GUIDE FOR USING THE MOBILITY-ONLINE INTERFACE

Contents

Guide for using the Mobility-Online interface

The purpose of this guide is to introduce and familiarize you with the Mobility-Online mobility management system for **Erasmus+ study mobility** applications. (Applications for traineeships can still be made according to the faculty call for applications.)

The document in its current form helps you to carry out the tasks related to the application process and will be continuously expanded to cover the tasks that will be required in the application process.

The interface is currently available in English, if you encounter any problems, please contact your faculty's Erasmus+ coordinator.

Registration

Before filling in the Application form **the first step is to enter your Neptun code and password**.

You can access the Application form via its direct link or by clicking on the Application form button on mobility.elte.hu.

After identification, the Application form opens, which takes personal and study data from Neptun.

You should check and, if necessary, update your data in Neptun before applying, following Questura's instructions, to ensure that the correct data are displayed: https://qter.elte.hu/Statikus.aspx.

Mobility-Online student interface

The student interface can be accessed by clicking on the link https://mobility.elte.hu/ and entering your Neptun code and password.

Structure of the student interface

The left menu of the interface contains the following action buttons and icons:

(update icon)	Workflow update	**Workflow**	View the application process		
(help icon)	Supporting materials	**Edit application**	Modification of the application form		
(sign out icon)	Sign out	**Download documents**	Download uploaded documents		

The right side of the interface changes according to the action buttons and icons:

Edit application

The application can be edited until final submission by clicking on the "Forward to update" button.

The change can be saved by clicking on the "Update" button.

Workflow

The workflow is designed to guide the user through the application process according to the logical structure of the mobility process. The interface provides a clear colour-coding of the before the mobility, during the mobility and after the mobility process steps that the applicant has to go through.

Mandatory tasks are indicated by a blank red square, optional tasks by a blank black square, and completed steps by a ticked green square.

In cases where the process step needs to be taken by the applicant, the action buttons on the right provide links to the steps to be taken.

In the case where the faculty's Erasmus+ coordinator has to take the relevant step, the applicant will not see an action button and will have to wait for the coordinator to finalize the step. The square will automatically be ticked and turn green. In addition, an automatic e-mail function is set up for certain steps in the process, informing the applicant about the status of his/her application (e.g. the result of the evaluation).

Application process steps

Fill in the Application form

You can access the Application form via its direct link or by clicking on the Application form button on mobility.elte.hu.

Fields marked with * are mandatory. Some fields are based on the data in Neptun – if the data is incorrect, please correct it in Neptun according to Questura's instructions: https://qter.elte.hu/Statikus.aspx, and inform your faculty's Erasmus+ coordinator.

For the **Data concerning current study** section of the Application form, please pay particular attention to the following:

To view the available places, please **select the exact faculty you are studying in from the drop-down menu**. If the system offers additional drop-down list(s) to **select institutions and departments** within the faculty, please specify the exact department where you are studying and from which you wish to go for the mobility.

The system will then display the programme of study automatically transferred from Neptun or, in the case of several courses, programmes of study. In the **Study programme related to mobility** drop-down menu, select the study programme in which you wish to participate in a mobility. If you have only one study programme at ELTE, please select "Study 1-1" from the drop-down list.

Then select the **study level at the time of your planned mobility period**.

Next, select the **course (study field) you want to study at the host institution** from the drop-down menu.

Finally, in the **Faculty/Departmental coordinator at home institution** field, select the Erasmus+ coordinator at your department, or institute, or faculty.

In the **Others** section of the form, you should indicate whether you have previously been on an Erasmus+ mobility and whether you plan to apply for another mobility opportunity in parallel with your current application. If you answer yes to these questions in the Application form, you will find short questionnaires with additional specific questions in the workflow steps as part of your application.

Please note that the **Application form does not save the data entered before submission**, so if you stop filling in the form and exit, you will have to start again the next time. We therefore recommend that you first review the questions on the form, prepare your answers (e.g. check which host institution(s) you wish to apply to and when the semester you plan to go to starts) and start filling in the form with this information.

Workflow steps

Providing personal data

By clicking on the link, please check your personal data.

