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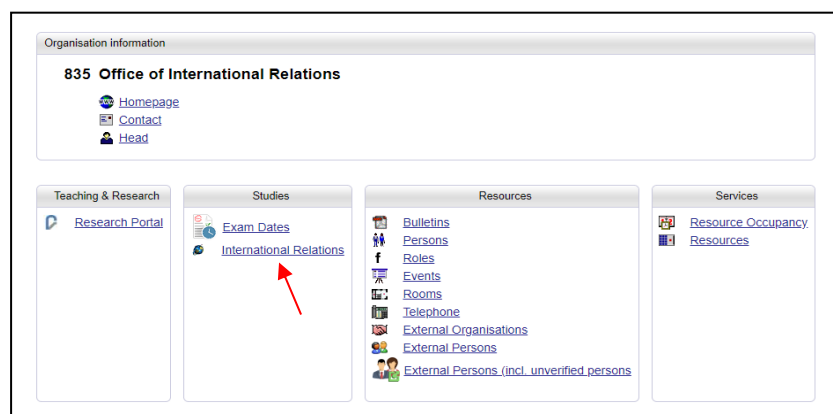
## Instructions for online applications for Erasmus+ training mobilities (STT) – pro- gramme countries in Mobility-Online

The following instructions will help you when applying for Erasmus+ training mobilities (STT) to programme countries (EU Member States, Iceland, Liechtenstein, Norway, Serbia, Turkey, Northern Macedonia). Basically, the application consists of two application forms. Form 1 is where you provide the basic information regarding your planned mobility. In Form 2, you can add further details to your application. Here you also generate the two documents needed for a complete application: "Staff Mobility Agreement" and "Application for a mobility grant".

**Please note:** Red arrows in this manual indicate which information still needs to be filled in. Green arrows indicate the fields that are confirmed by the Mobility-Online database. In the application itself you will find help texts highlighted in yellow that will guide you through the application process. Please follow the instructions in those help texts.

### Creating an application

Click on the link "International Relations" in the business card of your institute/unit in UNIGRAZonline.



You will be transferred to a separate website for staff mobility applications. Go to the section "You want to apply for an Erasmus+ Training Mobility (TT)", read about the opportunities available to you in your subject area and begin with "**Creating a new application**". Use your UNIGRAZ data (user name and password) as your login credentials.

The application Form 1 consists of four main sections. In the "**Data concerning the application**" section, please select your **communication language** (German or English).

The screenshot shows the 'Online Application' interface. At the top right is the UNI GRAZ logo. Below it is a yellow banner stating 'All fields marked with (\*) must be completed.' The main section is titled 'Data concerning the application' with sub-links 'Open all sub groups' and 'Close all sub groups'. The form fields are as follows:

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input type="radio"/> Students <input checked="" type="radio"/> Staff *
Exchange programme	Erasmus+ Staff Training (STT) *
Academic year	2020/21 *
Communication language	English *

A red arrow points to the 'Communication language' dropdown menu. Below the form is a yellow note: 'Please enter your preferred language of correspondence for e-mails/application documents in this database.'

In the second section, "**Personal information**", your personal data will be automatically pre-filled. Please confirm your University of Graz e-mail address.

In the third section, "**Data on employment status**", please check the automatically generated data regarding your employment relationship and choose the appropriate level of your 'seniority', i.e. the duration of service (your affiliation with the University of Graz).

The screenshot shows the 'Data on employment status' section. The form fields are as follows:

Country of the home institution	Austria *
Home institution	GRAZ01 - University of Graz *
Level within the institution 2	<-- Please select --> *
Level within the institution 3	<-- Please select --> *
Level within the institution 4	<-- No choice -->
Level within the institution 5	<-- No choice -->
Seniority of teacher	<-- Please select --> *

A red arrow points to the 'Seniority of teacher' dropdown menu. A yellow note above the last two rows reads: 'Please check whether the information concerning the levels within the institution is correctly indicated for you.'

In the fourth and last main section, **“Data on the planned Erasmus+ training activity (STT)”**, please fill in the required fields (host country, host institution, training from-to, number of training hours and a short description of the planned training) and submit your application (see red arrows in the screenshot below).

Please note that if you are applying for training at an institution that is not yet in the system, you will need to provide additional information about the institution (name of the host institution, address, website, etc.).

The screenshot shows a web form titled "Data on planned training activity". The form is divided into two main sections: "Host institution" and "Training activity".

**Host institution section:**

- Host country: Dropdown menu with "<-- Please select -->" and a red arrow pointing to the dropdown arrow.
- Host institution: Dropdown menu with "<-- No choice -->" and a red arrow pointing to the dropdown arrow.
- Name of host institution: Text input field with an asterisk.
- Street: Text input field with an asterisk.
- Region: Dropdown menu with "<-- No choice -->" and a red arrow pointing to the dropdown arrow.
- Postcode: Text input field with an asterisk.
- City: Text input field with an asterisk.
- Website of the host institution: Text input field with an asterisk.
- E-mail address of the host institution: Text input field with an asterisk.
- Phone number of the host institution: Text input field with an asterisk.
- Size of the host institution: Dropdown menu with "<-- Please select -->" and an asterisk.
- Type of host institution: Dropdown menu with "<-- Please select -->" and an asterisk.
- Legal status: Radio buttons for "Privat" (selected) and "Public" with an asterisk.
- Economic sector: Radio buttons for "Profit" (selected) and "Non-Profit" with an asterisk.

