university of
groningen

Mobility Online – Erasmus + Student Exchange (SMS) Workflow

Student

Index

This handbook is a basic guide for navigating the system. Please note that application processes differ per faculty, therefore make sure to always follow the instructions of your own faculty.

1. Registration

Students who would like to go abroad for an exchange period must register through the Mobility-Online registration system. The first step is to submit a new application using the application form.

After clicking on the application link, you will be redirected to a website outside the UG network. Here, you will have to log in with your S-number and your usual password and click 'Login'.

1.1. Application form

The application form is divided into 6 sections. All fields marked with an asterisk (*)are mandatory.

Note: In this manual, the buttons in the screenshots are blue; in Mobility-Online the buttons will be red.

Please fill out all data about your current study programme at step 1 of the application process and after completing, click 'continue to proceed to step 2.

At step 2, continue by entering all application details.

All fields marked with (*) must be completed.

1 Data concerning current study ✓

2 Application details ✓

3 Personal details ✓

4 Data concerning planned stay ✓

5 Data concerning language preparation ✓

6 Remarks ✓

Application details

Type of Mobility
○ Physical ○ Blended

Type of application *
○ Incoming ○ Outgoing

Type of person *
○ Student ○ Teachers

Exchange programme *
Erasmus+ Student Exchange (SMS) ˅

Students that want to apply for an exchange outside Europe choose Marco Polo Student Exchange. Students that want to apply for an exchange inside Europe choose Erasmus+ Student Exchange (SMS).

Academic year *
2024/2025 ˅

Semester *
Spring 2025 ˅

Previous | Continue

powered by
MOBILITY-ONLINE

At step 3, you will need to enter your personal details in the application form.

1 Data concerning current study ✓

2 Application details ✓

3 Personal details

4 Data concerning planned stay

5 Data concerning language preparation

6 Remarks

Personal details

Student number *
✓

Please enter your University of Groningen student number, including the s. Example: s1234567

Last name *
Test ✓

First name *
Arts ✓

Gender *
○ Male ○ Female ○ Other

Date of birth *
01.01.2000 ✓

Nationality *
Netherlands ˅

Do you have a 2nd nationality? *
○ yes ○ no

University e-mail address *
✓

Please enter your University of Groningen email address. It has to end with @student.rug.nl or @rug.nl.

Same e-mail address for verification
✓

At step 4, continue by selecting the details of the host institution(s) where you would like to go on exchange.

At step 5, you can indicate whether you already have a language certificate, and if so, which certificate.

Should you have any remarks about the application process, you can write them in the remarks section of step 6. You can then finish your application by clicking 'send application'.

After sending in your application, you will receive an email with all the information you need and about future steps to complete.

1.2. Online registration

Once you have successfully submitted your application form, you will receive a confirmation email. The email contains a registration link for Mobility-Online. Click the link in the email to register in Mobility-Online. Enter your student number and your usual password and click 'Login'.

Once logged in, select the correct application (if you have more than one application) to go to your workflow.

2. Short introduction to the workflow

From now on, every step in your workflow that requires action on your part will consist of entering information in online forms. In some situations, you will need to first click on 'edit' or on 'create' to be able to enter the required

information. After submitting your information, you will usually need to click on 'back' to return to your workflow.

The workflow shows all the subgroups you need to go through. Each subgroup contains steps. You can unfold the steps by clicking on the 'arrow' icon in front of the subgroup.

You must start in phase 1 (before Mobility – Application)

The upper grey box displays the personal details you have entered in your application form.

Above the subgroups, the block with 'necessary steps' displays the following information (A - E):


|	
A	A short description of the steps that need to be completed.
B	A green tick appears when the step has been performed.
C	Displays the date when the step was completed.
D	Displays the name of the person who completed the step.
E	You can complete the step by clicking the red button (blue in this example) with a description of the action to be taken.
	If the button remains visible after the step has been completed, this means that you can still update the information you have filled in.

