

### ERASMUS+

Mobility-Online allows the management of all types of exchange programs. Since Erasmus+ is probably the most widespread one, it has been given an extra focus. All necessary adjustments have been implemented to support the changes introduced by the European Commission in Erasmus+ 2014-2020. SOP guarantees to support any further changes to come connected with this exchange program.

#### 1. INTER-INSTITUTIONAL AGREEMENTS

The present format for the Erasmus+ agreements is supported in Mobility-Online. The template can be found in *Program data – Letter templates per exchange program*.

This template includes the so called merge fields, which are replaced by actual information when the document is printed out.

The screenshot displays the 'University of SOP (Demo)' interface for managing 'Letter templates per exchange program (ID = 77)'. The left sidebar shows a navigation menu with categories like 'Master data', 'Institutional data', 'Course unit data', 'Vacancies', 'Activity data', 'Event data', and 'Mobility-Tool data'. The 'Master data' section is expanded, showing 'Letter templates per exchange program' as the active item. The main content area is titled 'Master data/Program data/Letter templates per exchange program (ID = 77)'. It features a 'Merge fields (9)' section with various configuration options. A blue arrow points to a yellow box highlighting the 'File' field, which is set to 'Inter\_institutional\_agreement.doc'. Other fields include 'Type of application' (Both), 'Type of person' (Both), 'Exchange program' (All exchange programs), 'Academic year' (All academic years), 'Institution' (University of SOP), 'Language' (English), 'Number' (INTER\_INST\_AGREEMENT), 'Name of letter template' (Inter-Institutional Agreement), 'Valid until', 'Database select', 'Table for search mask' (VEREINBARUNGEN - Bil. Agreements), 'Selectable in 'common serial letters'' (checked), 'include Header/Footer' (checked), and 'Internal name of upload' (No choice).

Please note that you can create your own document templates using merge fields whenever you need. Your own documents can have your own layout. Individual documents are then added to the standard templates Mobility-Online is already equipped with. The inter-institutional agreement functions in this way as well: it is based on a template stored in the system.

To open or print out your 'actual' agreements (the ones that you signed with your partners), you can go to *Networks – Agreements – Print bilateral agreements – Erasmus+*.

The screenshot displays the University of SOP (Demo) web interface. The top navigation bar includes 'Application Pipeline', 'Workplace', 'Favorites', 'Gadgets', 'Help', and 'Logout'. The user is identified as 'SOP Administrator (kah)'. The left sidebar contains a menu with categories like 'Master data', 'Students', 'Teachers', 'Networks', 'Partnerships', 'Cooperations', 'Agreements', 'Letters', 'E-mails', 'Budget', 'Reports', 'Tools', 'Marketing', and 'Administration'. Under 'Agreements', 'Print bilateral agreements' is highlighted with a yellow box. The main content area is titled 'Networks/Agreements/Print bilateral agreements' and features a form with fields for 'Used letter template' (radio buttons for 'Bilateral Agreement' and 'Erasmus+', with 'Erasmus+' selected and highlighted by a yellow box and a blue arrow), 'Bilateral agreement' (text input), 'Institution' (dropdown), 'Faculty' (dropdown), 'Host country' (dropdown), 'Partner institution' (dropdown), 'Partner faculty' (dropdown), 'Partner department' (dropdown), 'Type of person' (radio buttons for 'Student', 'Teacher'), 'Type of application' (radio buttons for 'Incoming', 'Outgoing', 'Both'), 'Exchange program' (dropdown), 'Academic year' (dropdown), and 'Teaching language' (dropdown). 'Cancel' and 'Continue' buttons are located at the top left of the form area.

If you click on “Continue”, you will get this overview:

The screenshot displays the 'Networks/Agreements/Print bilateral agreements' interface. On the left is a sidebar with a tree view containing: Master data, Students, Teachers, Networks (with sub-items: Partnerships, Cooperations, Agreements, Letters, E-mails, Budget, Reports), and Reports. The 'Agreements' sub-item is expanded, showing options like 'Agreement types', 'Edit bilateral agreements', 'Edit agreement proposals', 'Print bilateral agreements', and 'Copy bilateral agreements'. The 'Print bilateral agreements' option is highlighted with a blue arrow pointing to the 'Print' icon in the table below.