Necessary steps	Done	Done on	Done by	Direct access via following link	
General actions (Optional)					
Before the mobility - Application and registration					
Online application	☑	2024-01-24		Show/Change application	
Confirmation e-mail online application	☑	2024-01-24	Automatically generated		
Online registration	☑	2024-01-24			
Personal data completed	☑	2024-01-24	Judit 24012024Test	Complete personal details	

If your personal data are displayed correctly, you can confirm them by clicking on the "Update personal details" button.

If you notice any inaccuracies in the data, please correct your data in Neptun according to Questura's instructions: https://qter.elte.hu/Statikus.aspx. In case of a correction, you can update your data in the Mobility-Online interface by clicking on "Read data from 3rd system" in the personal data workflow step.

Uploading documents to be attached and finalizing your application

The mandatory and optional attachments to the application are listed in the **Before the mobility – Upload of documents** section; to upload the attachments, please click on the action buttons on the right side.

The questionnaires to be filled in depending on your answers in the Others section of the Application form can be found in the **Before the mobility – Questionnaires section**.

After uploading the attachments, you must finalize your application by clicking on the "Upload of all documents confirmed and application submitted" button.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Upload of documents				
CV (in Hungarian) uploaded	☑	2024-01-24	Judit 24012024Test	Upload CV (in Hungarian)
CV (in language of mobility) uploaded	☑	2024-01-24	Judit 24012024Test	Upload CV
Motivation letter (in Hungarian) uploaded	☑	2024-01-24	Judit 24012024Test	Upload motivation letter (in Hungarian)
Motivation letter (in language of mobility) uploaded	☑	2024-01-24	Judit 24012024Test	Upload motivation letter (in language of mobility)
OPTIONAL: Study plan (in Hungarian) uploaded	☐			Upload study plan (in Hungarian)
OPTIONAL: Study plan (in language of mobility) uploaded	☐			Upload study plan (in language of mobility)
Copy of diploma uploaded	☑	2024-01-24	Judit 24012024Test	Upload copy of diploma
Valid settlement or residence permit/registration certificate or a copy of a document proving refugee status uploaded	☑	2024-01-24	Judit 24012024Test	Upload valid settlement or residence permit/ registration certificate or a copy of a document proving refugee status
OPTIONAL: proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.) uploaded	☐			OPTIONAL: Upload proof of any public or other relevant academic activity (HÖK, ESN, OTDK, publications, sport activities, etc.)
Consent for data transfers to a so-called third countries (For applicants to Northern Macedonia, Serbia, Turkey or Switzerland)	☐			Upload Consent for data transfers to a so-called third countries
Language exam certificate uploaded	☑	2024-01-26	Judit 24012024Test	Upload Language exam certificate
OPTIONAL: Confirmation from the head of specialisations of AS, ÉA, HA, SZO, TA uploaded (in case of students enrolled in the 3rd semester of BA and above)	☐			OPTIONAL: Confirmation from the head of specialisations of AS, ÉA, HA, SZO, TA
OPTIONAL: Recommendation by an academic personnel uploaded	☐			OPTIONAL: Upload recommendation by an academic personnel
Upload of all documents confirmed and application submitted	☑	2024-01-26	Judit 24012024Test	Confirm the upload of all necessary documents and submit application

The Application form and the documents to be attached may be amended until the application is finalized.

Once uploaded, you can check 👁 or download 💾 the documents one by one by clicking on the action buttons.

Allocation of documents

[Back] [Forward to update]

CV (in Hungarian) uploaded

ⓘ Please upload your CV in Hungarian here.

Upload name

CV in Hungarian ⌄

File

hbj_cv_hu.pdf   👁 💾

File size (in MB)

0.17 MB

[Back] [Forward to update]

Document deficiency

If the uploaded documents are deemed incomplete by the faculty Erasmus+ coordinator, an email will be sent to the user via the system to request that the documents be completed. In this case, the missing attachment must be filled in the workflow.

An example:

Subject: Application incomplete

Dear Ms. Judit 24012024Test,

Your application is incomplete due to the following reason(s): **CV missing**.