3. (Before Mobility – Application)

To finalise your application, you need to complete the following steps before your exchange: complete your personal details, upload the required documents and submit your application before the applicable deadline.

Before the Mobility - Application

Welcome to Mobility-Online used by the University of Groningen (UG) for your mobility.
Mobility - an exchange or placement. It is important to follow all steps before, during and after your mobility.

▶ **Office:** indicates that this step needs to be carried out by your home or host institution.

Check a step's ❓ for further information (if available).

Applied/nominated

Confirmation of receipt email sent	☑	10.02.2025	Automatically generated
Account created	☑	10.02.2025	

To finalize your application, please complete the following steps:

- Click 'Complete personal data' and provide the requested information.
- Upload the required documentation (e.g. motivation letter, CV and Transcript of Records).
- Submit your application before the applicable deadline.

3.1. Complete personal data

The first mandatory step entails completing your personal data. Click the button 'Complete personal data' (see red arrow) to open a new page.

Personal data completed	☑	12.02.2025	Arts Test	**Complete personal data**
Motivation letter uploaded	☑	12.02.2025	Arts Test	**Upload motivation letter**
CV uploaded	☑	12.02.2025	Arts Test	**Upload CV**
Language certificate uploaded	☐			**Upload language certificate**
Other documents uploaded (optional)	☐			**Upload other documents**
Transcript of Records (TOR) uploaded	☐			**Upload TOR**
Application submitted	☐			

Your application is now being processed by the international office of your faculty.
You can keep track of the status of your application here.

Important: You will receive an email as soon as a final decision has been taken about your application. Any changes to the host institution listed *before* you have received your final decision process and do not necessarily form part of this final decision.

Office: Application approved	☐
Office: Application nominated for partner institution	☐
Office: Nomination letter available	☐
Nomination letter downloaded	☐

In the new page, your personal details have already been entered. You can edit them if necessary. Please add your own current address details under 'permanent address'.

Click 'Update personal details' and then click on 'Back to the application workflow' and the checkbox in the workflow will be ticked. ☑
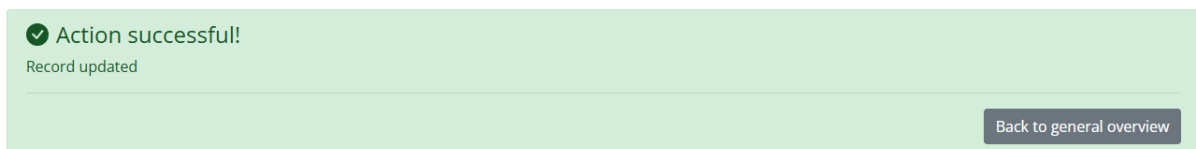
3.2. Upload required documents

You can now continue in the workflow by uploading all required documents:

- Motivation letter
- CV
- Language certificate
- Other (optional) documents
- Transcript of Records (TOR)

You can upload the required documents by either dragging it to the cloud (see below), or by selecting them by clicking on the 'search files' link (A). After uploading the file(s), click on 'create' (B), to create the record.

When the document is successfully recorded, the appropriate checkbox will be ticked. ☑ You now have two options:

- Click on 'enter next record' to add more pages / documents to this document type, or:
- Click on 'Go back to general overview' and continue uploading the remaining required documents.

3.3. Submit your application

After uploading all required documents, make sure to submit your application (see blue arrow).

Personal data completed	☑	12.02.2025	Arts Test	Complete personal data
Motivation letter uploaded	☑	12.02.2025	Arts Test	Upload motivation letter
CV uploaded	☑	12.02.2025	Arts Test	Upload CV
Language certificate uploaded	☑	12.02.2025	Arts Test	Upload language certificate
Other documents uploaded (optional)	☐			Upload other documents
Transcript of Records (TOR) uploaded	☑	12.02.2025	Arts Test	Upload TOR
Application submitted	☐			Submit application

Your application is now being processed by the international office of your faculty.
You can keep track of the status of your application here.