The main interface has a title bar 'Networks/Agreements/Print bilateral agreements' with a 'Generate serial letters' button. Below is a 'Preselection' section with 'Used letter template' (radio buttons for 'Bilateral Agreement' and 'Erasmus+', where 'Erasmus+' is selected) and 'Agreement active' (radio buttons for 'Yes' and 'No', where 'Yes' is selected). The main content is a table with columns: Program group, Academic year, Institution, Host country, Partner, and Subject code.

Program group	Academic year	Institution	Host country	Partner	Subject code
Erasmus+	2011/2012 2012/2013 2013/2014 2014/2015	Faculty of Informatics	Austria	A WIEN09 - PÄDAGOGISCHE AKADEMIE DES BUNDES IN WIEN	Information and Communication Technologies (ICTs)
Erasmus+	2008/2009 2009/2010 2010/2011 2011/2012 2012/2013 2013/2014 2014/2015	University of SOP	Austria	A WIEN09 - PÄDAGOGISCHE AKADEMIE DES BUNDES IN WIEN	Earth sciences
Erasmus+	2009/2010 2012/2013 2013/2014 2014/2015	University of SOP	Austria	A WIEN09 - PÄDAGOGISCHE AKADEMIE DES BUNDES IN WIEN	Statistics

You can then print out the agreement, e.g. as a PDF file using the provided icon.

## 2. MOBILITY TOOL INTERFACE

Mobility-Online is equipped with an interface for an easy export of all data needed in the mobility tool of the European Commission. You do not have to enter the same data twice. All necessary data is managed in Mobility-Online, e.g. PIC codes, types of participants, study levels, activity types, categories of work, linguistic preparation, seniority of teacher, economic sectors, types of organizations, and organization sizes.



- Master data
  - ▼ General data
  - ▼ Program data
  - ▼ Institutional data
  - Course unit data
    - Course types
    - Courses
    - Courses per semester
  - ▼ Vacancies
  - ▼ Activity data
  - ▼ Event data
  - ▼ Mobility-Tool data
- ▼ Students
- ▼ Teachers
- ▼ Networks
- ▼ Letters
- ▼ E-mails
- ▼ Budget
- ▼ Reports
- **Tools**
  - **Data exchange**
    - ▼ Import
    - ▼ Export
    - ▼ Webservice
  - **Mobility-Tool**
    - Create export file for SMS/SMP**
    - Create export file for STA/STT
- ▼ Data service
- ▼ Tickets
- Upload Centre

Tools/Data exchange/Mobility-Tool/Create export file for SMS/SMP

Cancel report   Execute report

Output  XML  CSV  XLS  
 Codec of data  UTF-8  ISO  
 Hyphen between fields ;

admin11032015125031.csv - Microsoft Excel

Activity Type	Long-term Activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Particip
*, DICT	*, DICT (YES/NO)	*	*	*	*, DD-MM-YYYY	*, DICT	*	*, DICT	*, DICT
SMS	NO		Jane	Austen	04.11.2014	F	karolina.hudyma@gmail.com	UK	NO
SMS	NO		Francis	Bacon	28.10.1909	M	anthony.thaler@sop.co.at	IE	YES
SMS	NO	1337	Thomas	Bauer	23.03.1988	M	thomas.bauer@sop.co.at	AT	NO
SMS	NO		Heinz	Binder	20.04.1969	M	gerald.mauberge@sop.co.at	AT	NO
SMS	NO		Mikael	Blomkvist	15.08.1954	M	karolina.hudyma@gmail.com	SE	NO
SMP	NO	1234567	James	Bond	01.01.2001	M	karolina.hudyma@gmail.com	UK	NO
SMS	NO	566880	Anne	Bronte	16.05.1983	F	gerald.mauberge@sop.co.at	UK	NO
SMS	NO	566878	Charlotte	Bronte	16.03.1983	F	lucius.ford@sop.co.at	UK	NO
SMS	NO	566879	Emily	Bronte	16.04.1983	F	lucius.ford@sop.co.at	UK	NO
SMS	NO	hj	Paul	Brunner	15.12.1978	M	gerald.mauberge@sop.co.at	MT	NO
SMS	NO	555555	Lucy	Bunce	06.10.1983	F	lucius.ford@sop.co.at	UK	NO
SMS	NO		Cordula	Catharin	03.07.1991	F	cordula.catharin@sop.co.at	AT	NO
SMS	NO		Charlie	Chaplin	16.04.1989	M	karolina.hudyma@gmail.com	UK	NO
SMS	NO		Violet	Crawley	01.11.2014	F	karolina.hudyma@sop.co.at	UK	NO
SMS	NO		HÃ©lÃ©ne	de Beauvoir	16.06.1910	F	balazs.pinter@sop.co.at	FR	NO
SMS	NO		Henri	de Toulouse-Lautrec	24.11.1900	M	balazs.pinter@sop.co.at	FR	YES
SMS	NO	4564	Tsachalis	Dimitris	05.12.1974	M	gerald.mauberge@sop.co.at	GR	NO
SMS	NO	1337	Thomas	ECM TEST	23.03.1988	M	gerald.mauberge@sop.co.at	AT	NO
SMS	NO	3456778	Albert	Einstein	08.07.1990	M	test@sop.co.at	DE	NO
SMP	NO	4259	Jim	Fletcher	26.11.1980	M	steffen.basedow@sop.co.at	UK	NO
SMS	NO	789	Lucius	Ford	25.08.1977	M	gerald.mauberge@sop.co.at	UK	NO
SMS	NO	216542138	Sigmund	Freud	03.12.1986	M	gerald.mauberge@sop.co.at	UK	NO

