



STAFF MANUAL

# MOBILITY-ONLINE

PRIORITY COUNTRY PROGRAMME

DEADLINE FOR VALIDATION SUBMISSION OF THE APPLICATIONS: 29 March 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 or login doesn't work, please contact the secretariat by email: [international@vluhr.be](mailto:international@vluhr.be).

Please use this link to login in the Mobility-Online tool: [www.service4mobility.com/europe/login](http://www.service4mobility.com/europe/login).

## 2. SUBMENUS AND WORKFLOW

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

Academic year	Scholarship program	Type of application	Type of person	Total
All academic years	All scholarship programs	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> Both	<input type="radio"/> Stud./Trainee <input checked="" type="radio"/> Teach./Staff	
20XX/20XX (current academic year of applications)				Total (26)
20XX/20XX (previous academic year of applications)				Total (408)
20XX/20XX				Total (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:

My applications (Incoming)

My applications (Outgoing)

Create a new application (Incoming)

Create a new application (Outgoing)

Delete applications

My Reports

20XX/20XX

20XX/20XX

20XX/20XX

20XX/20XX

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

Application form for Flanders Scholarship programs

vluhr International

All fields marked with (\*) must be completed.

Application details Open all sub groups Close all sub groups

Type of applicant  Incoming  Outgoing \*

Type of person  Students/Trainees  Teachers \*

Scholarship programme Priority Country Programme \*

Year of study during outgoing mobility/exchange \*

In case of a DUO-application for the Priority Country Programme, you will need to:

- create an INCOMING application for the incoming student and add the personal data of the outgoing student:

Information on the outgoing student (in case of a DUO-fellowship)

Last Name

First name

Date of birth

Gender  Male  Female

Cancel applicationCreate application

After you have created an outgoing/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 Priority Country Programme 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.

*My applications Outgoing* gives you an overview of all the outgoing 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: [international@vluhr.be](mailto:international@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

**Display application overview**

Academic year

Scholarship program

Type of application  IN  OUT  Both

Type of person  Stud./Trainee  Teach./Staff  Both

Refresh pipeline

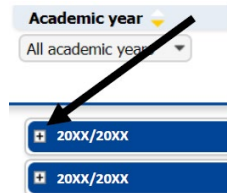
Show active steps only

20XX/20XX (current academic year of applications)	Total (26)
20XX/20XX (previous academic year of applications)	Total (408)
20XX/20XX	Total (297)
20XX/20XX	Total (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, Priority Country Programme and Flanders Trainee Programme).

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



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.

Priority Country Programme			Total (215)
Before selection			Total (105)
New Applications created by the HEI - Upload of documents not yet finished by applicants	(105)	<a href="#">Send reminder e-mail to applicants</a>	
New Applications created by the HEI - Upload of Cooperation Agreement not yet finished by HEI	(18)	<a href="#">Upload Cooperation Agreement</a>	
Applications with new institutions which are not yet checked	(0)		
Applications with new contact persons at the home institution which are not yet checked	(0)		
Applications with new contact persons at the host institution which are not yet checked	(0)		
After selection			

Important steps for you are:

Priority Country Programme			Total (1)
Before selection			Total (1)
New Applications created by the HEI - Upload of documents not yet finished by applicants	(1)	<a href="#">Send reminder e-mail to applicants</a>	
New Applications created by the HEI - Upload of Cooperation Agreement not yet finished by HEI	(1)	<a href="#">Upload Cooperation Agreement</a>	
Applications with new institutions which are not yet checked	(0)		
Applications with new contact persons at the home institution which are not yet checked	(1)	<a href="#">Check new created contact persons and set them to active</a>	
Applications with new contact persons at the host institution which are not yet checked	(1)	<a href="#">Check new created contact persons and set them to active</a>	
Upload of documents finished by applicants - Applications not yet finally submitted and validated	(0)		
Applications finally submitted and validated by Flemish HEI	(0)		
After selection			

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

Upload of documents not yet finished by applicants	(1)	<a href="#">Send reminder e-mail to applicants</a>
Upload of Cooperation Agreement not yet finished by HEI	(1)	<a href="#">Upload Cooperation Agreement</a>
Applications with new institutions which are not yet checked	(0)	
Applications with new contact persons at the home institution which are not yet checked	(1)	<a href="#">Check new created contact persons and set them to active</a>
Applications with new contact persons at the host institution which are not yet checked	(1)	<a href="#">Check new created contact persons and set them to active</a>