Important: You will receive an email as soon as a final decision has been taken about your application. Any changes to the host institution listed *before* you have received your final decision are merely part of our process and do not necessarily form part of this final decision.

Office: Application approved	☐
Office: Application nominated for partner institution	☐
Office: Nomination letter available	☐
Nomination letter downloaded	☐

After clicking on 'submit application', you will need to confirm your application in the next screen by clicking 'confirm'.

Confirm application

Confirm that the application is complete to hand in the application form. Make sure to do this before the deadline your faculty at the University of Groningen has set.

I hereby confirm that I have completed my exchange application correctly and truthfully. I have uploaded all the required documents. Furthermore I agree to my data being processed by the University of Groningen (UG) for the purpose of the application process and the documentation of the course of my studies at the host university. Please read here about how the UG processes your personal data. Please be aware that an incomplete or incorrect application will be declined.

☑ With this I want to hand in my application.

Back to the application workflow | Confirm

After confirming your application, you can go back to the workflow.

All obligatory questions have been answered. You can go back to the workflow.

Back in the workflow, you can keep track of the status of your application and see what steps the international office (exchange office) of your faculty needs to take to process your application. You will receive an email as soon as a final decision has been taken on your application.

As soon as your application has been approved and the International Office has finished all steps in the process, you can download your nomination letter (see below).

4. Before the Mobility - After selection documents

As soon as your nomination is accepted, you will continue in the next phase of your Mobility Online workflow : "Before the Mobility - After selection documents".

Note: In addition to the process in Mobility-Online, the host institution will send you further information about their own application procedure. Please note that is it your own responsibility to make sure that your application is complete and submitted before their deadline.

4.1. Download brochure

The first mandatory step is to download the brochure by clicking on the button 'download brochure'. After downloading the brochure, you can continue with the second step: start and end date.

4.2. Enter exact start and end date

Click on 'enter exact start and end date' to open the page 'Planned mobility dates'.

Adjust the start and/or end date to the exact dates of your exchange period.

After checking (and if necessary, adjusting) your start and end date, you will need to confirm the dates, go back to the application workflow and continue with the next step: enter language proficiency information (see red arrow).

4.3. Enter language proficiency information

You will now need to enter all relevant information about your language preparation:

- Language of instruction at the host institution
- Your obtained language level (in the language of instruction)

After entering the information, make sure to submit it for approval by ticking the box (see arrow) and next click on the button 'update' to continue with the fourth step in the workflow (bank details).

4.4. Bank details

In this step you will enter your personal details and corresponding bank details for the grant payment(s). Click on 'update personal details' before going back to the workflow.

4.5. Grant rates announced by Dutch National Agency

The next step (Grant rates announced by Dutch National Agency) will take place automatically; there are no actions needed on your part here. You can continue with the next step as soon as the grant rates have been calculated and open the information about the Green Travel Erasmus+.

4.6. Green Travel Erasmus +

First, you will have to read the information about Green Travel Erasmus+, which can be found in the link under 'Student Portal' (see example below). After reading the information, you need to tick the box "I am aware of additional support for green travel" in order to continue the process.

After ticking the box "I am aware of additional support for green travel", you can indicate if you want to commit to the use of sustainable means of transportation. If you want to commit to the use of sustainable transport, please select your type of (sustainable) transportation (train in the example below). Next, you need to download and sign the 'Declaration of Honour for

Erasmus+ Green Travel Grant'. After uploading the signed Declaration of Honour, click 'confirm' and go back to the workflow.

4.7. Office: Scholarship calculated

This step is handled by your International Office (Exchange Office). After receiving information about the calculated scholarship, please continue with

the remaining steps in the workflow, starting with entering the additional Grant Agreement Information.

4.8. Enter Additional Grant Agreement Information

After clicking on 'enter information', a new form will open. Please fill in all required details in the form:

- Study years completed;
- Insurance information (insurance company and insurance policy number);
- If you have received a grant before.