Please go to the workflow and modify your application.

Best regards,
ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Information on the application results

You will also receive a system notification informing you of the acceptance of your application following the faculty review. In this information e-mail, your faculty coordinator will inform you which of the receiving institutions indicated in your application you will be nominated for.

The amount of the scholarship awarded to your application will be decided by the Student and Teacher Mobility Committee (HOMB) at a later stage. You will of course also be informed of the decision.

A system message example:

Subject: Confirmation of Allocation to Host Institution for outgoing mobility for studies

Dear Ms. Judit 24012024Test,

Your application to

TALLINN05 - TALLINN UNIVERSITY
TALLIN
Estonia

has been internally accepted by your ELTE faculty administration.

The final decision regarding your scholarship grant will be made by the Students and Staff Mobility Committee (HOMB) within 2 months.

Log in to Mobility-Online in order to follow the next steps regarding your application.

Should you have any questions, please contact your faculty Erasmus Coordinator.

Best regards,
ELTE Department of Erasmus+ and International Programmes

This is an automatically generated e-mail, please do not reply.

Completion of an Online Learning Agreement (OLA)

The OLA will continue to be concluded via the OLA platform for students leaving in the autumn semester of the 2024/25 academic year: https://learning-agreement.eu/.

The OLA, signed by all three parties (student, sending and receiving institution), must be uploaded in the student interface of Mobility-Online in the appropriate workflow step under the section "**Before the mobility – Learning Agreement tasks**".

If the faculty coordinator finds an error or any deficiency in the uploaded document, he/she will send a system message to the student, who will have to upload the corrected document again.

As this process is expected to change from the end of September 2024, we kindly ask you not to sign the OLA for the spring semester of the 2024/25 academic year for the time being!

Scholarship-related tasks

You will need to provide the following information in the "**Before the mobility – Scholarships**" section to complete the Grant agreement:

Additional financial support for students with fewer opportunities: you can apply for additional funding by filling in the "Fill in application for additional financial support for students with fewer opportunities" questionnaire. You can also upload the documents required to apply for additional support for each of the eligibility criteria here.
You can find more important information about applying for additional financial support on our website.

Additional financial support for students with disabilities and long-term illnesses: to apply for a grant, download the application form by clicking on the "Download SN application form in English" link. You can upload the completed and signed application form with the required attachments by clicking on the "Upload SN application documents" link.
You can find more important information about applying for additional financial support on our website.

Bank details: you can enter your bank details by clicking on the "Fill in bank details" link.

Please fill in your bank details as below:

- Name of the account holder: enter the exact name associated with the account

- BIC/SWIFT: the bank's 8- or 11-character identification code (e.g. OTPVHUHB), available on the bank's website
- IBAN: consists of the country code (HU for a Hungarian bank account) and two digits, followed by the bank account number (24 digits for a Hungarian bank account); help is available at the link below; **please enter without hyphens and spaces, in continuous text**

Data required for the Grant agreement: you can provide this data by filling in the "Fill in questionnaire on mobility data and green travel". In this questionnaire you will also be asked to declare whether you choose green travel for your outgoing and ingoing journeys. You can also upload the necessary documents for each point of the questionnaire.

You can find the important information and explanations you need to provide on our website.

Based on the information you provide, the Department of Erasmus+ and International Programmes (ENPO) will prepare the Grant agreement and send it to you via the system.

If you find an error in the Grant agreement, you can report it by clicking on *the "Optional: Indicate in case received grant agreement is incorrect"* link in the **Before the mobility – Scholarships** section.

After digitally signing the Agreement, you can upload it to Mobility-Online by clicking on the *"Upload signed Grant Agreement"* link. The signed (by both parties) Grant agreement will be sent by ENPO through the system.

Cancellation of an application

You can cancel your application or, in case of a successful application, your mobility by clicking on the link *"OPTIONAL: Cancel application/stay (irreversible!)"* in the **General actions (Optional)** section of the workflow. Please then notify your faculty coordinator of the cancellation by clicking on the link *"Notify your faculty coordinator about the cancellation of your application/stay".*