



STAFF MANUAL

MOBILITY-ONLINE

MASTER MIND SCHOLARSHIPS

DEADLINE FOR VALIDATION SUBMISSION OF THE APPLICATIONS: 28th April 2024

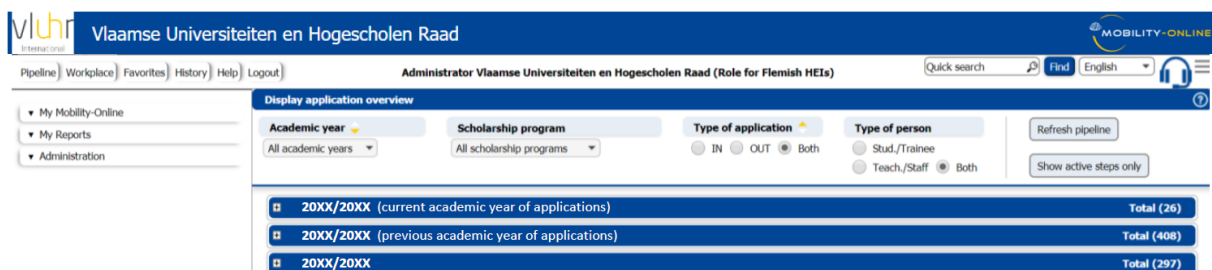
1. LOGIN

Each employee from a higher education institution in Flanders who creates applications in the Mobility-Online tool has received a login and password from the secretariat of VLUHR. If not, or if your password and/or login doesn't work, please contact the secretariat by email: mastermind@vluhr.be.

Please use this link to login in the Mobility-Online tool: www.service4mobility.com/europe/login.

2. SUBMENU'S AND WORKFLOW

When you are logged in the Mobility-Online system, the tool opens onto your personal workspace (see picture below).



The screenshot shows the Mobility-Online interface. At the top, there is a header with the Vluhr logo and the text 'Vlaamse Universiteiten en Hogescholen Raad'. Below the header, there is a navigation bar with 'Pipeline', 'Workplace', 'Favorites', 'History', 'Help', and 'Logout'. The main content area is titled 'Administrator Vlaamse Universiteiten en Hogescholen Raad (Role for Flemish HEIs)'. It features a 'Display application overview' section with filters for 'Academic year', 'Scholarship program', 'Type of application', and 'Type of person'. A table below shows the application counts for different academic years.

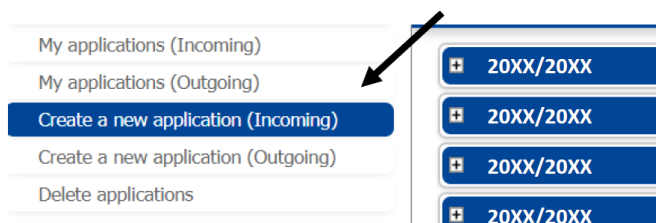
Academic year	Total
20XX/20XX (current academic year of applications)	26
20XX/20XX (previous academic year of applications)	408
20XX/20XX	297

Submenus

The menu on the left consists of three submenus: My Mobility-Online, My Reports and Administration:

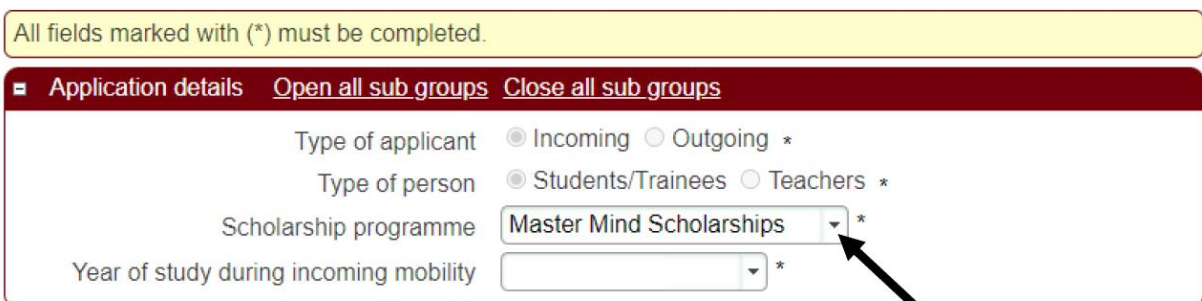
My Mobility-Online:

The most important section here is *Create a new application*, which enables you to create a new application for an incoming or for an outgoing student:



The screenshot shows a menu with the following options: 'My applications (Incoming)', 'My applications (Outgoing)', 'Create a new application (Incoming)', 'Create a new application (Outgoing)', and 'Delete applications'. An arrow points from the 'Create a new application (Incoming)' option to a list of four '20XX/20XX' buttons.