After filling in the details, click 'confirm' and then on 'back to the application workflow' to continue the workflow.

Additional Grant Agreement Information
All information provided here will be added to your Grant Agreement.

Study information

Enter the number of study years you will have completed at the start of your exchange.

For example, if your exchange period is in your third year of your bachelor's programme, you will have completed two years of study at that time.

Study years completed *

Insurance

While the UG's own insurance provides some coverage it is limited. Therefore, UG students must arrange their own health insurance, liability insurance and accident insurance when going abroad. Click here for more information about the UG's insurance.
Please provide your insurance details below.

Insurance company *

Insurance policy number *

Other grants/scholarships and revenues

Have you received a grant before? *

○ yes   ● no

Back to the application workflow | Confirm

4.9. Download Grant Agreement

You will now need to download the Grant Agreement and arrange for all parties to sign agreement. As soon as the agreement is signed by all parties, you will need to upload it into the system.
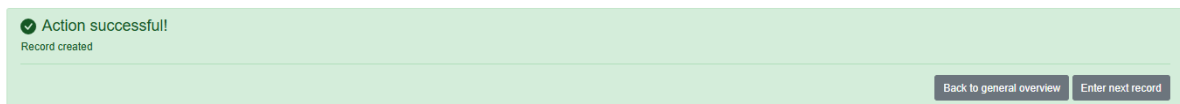
After uploading the signed Grant Agreement, click on 'create'.

After successfully uploading the document, click on 'back to general overview' to continue with the next step in the workflow: accepting the statement of negative travel advice.

4.10. Accept Statement of Negative Travel Advice

Click the button 'Read Statement of Negative Travel Advice' and read the document carefully.

After reading the Statement of Negative Travel Advice, accept the conditions by ticking the box (red arrow) and click on 'confirm' (green arrow) before returning to the application workflow.

Statement Negative Travel Advice
Please read carefully and sign after you agree with the terms.

The University of Groningen does not support students travelling to countries with an orange or red travel advice as issued by the Dutch Ministry of Foreign Affairs.
This statement becomes effective when students travel to, or are using a mobility option within their degree programme, in a country with a negative (orange or red) travel advice. The statement needs to be completed before the start of the mobility, together with the Erasmus+ or Marco Polo Grant Agreement (if applicable).

Liability
The UG does not accept any liability for the stay in the mobility destination in case of a negative (orange or red) travel advice. The UG has taken out coverage for students with insurance company AIG. Travelling to countries with a negative travel advice may have consequences for that coverage. AIG decides whether, in a specific case, the travel insurance of the UG provides coverage in any particular circumstance. The UG has no say in this decision. For this reason, the undersigned has been advised to take out an own health, liability and accident insurance.

Medical expenses
Within the coverage of a business travel policy from the UG at AIG, the medical costs are covered secondary. This means that these are always additional to the primary medical health insurance taken out in the Netherlands (or other home country if so applies).

Declaration
I hereby declare that I am aware of the fact that in case the travel advice issued by the Dutch Ministry of Foreign Affairs for the mobility destination is orange or red, the mobility is not supported by the UG and is therefore taking place at my own risk.

I am also aware that the current yellow or green travel advice of my host country may change into a negative travel advice (orange or red).

Nevertheless, I choose to leave for a mobility stay in the mobility destination.

I am aware that in case a "no-go" decision was issued at least two months before the start of the mobility because of an orange or red travel advice, no scholarship is provided to me.

I realize that the UG does not accept any liability for the stay in the mobility destination in case of a negative (orange or red) travel advice. I accept that this mobility stay may have consequences for the liability coverage the UG has taken out for students with insurance company AIG. I have taken out my own health, liability and accident insurance.

The above means that all events, and their consequences, as well as all costs arising from unforeseen circumstances during my stay in the mobility destination at the time of an orange or red travel advice are for my own account and risk.

