will get an overview of the courses in your Learning Agreement.

Example:

- If you would like to delete a course, you can click on the button, in front of the name of the course.
- If you want to add a course, click on “Enter further courses...”
The procedure for entering further courses is the same as when you compiled your Learning Agreement the first time, for a detailed description of actions, go to point 1.11.1 Creating a Learning Agreement step by step.

Once you have finished your new Learning Agreement, click on “Back to the application workflow”.

After this step, KdG is going to check your Learning Agreement and submit it for you. (you don’t have to do this yourself)
Once KdG has approved your changes to the Learning agreement, they will upload a signed version so you are able to print it and sign it yourself. You will receive a notification e-mail about this.
Once your Learning Agreement is ready for you, you will receive an e-mail with the changed Learning Agreement in attachment and you will be able to download this in your workflow:

You can now print your Learning Agreement and send it to your home institution for signing. Once it is signed, you must upload it again.

2.1.2 Upload signed changes to the Learning Agreement

To upload the signed changes to the Learning Agreement, go to the next step in your workflow.

Click on “Upload signed Changes to Learning Agreement”.

To upload a document, proceed as before.

All steps are completed until the end of your exchange period.

3 STEPS CONCERNING DEPARTURE

A couple of weeks before your departure, you will receive a departure e-mail form KdG.

After you received this e-mail, you will need to complete a couple of steps in your workflow.

3.1 Departure date

You need to add a departure date
3.2 Confirmation of stay and Transcript of Records

After this step, KdG will make your Confirmation of stay available so you can print it and give it to your home institution.

Once you have completed your semester and your grades are available, you are going to be able to download your transcript of records.

3.3 Evaluation questionnaire

The final step is completing the evaluation questionnaire

Please complete the questionnaire and confirm at the bottom:

Once your records are complete, your exchange is closed.