## 3. READY-TO-USE WORKFLOWS FOR ERASMUS+


Mobility-Online supports clear task organization. The interactive tasks for each exchange program can be freely adjusted. At the same time, thanks to SOP's extensive know-how of the management of the Erasmus+ program, ready solutions are offered for this exchange program. Of course, it is always possible to add or delete any step from the offered standard list as well. You can log on to the demo as 'college' to test the Erasmus+ pipeline (Step 2 – Pipeline).

Erasmus+ (SMS)			Total (142)
2017/2018	Close all sub groups		Total (38)
<b>Before the mobility</b>			<b>Total (39)</b>
<input type="checkbox"/> New applications – Applicants not yet registered	(11)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> Applicant registered - Personal details to be completed	(14)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> Personal details completed - Music sample not yet uploaded	(14)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> Application documents uploaded - Application form not yet printed	(0)		(?)
<input type="checkbox"/> Application form printed - Signed application form not yet uploaded	(2)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> Signed application form uploaded - Application not yet formally checked	(2)	<a href="#">Formally check application, mark as 'complete' or 'incomplete'</a>	(?)
<input type="checkbox"/> If incomplete: Application marked as incomplete - Email not yet sent to the student	(1)	<a href="#">Inform the student per email why the application is incomplete</a>	(?)
<input type="checkbox"/> If incomplete: E-mail sent to the student - Application documents not yet completed by the student	(1)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> If incomplete: Application documents completed by the student - Application not yet formally checked	(0)		(?)
<input type="checkbox"/> If incomplete: Application documents completed by the student - Application not yet formally checked	(0)		(?)
<input type="checkbox"/> Application documents checked - Allocation criteria to be entered	(1)	<a href="#">Enter data for ranking calculation</a>	(?)
<input type="checkbox"/> Application documents complete - Application not yet allocated to partner institution	(1)	<a href="#">Allocate application to host institution</a>	(?)
<input type="checkbox"/> Application allocated to partner institution - Student not yet informed about allocation	(1)	<a href="#">Send e-mail to student regarding the allocation</a>	(?)
<input type="checkbox"/> Student informed about allocation - Application not yet nominated at partner institution	(0)		(?)
<input type="checkbox"/> Application nominated - Courses not yet entered into LA	(1)	<a href="#">Display applications</a>	(?)
<input type="checkbox"/> Courses entered into Learning Agreement - Courses not yet checked	(0)		(?)
<input type="checkbox"/> Courses in LA formally checked - LA to be signed by all parties and uploaded	(0)		(?)
<input type="checkbox"/> Learning Agreement signed by all parties and uploaded - Grants to be calculated	(0)		(?)
<input type="checkbox"/> Grants calculated - Signed Grant Agreement not yet uploaded	(0)		(?)
<input type="checkbox"/> Signed Grant Agreement uploaded - First instalment not yet created	(0)		(?)
<b>During the mobility</b>			<b>Total (0)</b>
<input type="checkbox"/> First instalment paid - Courses not yet entered into LA	(0)		(?)