☑ I accept the conditions of the UG, in addition to those mentioned in the Erasmus+ or Marco Polo Grant Agreement (if applicable). *

Back to the application workflow   Confirm

4.11. Complete emergency contact details

You will now need to enter the contact details of your emergency contact person and after doing so, click on 'update' to return to the workflow.

4.12. Course descriptions (if necessary)

Upload course descriptions or a statement of approval of the Board of Examiners for your course(s), if necessary.

4.13. Digital Learning Agreement

You will now need to follow all required steps to generate a Digital Learning Agreement (DLA), starting by submitting courses.

After clicking on 'submit course(s)', click on the button 'enter (further) courses…' to add your course(s) manually.

After inserting all relevant information about the course, click on 'create'.

Edit learning agreement

Host institution	Lapin Yliopisto, University of Laplan... ▾
Study area	Arts ▾
Study programme	B American Studies - 50623 / 0000 ▾
Academic year	2024/2025 ▾
Semester	Spring 2025 ▾

Course unit code at the host institution

There are still **200** characters available

Course unit title at the host institution

There are still **400** characters available

Number of credits at the host university

Link to course at the host institution

There are still **100000** characters available

Course unit title at the home institution

There are still **400** characters available

Number of credits at the home institution

Close   Create

Continue entering (further) courses and after submitted all courses, click on 'final check before signing'.

Back   Enter (further) courses...   Final check before signing

Check the list of courses carefully and if correct, click on 'Sign and Transfer'.

Close   Sign and Transfer

Click on 'close' and 'back' to return to the workflow overview.

If is not possible to sign the Digital Learning Agreement digitally, you will need to download the DLA (see green arrow) and arrange for all parties to sign it physically. As soon as the DLA is signed by all parties, you will need to upload it in Mobility Online (see red arrow).

Now the host institution needs to approve the DLA.

After the host institution has approved the DLA, you can continue with the next three steps on your part:

- Download OLS manual
- Upload OLS proof
- Register residential address (during mobility)

After clicking on 'register residential address (during mobility)', make sure to register your (temporary) address during the exchange period in the web form (*not* your home address in the Netherlands). After entering the details, click on 'update personal details'.

After updating your details, you can go back to the application workflow.

Any changes to your exchange period (start and/or end date, or changes in your DLA) must be requested within 4 weeks after the start of your exchange period under 'During mobility'.

After clicking on 'Do you have any changes? (yes/no)', you can review your mobility details.

Review mobility details

Start date of the mobility	End date of the mobility
01.02.2025	31.08.2025

Confirm your mobility details

Do you have any amendments to make to your mobility details? *

When should you answer yes to the question below?
- If you need to change the dates mentioned above
- If you need to change the courses on your learning agreement (adding or deleting a course)

You do not need a new learning agreement if you only want to change your start or end date, but these will still need to be assessed by your faculty.

○ yes   ○ no

Back to the application workflow   Confirm

If you would like to make any changes, please select 'yes' to request changes to your exchange dates and/or the Digital Learning Agreement. After selecting 'yes', you can select the desired changes: date(s), DLA or both. Click on 'confirm' after entering the changes.

Confirm your mobility details

Do you have any amendments to make to your mobility details? *

When should you answer yes to the question below?
- If you need to change the dates mentioned above
- If you need to change the courses on your learning agreement (adding or deleting a course)

You do not need a new learning agreement if you only want to change your start or end date, but these will still need to be assessed by your faculty.

● yes   ○ no

What would you like to change? *

● Only the start date and/or end date   ○ Only the learning agreement   ○ Both

Propose your new dates

Your dates must be approved by your faculty. Please propose your new start and/or end dates in the fields below. After confirming your dates, your faculty will be able to review your proposed dates.

Start date *

[   ]

End date *

[   ]

| Back to the application workflow | Confirm |

5. After the Mobility

Once your exchange period has ended, you will need to follow the remaining steps in the Mobility Online workflow.

5.1. Confirm actual start and end date

First, click on 'confirm dates and upload proof' to register the actual mobility dates (red arrow in the workflow). You also need to upload a signed / official document that confirms these dates. The Statement of the Host (SoH) can be

used for this purpose (green arrow in the workflow).

