Mobility Fellowships
APPLICATION VIA MOBILITY-ONLINE
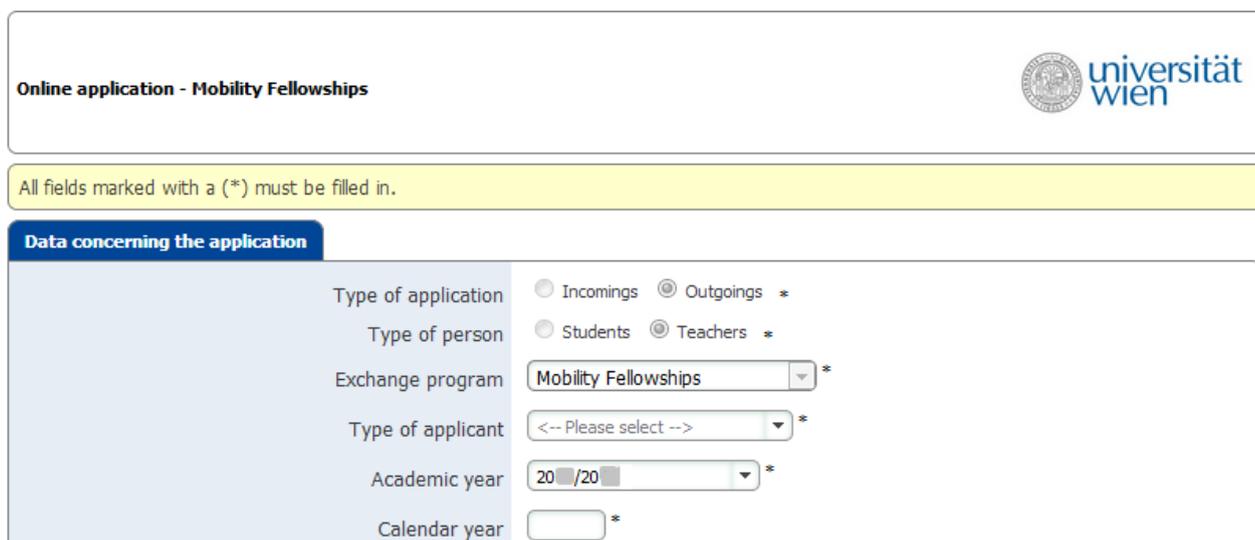
The application process for the Mobility Fellowships takes place via the online tool Mobility-Online. You can find the link to the application on the website of the International Office under → Mobility Fellowships.

What is Mobility-Online?

Mobility-Online is an online programme designed for managing mobilities, which will guide you through the entire process of your mobility. The process starts with filling in the online application form and ends with submitting your final questionnaire. **Each applicant has a personal workflow which will be followed step by step – hence, you can always see at which point of your application you currently are.** Additionally, there might be some further actions needed. You will be informed on these by e-mail in time.

1. Create an application

To apply for a Mobility Fellowship, use the link for the online application provided on the → website of the International Office. By following the link, you can create an application for a Mobility Fellowship. The exchange programme → Mobility Fellowships is selected automatically.

Now fill in the application form completely.

Please note: Mobility Fellowships are awarded for stays of at least three weeks and a maximum length of eight weeks, whereby a duration of for example three weeks and four days is possible as well.

After completion of the entire application form, click on → Send application. You are going to receive a **confirmation** regarding your application by e-mail. Use the **link** which is provided in the e-mail to **sign in to Mobility-Online to finalize your application**.

2. How to use Mobility-Online

The entire application process takes place via Mobility-Online. To access your **workflow**, click on → Reload Application Workflow (see 1.). After you have created an application, please carry out the **necessary steps** by clicking on each step in the column 'Direct access via following link' (see 2.). Already accomplished steps are ticked green and steps that still need to be carried out are marked with a red square.

On the left side, you can find a navigation bar with your **master data** as well as your **settings**, where you can change your password (see 3.). Under 'My Personal Details', you can view and edit your details by clicking on this icon ✎ on the left side of your name. There, you will find your application form as well. To logout, use the button on the left side (see 4.).

Please make sure to save everything before you click on anything on the sidebar. Otherwise, your changes will be discarded. In case you stay inactive for a longer period, you will be logged out and any changes you have made will be lost. Be aware that in Mobility-Online **tabbed browsing is not recommended.** Changes you have made might get lost if you do so.

3. Complete the application in the workflow

After using the link for the registration to log in, you may look at the **workflow of your application**. This will provide you with an **overview** of what you will have to do next to apply successfully for a Mobility Fellowship.

As for the next steps, please complete your personal data and upload the required documents:

a. Complete personal data
→ Check and complete your personal data.

b. Upload the questionnaire
→ You can find the "Questionnaire" in the right column of the webpage under "Quicklinks". Please specify your plans for a joint research project with at least one colleague at the respective Strategic Partner University/host university.

c. Upload letter(s) of support
→ Upload the letter(s) of support of at least one colleague (PhD or above) of the respective academic field at the respective Strategic Partner University/host university.

d. Upload CV including academic track record (publications, projects)
→ Upload the list of your publications to give a greater insight into your research.

e. Upload application of Leave of Absence
→ Upload the Application of Leave of Absence (PA/F7) signed by the head of the sub-unit and the head of the organizational unit.

After completing these steps, you may submit your application by clicking on → Submit application. Please note that after submission of your application, changes are no longer possible.

4. After submission of your application

a. Check of eligibility

After the expiration of the deadline, all applications will be checked for eligibility. This process may take up to four weeks. You will receive an e-mail informing you about the status of your application after this eligibility check. If your application is 'eligible', but some documents are incomplete, you will receive a call for improvement via e-mail.

Please note that in case your application is 'eligible', it does not mean you have received a Mobility Fellowship yet.

b. Selection of beneficiaries

Approx. 8–12 weeks after the expiration of the deadline, all applicants with an application considered as 'eligible' will receive an email about the decision concerning their application.

c. Fill in questionnaire before the stay

In case your application has been accepted, you will be asked to fill in a questionnaire for emergency response contact details.

d. Upload Grant Agreement

Please upload your Grant Agreement to Mobility Online.

5. After your stay

After your research stay, please fill in the "Questionnaire after the stay", which serves as final report. Please refer to the Mobility Fellowship Guidelines for all instructions regarding the settlement of your research stay.

6. Contact and support

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