**Training activity section:**

- Training activity from: Text input field with an asterisk and a red arrow pointing to the field.
- Training activity to: Text input field with an asterisk and a red arrow pointing to the field.
- Number of training hours: Text input field with an asterisk and a red arrow pointing to the field.
- Short description of planned training activity: Text area with an asterisk and a red arrow pointing to the bottom right corner.

Below the training activity section, there are two yellow informational boxes:

- "The minimum duration of the training activity is 2 days. Please indicate the duration without the travel days."
- "The extent of the training activity should correspond to the extent of your employment at the University of Graz."

At the bottom of the form, there is a "Cancel application" button on the left, a "MOBILITY-ONLINE powered by" logo in the center, and a "Send application" button on the right with a red arrow pointing to it. Below the text area, it says "There are still 1000 characters available".

After submitting your application, you will receive an automatically generated e-mail to your University of Graz e-mail address with a link where you will be asked to register, which you will have to do only once. This takes you to the second application form. The next step is to upload the **statement of support from your supervisor(s)**. To do so, click on the action "Upload statement of support by supervisor(s)" in the application mask.

Before the mobility - Step 1: Application and registration				
Cancel mobility (irreversible)	<input type="checkbox"/>			<a href="#">Cancel mobility</a>
E-mail confirming online application received	<input checked="" type="checkbox"/>	27.07.2021	Automatically generated	
Statement of support by supervisor uploaded (mandatory)	<input type="checkbox"/>			<a href="#">Upload statement of support by supervisor</a>
As soon as your application has been checked by us, you will receive an e-mail with information on how to proceed further.				
Application checked by Office of International Relations	<input type="checkbox"/>			

In the next window, upload the statement of support via the 'File upload' item and click on the 'Create new' field to finish.

Cancel Create

Upload name: Unterstützungserklärung des Dienstvorgesetzt...

Owner: Romero-Schmidt, Petra

File: Please enter the File

Cancel Create

After that, your application will be checked by the Office of International Relations and confirmed by e-mail. After you have received the e-mail, a green check mark will appear in mask 2 (see green arrow) and you can proceed with your application.

Necessary steps				
	Done	Done on	Done by	Direct access via following link
Before the mobility - Step 1: Application and registration				
Cancel mobility (irreversible)	<input type="checkbox"/>			<a href="#">Cancel mobility</a>
E-mail confirming online application received	<input checked="" type="checkbox"/>	27.07.2021	Automatically generated	
Statement of support by supervisor uploaded (mandatory)	<input checked="" type="checkbox"/>	27.07.2021	Petra Romero-Schmidt	<a href="#">Upload statement of support by supervisor</a>
As soon as your application has been checked by us, you will receive an e-mail with information on how to proceed further.				
Application checked by Office of International Relations	<input type="checkbox"/>			

## Finalising the application

In the Application Mask 2 you see an overview of your application up to now.

On the right you will find actions that need to be set by you and on the left an overview of the application status (steps that are still open or have already been completed).

The screenshot displays two sections of the application mask. The first section, titled "Before the mobility - Step 2a: Staff Mobility Agreement", includes instructions to add information on teaching mobility and upload the Staff Mobility Agreement. The second section, titled "Before the mobility - Step 2b: Application for mobility grant", includes instructions to enter estimated costs and upload the application for a mobility grant. Both sections feature checkboxes for task completion and links for further actions.

Before the mobility - Step 2a: Staff Mobility Agreement		0 / 5
In the next step, please <b>make sure to add information on a teaching mobility</b> . Then you can work on steps 2a and 2b in parallel.		
Information on teaching mobility added or edited in the application	<input type="checkbox"/>	<a href="#">Add or edit information on teaching mobility in the application</a>
Click on "Edit and print Staff Mobility Agreement", fill in the highlighted parts in the Word document and then print the document. Save the Staff Mobility Agreement as a Word document in order to be able to edit it at a later stage if necessary. Then ask the host university to sign the Agreement before you also sign it yourself and upload it as a pdf-document.		
Staff Mobility Agreement printed	<input type="checkbox"/>	<a href="#">Edit and print Staff Mobility Agreement</a>
Staff Mobility Agreement uploaded (mandatory)	<input type="checkbox"/>	<a href="#">Upload Staff Mobility Agreement</a>
In the next step, please confirm that you have uploaded the Staff Mobility Agreement.		
Staff Mobility Agreement has been uploaded.	<input type="checkbox"/>	<a href="#">Staff Mobility Agreement has been uploaded.</a>
Staff Mobility Agreement verified as "complete" by Office of International Relations.	<input type="checkbox"/>	
Before the mobility - Step 2b: Application for mobility grant		0 / 5
Estimated costs of teaching mobility entered	<input type="checkbox"/>	<a href="#">Enter estimated costs of teaching mobility.</a>
Cost estimates uploaded (optional)	<input type="checkbox"/>	<a href="#">Upload cost estimates</a>
Application for mobility grant (incl. request for leave of absence) printed	<input type="checkbox"/>	<a href="#">Print application for mobility grant</a>
Please note that a complete application needs to include <b>your signature as well as the signature of your supervisor</b> .		
Application for mobility grant (incl. request for leave of absence) uploaded (mandatory)	<input type="checkbox"/>	<a href="#">Upload application for mobility grant</a>
Do not forget to confirm the upload of the documents in the following step. Only then can your application be checked for completeness by the Office of International Relations.		
All documents for mobility grant application uploaded	<input type="checkbox"/>	<a href="#">All documents for mobility grant application uploaded</a>