After clicking on 'confirm dates and upload proof' you can check (or change) your mobility dates and upload a signed document that confirms these dates. After uploading the document, click on 'confirm' and next on 'Back to the application workflow' to continue with the next step.

5.2. **Green Travel confirmation**

In this step, please indicate whether you used sustainable means of transport to travel to and from your host institution.

After confirming, continue with the last 2 mandatory steps on your part in the workflow.

5.3. **Complete the Erasmus+ Participant Report & upload your Study (Experience) Report**

The Erasmus+ Participant Report is a survey sent to you by email through the Erasmus+ system. Unfortunately, we cannot include this survey in Mobility Online, so you will need to use the link in the email you received through the Erasmus+ system to complete your personal survey online.

After completing the Erasmus+ Participant Report (survey), tick the box "I hereby confirm I have completed the Participant Report" and click on 'next page'.

Next, you will need to write your own study (experience) report and upload it.

Page 2 - Study (experience) report ⌄

In addition to your Erasmus+ Participation Report, you are required to write and submit a report on your (study) experiences abroad. This report should be a minimum of 2 A4 pages, typed and in English. Using the headings below, please report on the following:

Study report *

- **Your study programme** (including courses available for foreign students, content of the followed courses, level of study, would you recommend the courses to future students, way of examination, etc.)
- **Language**
- **Finance and other conditions** (including estimated costs per month, if applicable residence permit, additional costs to attend the host institution, application procedure, etc.)
- **Preparation and contact with the host institution (faculty) in advance**
- **Housing** (rent, accommodation type, recommended neighbourhoods, etc.)
- **Guidance / reception at host institution** (introduction programme, social events, study programme, guidance, social care and help from host institution)
- **Culture, free time and travelling**
- **Other** (tips, suggestions, comments, opinions, etc.)

| test.pdf | ✓ | 🗑 | 📂 |

I hereby give permission to publish my report. *

The international office can publish these reports on the UG Study Info page to inform furture students and to help them in their orientation process. We only publish these reports with your explicit consent.

● yes   ○ yes but anonymously   ○ no

Interested students may contact me for additional information *

● yes   ○ no

(Private) Email address for students to contact me

Please note that your email address will be published together with the report.

test@rug.nl

Did you follow a language course? *

○ yes   ● no

Back | Confirm | Back to previous page

After uploading your Study Report, and answer the questions, you can go back to the workflow to check if all actions on your part have been completed.

After the Mobility				
Mobility finished	☑			
Statement of the Host (SoH) downloaded	☑	14.02.2025	Arts Test	Download SOH (optional)
Actual start/end dates confirmed and proof uploaded	☑	14.02.2025	Arts Test	Confirm dates and upload proof
Use of green travel confirmed	☑	14.02.2025	Arts Test	
Statement of the Host signed by host institution uploaded	☑	14.02.2025	Arts Test	Upload Statement of the Host signed by host university
Erasmus+ Participant Report confirmed and study (experience) report uploaded	☑	14.02.2025	Arts Test	Complete and upload report
Office: SoH/Study report approved	☐			
Office: Grades registered in Progress	☐			
Office: After mobility (grant) documents complete	☐			
Office: second instalment grant processed	☐			
Office: Exchange file completed	☐			

The remaining steps will be completed by the International Office (Exchange Office).

Office: SoH/Study report approved	☐
Office: Grades registered in Progress	☐
Office: After mobility (grant) documents complete	☐
Office: second instalment grant processed	☐
Office: Exchange file completed	☐

As soon as the international Office has finished all remaining steps, all boxes in the workflow "After Mobility" will be ticked.

After the Mobility			
Mobility finished	☑		
Use of green travel confirmed	☑		
Office: SoH/Study report approved	☑		
Office: Exchange file completed	☑		

Co-funded by the European Union

Once your application has been fully completed, the faculty will mark your application as completed.