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	
<b>After selection</b>			
<b>General overview</b>			<b>Total (215)</b>
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	

### 3.2. CHECK THE APPLICATION OF THE STUDENT

By clicking on 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 application)	Total (26)
<b>Outgoing</b>	<b>Total (26)</b>
Priority Country Programme	Total (24)
The Washington Center	Total (2)

Create new record   Advanced Search   Find

Last name	Program	Study field
Name, First name	Priority Country Programme	Travel, tourism and leisure
Name, First name	Priority Country Programme	Arts (Others)
Name, First name	Priority Country Programme	Audio-visual techniques and media production
Name, First name	Priority Country	Business and administration

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:

Cancel   Print   Click here to update

Master data   Personal details   Scholarship   Pipeline   **Survey - Flemish Mobility Programmes**   Documents (14)   E-mails (4)

Please fill in in order to complete your application

**Survey - Flemish Mobility Programmes**

Purpose of outgoing mobility:  Study/Research for thesis    Internship

How satisfied were you with Administrative support arrangements provided by your receiving institution?    1    2    3    4    5

How satisfied were you with Academic mentoring provided by your receiving institution?    1    2    3    4    5

How satisfied were you with support from student initiatives/organisations by your receiving institution?    1    2    3    4    5

How satisfied were you with the way the receiving institution dealt with any questions, complaints or problems that may have come up during your participation in the programme?    1    2    3    4    5

How satisfied were you with the guidance you received by the receiving institution?    1    2    3    4    5

If you find it easy to see all the documents at once, it's possible to download all the files via this button:

Filename	Upload name	Created by	Created on	Modified by	Modified on
IMG_20190422_223817056_1_.jpeg	Passport Photograph	Acar, Rukiye	24.03.2020 20:50:40	Acar, Rukiye	24.03.2020 21:27:19
MotivatIn_English_V.pdf	Motivation Letter	Acar, Rukiye	24.03.2020 20:52:12		
Punten.pdf	Transcript of records	Acar, Rukiye	01.04.2020 19:27:56		
admission to NO student exchange acar.pdf	Letter(s) of Recommendation	Acar, Rukiye	01.04.2020 20:01:48		
LAFinal.pdf	Learning or internship Contract	Acar, Rukiye	01.04.2020 20:14:53		
Letter of recommendation_Final_1_.pdf	Letter(s) of Recommendation	Acar, Rukiye	01.04.2020 20:45:40		
Cooperation-agreement_Acar_Rukiye.pdf	Copy of cooperation agreement	Grauwet, Lien	02.04.2020 10:21:37		

7 Allocations found!

2. By clicking on the magnifier next to the name of the student, you see the workflow of the student.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b> 2 / 4				
Confirmation e-mail online application	<input checked="" type="checkbox"/>	12.12.2017	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	12.12.2017	TESTJessica TESTMartin	
Application completed by student	<input type="checkbox"/>			<a href="#">Click here to complete your application.</a>
Personal data completed	<input type="checkbox"/>			
<b>Before the mobility - Upload documents</b> 0 / 7				
Passport photo for the application uploaded	<input type="checkbox"/>			
Official Transcript of Records uploaded	<input type="checkbox"/>			
Letter of motivation uploaded	<input type="checkbox"/>			
Copy of international passport or national registration card uploaded	<input type="checkbox"/>			
Letter of recommendation uploaded	<input type="checkbox"/>			
Signed Learning Agreement uploaded	<input type="checkbox"/>			
Cooperation Agreement uploaded by your host institution	<input type="checkbox"/>			

### 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
Aelbrecht, Charlotte	Priority Country Programme	Travel, tourism and leisure	MECH
Allewaert, Robbe	Priority Country Programme	Arts (Others)	GENT
Asnot, Kilian	Priority Country Programme	Audio-visual techniques and media production	ANTV Unive
Baeteman, Thibault	Priority Country Programme	Business and administration	KOR1

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.



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If you have further questions, you can contact the secretariat of VLUR by email: [international@vlur.be](mailto:international@vlur.be).