You can choose the scholarship programme at the top of the application:



The screenshot shows the 'Application details' form. It includes a warning message: 'All fields marked with (*) must be completed.' The form has the following fields: 'Type of applicant' (radio buttons for Incoming and Outgoing), 'Type of person' (radio buttons for Students/Trainees and Teachers), 'Scholarship programme' (dropdown menu with 'Master Mind Scholarships' selected), and 'Year of study during incoming mobility' (dropdown menu). An arrow points to the 'Scholarship programme' dropdown.

After you have created an incoming application, the student will receive an automatic email from the Mobility-Online tool asking to register. After the student has registered on Mobility-Online, they can complete the application procedure. The different steps that the student must complete are to be found in the Call of the Master Mind Scholarships and in the Mobility-Online manual of the student.

My applications Incoming gives you an overview of all the incoming applications for your institution.

In the other sections *My institution*, *My persons* and *My addresses*, you can change or add new information regarding your university, university of applied sciences (and arts) and your colleagues. If you want to create new contact persons for your institution, please contact the secretariat: mastermind@vluhr.be.

We advise you not to use the last section *Delete applications*, unless you are 100% sure that the chosen application can be deleted. When in doubt, please contact the secretariat. The secretariat can cancel an application; the application will not be appearing in your overview anymore, but will not be deleted from the Mobility-Online system.

My Reports

Download from the applicant details

Administration

Change of password

3. APPLICATION PIPELINE

3.1. EXECUTE A STEP IN YOUR WORKFLOW

The screenshot shows a dashboard titled "Display application overview". It features several filter sections: "Academic year" with a dropdown menu set to "All academic years"; "Scholarship program" with a dropdown menu set to "All scholarship programs"; "Type of application" with radio buttons for "IN", "OUT", and "Both" (selected); and "Type of person" with radio buttons for "Stud./Trainee", "Teach./Staff", and "Both" (selected). There are two buttons on the right: "Refresh pipeline" and "Show active steps only". Below the filters is a table with four rows, each representing an academic year and its total number of applications:

Academic year	Total
20XX/20XX (current academic year of applications)	26
20XX/20XX (previous academic year of applications)	408
20XX/20XX	297
20XX/20XX	343

Bear in mind that you will only see the submenus of the previous academic years if there have been applications created for that specific academic year for your institution.

The applications are ordered by level 1: academic year, level 2: type of mobility (incoming or outgoing) and level 3: scholarship programme (Master Mind Scholarships, The Washington Center and Priority Country Programme).

When clicking on + next to the academic year, you will see the application workflow for this programme.

This screenshot shows the "Academic year" dropdown menu expanded, with a black arrow pointing to the "+" icon next to the selected "20XX/20XX" option. Below the dropdown, two blue buttons are visible, each with a "+" icon and the text "20XX/20XX", representing the workflow steps for that year.

This workflow gives an overview of all actions which need to be done or have been done for this programme. The workflow below is only an example. It is possible that this differs slightly from your workflow.

Master Mind Scholarships			Total (117)
Before selection			Total (39)
New Applications created by the HEI - Upload of documents not yet finished by applicants	(39)	Send reminder e-mail to applicants	
Applications with new institutions which are not yet checked	(0)		
Applications with new contact persons at the host institution which are not yet checked	(0)		
Upload of documents finished by applicants - Motivation Report not yet uploaded	(24)	Upload motivation report	
Upload of documents finished by applicants - Applications not yet finally submitted and validated	(1)	Mark applications as 'Finally submitted and validated'	
Applications finally submitted and validated by Flemish HEI	(0)		
After selection			
After selection - one year program			
After selection - two year program			
General overview			
Priority Country Programme			Total (15)
Outgoing			Total (229)

Important steps for you are:

Master Mind Scholarships			Total (117)
Before selection			Total (39)
New Applications created by the HEI - Upload of documents not yet finished by applicants	(39)	Send reminder e-mail to applicants	
Applications with new institutions which are not yet checked	(0)		
Applications with new contact persons at the host institution which are not yet checked	(0)		
Upload of documents finished by applicants - Motivation Report not yet uploaded	(24)	Upload motivation report	
Upload of documents finished by applicants - Applications not yet finally submitted and validated	(1)	Mark applications as 'Finally submitted and validated'	
Applications finally submitted and validated by Flemish HEI	(0)		
After selection			
After selection - one year program			
After selection - two year program			
General overview			
Priority Country Programme			Total (15)
Outgoing			Total (229)

You can complete a step by clicking on the *action* in the right column.

GROUPS		
et finished by	(39)	Send reminder e-mail to applicants
	(0)	
are not yet	(0)	
t yet	(24)	Upload motivation report
finally	(1)	Mark applications as 'Finally submitted and validated'

A step can be: send a reminder to the student, upload a document, check new data filled in by you or by your colleague, or validate and submit the completed application of the student.