## 4. ERASMUS+ DOCUMENTATION

Mobility-Online is already equipped with templates for Erasmus+ documents (creating, printing, and signing) and we guarantee that SOP will provide any necessary updates, should the requirements from the European Commission change. Documents such as Learning Agreement and Grant Agreement can be generated from the system based on the templates with merge fields. The merge fields are replaced by actual personal information of the student who prints out the agreement in their workflow.

**University of SOP (Demo)**



English

Search

Edit personal data

My application data >

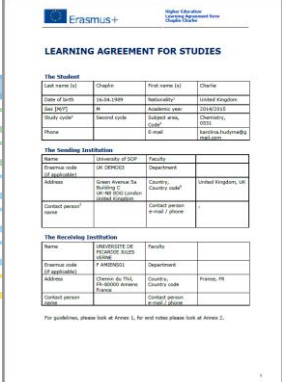
Change password

Workflow ?

In this survey all necessary steps of an application are shown in the correct order. Also, you can see if every single step has been completed appropriately. If the step has been completed the execution date and the executing person is shown.

Last name	Chaplin	Field of study	Chemical Engineering	Mobility program	Erasmus+ (SMS)
First name	Charlie	Country of the receiving ins...	France	Type of application	Outgoing
Birth date (dd.mm.yyyy)	16/04/1989	Receiving institution (1. ch...	AMIENS01 - UNIVERSITE DE PICARDI...		
Country of the sending ins...	United Kingdom	Stay from (1. choice)	05/11/2014		
Sending institution	DEMO03 - University of SOP	Stay to (1. choice)	27/11/2014		

Necessary steps	Done	Done on	Done by	Direct access via following link	22 / 36
> Before the mobility - Application and registration					3 / 4
> Before the mobility - Upload and print documents					7 / 9
> Before the mobility - Tasks performed by International Office					3 / 3
✓ Before the mobility - Learning Agreement tasks					5 / 5
Courses entered into the Learning Agreement	<input checked="" type="checkbox"/>	04.06.2016	admin (gm)	<a href="#" style="background-color: #0056b3; color: white; padding: 2px;">Enter courses into the Learning Agreement</a>	
Course packages for the Learning Agreement (before mobility) created	<input checked="" type="checkbox"/>	04.06.2016	admin (gm)	<a href="#" style="background-color: #0056b3; color: white; padding: 2px;">Create course packages for the Learning Agreement (before mobility)</a>	
Courses in the Learning Agreement approved by IO	<input checked="" type="checkbox"/>	04.06.2016	admin (gm)		
Learning Agreement printed	<input checked="" type="checkbox"/>	02.06.2017	Charlie Chaplin	<a href="#" style="background-color: #ffc107; padding: 2px;">Print Learning Agreement</a>	
Learning Agreement signed by all parties and uploaded	<input checked="" type="checkbox"/>	12.03.2015	admin (kah)	<a href="#" style="background-color: #0056b3; color: white; padding: 2px;">Upload Learning Agreement signed by all parties</a>	
> Before the mobility - Scholarships					
> During the mobility - Learning Agreement changes					
> During the mobility - Extension of stay					
> After the mobility - Mobility-Tool+					
> After the mobility - Learning Agreement					
> After the mobility - International Office tasks					
> General					



**Erasmus+ Learning Agreement for Studies**

**The Student**

Last name (SI)	Chaplin	First name (SI)	Charlie
Date of birth	16-04-1989	Nationality	United Kingdom
Sex (M/F)	M	Academic year	2016/2017
Study center	London	Subject area	Chemistry
Phone		Mobile	0551 123456789
		Email	charlie.chaplin@u.sop.ac.uk

**The Sending Institution**

Name	University of SOP	Faculty	
Department	DEMO03	Department	
Address	Green Avenue 5a	Country	United Kingdom, UK
	London	Country code	
Contact person	John Doe	Contact person email / phone	

**The Receiving Institution**

Name	UNIVERSITY OF PICARDIE JULES KESLER	Faculty	
Department	DEPARTMENT	Department	
Address	UNIVERSITE DE PICARDIE	Country	France, FR
		Country code	
Contact person		Contact person email / phone	

For questions, please look at Annex 1. For end notes please look at Annex 2.