The next steps are explained in the e-mail confirmation from the Office of International Relations. Please note that you **must first** do the Action "Add or edit information on training mobility in the application". After that you can continue with the further steps in 2a and 2b in parallel.

## Before the mobility period – Step 2a.: Staff Mobility Agreement

Please click on the Action "Add or edit information on training mobility in the application".

This screenshot is similar to the previous one but highlights the action link "Add or edit information on training mobility in the application" with a red arrow. The instructions in this section refer to "training mobility" instead of "teaching mobility".

Before the mobility - Step 2a: Staff Mobility Agreement		0 / 5
In the next step, please <b>make sure to add information on a training mobility</b> . Then you can work on steps 2a and 2b in parallel.		
Information on training mobility added or edited in the application	<input type="checkbox"/>	<a href="#">Add or edit information on training mobility in the application</a> ←
Click on "Edit and print Staff Mobility Agreement", fill in the highlighted parts in the Word document and then print the document. Save the Staff Mobility Agreement as a Word document in order to be able to edit it at a later stage if necessary. Then ask the host Agreement before you also sign it yourself and upload it as a pdf-document.		
Staff Mobility Agreement printed	<input type="checkbox"/>	<a href="#">Edit and print Staff Mobility Agreement</a>
Staff Mobility Agreement uploaded (mandatory)	<input type="checkbox"/>	<a href="#">Upload Staff Mobility Agreement</a>
In the next step, please confirm that you have uploaded the Staff Mobility Agreement.		
Staff Mobility Agreement has been uploaded.	<input type="checkbox"/>	<a href="#">Staff Mobility Agreement has been uploaded.</a>
Staff Mobility Agreement signed by all three parties (employee, University of Graz, host institution). Download in section: "Before the mobility - Step 3: Print mobility documents".	<input type="checkbox"/>	

You will see the following page:

- Click on the **“Forward to update”** button at the top, fill in all the required information (see screenshot above) and afterwards click on **“Update”**.
- Go to the **“Cancel”** button to return to the application form.
- When this action is completed, the system will set a green checkmark.

In the next action, you will edit the “Staff Mobility Agreement” and print it.

- To do that, click on the action **“Edit and print Staff Mobility Agreement”** and the document will be automatically generated.
- Complete the fields in the document highlighted in yellow.
- Save the “Staff Mobility Agreement” as a Word document on your computer so that you can access it again for any subsequent changes.
- Print the “Staff Mobility Agreement”. Your signature and the signature of the person responsible at the host institution are required.
- Upload the signed “Staff Mobility Agreement” in the corresponding action as a PDF document (see screenshot above).

- Please confirm the upload of the document in the action "Staff Mobility Agreement is uploaded" by enabling the following field (see red arrow in the screenshot below).

The Office of International Relations then reviews the uploaded "Staff Mobility Agreement". A green checkmark is displayed in the application form following the confirmation.

### Before the mobility - Step 2b: Application for mobility grant

You generate your "Erasmus+ Mobility Grant Application" here.

- Click on the action "Enter estimated costs of training mobility" and enter the estimated accommodation and travel costs and click on "Save".
- You can return to your application form by clicking on the "**Back to the application workflow**" field.
- In the next action you have the **option** of uploading cost estimates.
- Please print the "Application for mobility grant" in the next action. The following signatures are required: Signature of the applicant and of the head of department.
- Upload the signed "Application for Mobility Grant" as a PDF document in the corresponding action. Click on the button "**Create**" to do this. A green checkmark is displayed automatically in the application form as a result.
- In the last action you are asked to confirm that you have uploaded all application documents in their entirety (see red arrow in the screenshot on the next page). Again, a green checkmark is displayed in the application form following your confirmation.

Please confirm here that you have uploaded all documents.

Please note: In case this is not the first time you confirm here (application documents were incomplete before), please make sure to go to "Forward to update" first and then click "Save".

I have uploaded all documents.  ←

[Back to the application workflow](#) [Save](#)

## Once your application is completed

Your documents are reviewed by the Office of International Relations. You will be notified by e-mail if an uploaded document is incomplete/completed incorrectly and asked to make the necessary additions/changes.

You will receive a letter of approval by e-mail with further information if your application is complete.