You can also check the applications throughout the different stages of the application process:

- Before selection: Display all applications finally submitted and validated by Flemish HEI
- After selection: Display all applications that have been selected
- After selection: Display all applications for which the scholarship has been paid
- General overview: Display all applications that have been marked as not selected

Please note that the steps in *General overview* are to be made by the secretariat of VLUHR only.

Upload of documents finished by applicants - Applications not yet finally submitted and validated	(0)	Access denied!	
Applications finally submitted and validated by Flemish HEI	(8)	Display applications in detail	
After selection			
General overview			Total (215)
Applications marked as 'not selected'	(104)	Display applications in detail	
Applications marked as 'withdrew'	(5)	Display applications in detail/Undo	
Applications marked as 'selected'	(76)	Change dates of stay and recalculate duration and scholarship	
All closed applications	(0)		
Edit Host Country, University, Coordinator	(215)	Edit information on host institution/organisation	
Applications finally submitted and validated by Flemish HEI	(8)	Mark applications as 'not eligible'	
Applications marked as 'not eligible'	(0)		
All Applications not yet cancelled	(214)	Cancel applications	
All cancelled applications	(1)	Display applications / Undo	
The Washington Center			Total (14)

3.2. CHECK THE APPLICATION OF THE STUDENT

By clicking on the name of the programme, you will get an overview of all applications created by your institution for that specific scholarship programme:

20XX/20XX (current academic year of applications)	Total (2)
20XX/20XX (previous academic year of applications)	Total (361)
Incoming	Total (132)
Master Mind Scholarships	Total (117)
Priority Country Programme	Total (15)
Outgoing	Total (229)
Priority Country Programme	Total (215)
The Washington Center	Total (14)
20XX/20XX	Total (196)
20XX/20XX	Total (165)

Last name	Program	Study field	Home.Inst.
Name, First name	Master Mind Scholarships	Biological and related sciences (others)	n/a
Name, First name	Master Mind Scholarships	Management and administration	n/a
Name, First name	Master Mind Scholarships	Engineering and engineering trades (others)	n/a
Name, First name	Master Mind Scholarships	Engineering and engineering trades (broad programmes)	n/a

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First Previous (1 - 20 of 117)

Back to the application overview

There are two ways to check the application of a student:

1. By clicking on the name of the student, you will see their basic information. Relevant sections for you are: Master data, Personal details, Documents and Emails - here you see all emails that the students have already received. You can change their info if necessary by clicking on *Click here to update*. Please do not forget to click on Update to save all changed information. The section Scholarship appears after selection of the student. The section Survey - Flemish Mobility Programmes appears after the student has completed the survey in their workflow.
2. By clicking on the magnifier next to the name of the student, you see the workflow of the student.

programme you want to follow

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 27
Before the mobility - Application and registration 2 / 4					
Confirmation e-mail online application	<input checked="" type="checkbox"/>	22.01.2021	Automatically generated		
Online-Registration	<input checked="" type="checkbox"/>	22.01.2021			
Application completed by student	<input type="checkbox"/>			Click here to complete your application.	
Personal data completed	<input type="checkbox"/>				
Before the mobility - Upload documents 0 / 8					
Passphoto uploaded	<input type="checkbox"/>				
Copy of international passport or national registration card uploaded	<input type="checkbox"/>				<input checked="" type="checkbox"/>
CV uploaded	<input type="checkbox"/>				<input checked="" type="checkbox"/>
Official Transcript of Records uploaded	<input type="checkbox"/>				
Official language test results uploaded	<input type="checkbox"/>				
Letter of motivation uploaded	<input type="checkbox"/>				
Two letters of recommendation uploaded	<input type="checkbox"/>				
Copy of acquired diplomas uploaded	<input type="checkbox"/>				<input checked="" type="checkbox"/>
Before the mobility - Selection process 0 / 2					

3.3. SEND AN EMAIL TO A STUDENT

By clicking on the envelope next to the name of the student, you can send an email to the student.

	Last name	Program	Study field	Home.Ins
	Name, First name	Master Mind Scholarships	Biological and related sciences (others)	n/a
	Name, First name	Master Mind Scholarships	Management and administration	n/a
	Name, First name	Master Mind Scholarships	Engineering and engineering trades (others)	n/a
	Name, First name	Master Mind Scholarships	Engineering and engineering	n/a

The students already receive different automatic e-mails from the system of Mobility-Online:

- Confirmation of application
- Confirmation of registration
- Selection results
- Payments

Other emails are to be sent manually by clicking on this envelope.

You can always return to the home screen by clicking on *Pipeline* in the left corner.



If you have further questions, you can contact the secretariat of VLHR by email: mastermind@vlhr.be.