ISTRUZIONI PER ACCETTAZIONE PERIODO DI MOBILITÀ ERASMUS STUDIO 2023/24 INSTRUCTIONS FOR ACCEPTANCE OF ERASMUS FOR STUDY 2023/24 MOBILITY PERIOD

1) Controlla la tua casella di posta e apri l'e-mail ricevuta da noreply@unipv.it con oggetto "Confirmation of allocation Erasmus for Study 2023/24" (verifica che non sia eventualmente finita erroneamente nella cartella di spam). Accedi a Mobility-Online con le tue credenziali di Ateneo (codice fiscale e password).

Check your inbox and open the email you received from noreply@unipv.it with the subject line "Confirmation of allocation Erasmus for Study 2023/24" (check that it has not mistakenly ended up in your spam folder). Log in to Mobility-Online with your University credentials (tax code and password).



2) Seleziona l'application di tuo interesse (qualora ne avessi più di una) e clicca su "Select application".

Select the application you are interested in (in case you have more than one) and click on "Select application".

Università degli Studi di Pavia							
	Application selection						Search results +
(UNIVERSITÀ	Select application						
DI PAVIA	Test, Francesca	Erasmus (SMS)	2022/2023	DI PAVIA UNIVERSITÀ DEGLI STUDI DI PAVIA	Ruhr-Universitaet Bochum	Psychology, Neuroscience and Human Sciences	Mar 1, 2023 Jul 31, 2023 🗌
	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidade Do Minho	Psychology, Neuroscience and Human Sciences	Sep 12, 2022Jan 15, 2023 🗌
(?) ⊗ ⊭ English	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universiteit Leiden	Storia Globale delle Civiltà e dei Territori	Mar 1, 2023 Jul 31, 2023 🔲
Search	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitaet Basel	Lingue e Culture Moderne	Mar 1, 2023 Jul 31, 2023 🔲
Change password	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	University of Birmingham	Chimica (L2)	Feb 1, 2023 Jun 30, 2023 🗆
	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Institut Polytechnique De Grenoble	Chimica (L2)	Sep 1, 2022 Feb 28, 2023 🗆
	Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidad Pablo De Olavide	Dietistica (Abilitante alla Professione Sanitaria di Dietista)	Oct 3, 2022 Mar 28, 2023 🗆
	Mandarino, Federica	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidad De Granada	Scienze Motorie	Mar 1, 2023 Jul 31, 2023 🔲
	Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioar Cuza Din Iasi	Economia e Gestione delle Imprese	Sep 1, 2023 Jul 31, 2024 🗌
	Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioar Cuza Din Iasi	Economia e Gestione delle Imprese	Apr 1, 2024 Aug 31, 2024 🗹
	Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioar Cuza Din Iasi	Economia e Gestione delle Imprese	Apr 28, 2024 Sep 1, 2024 🛛
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	Select application						
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3) Clicca su "Back to the application workflow".

Click on "Back to the application workflow".

Università degli Stud	di di Pavia	
UNIVERSITÀ DI PAVIA		
⑦ ⑧ # English		
Search		Action successful!
My application data		The specified application has been selected. Please continue in the workflow view.
Change password		Back to the application workflow
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4) Clicca su "Enter decision".

Click on "Enter decision".

		Application workflow ()							
UNIVERSITÀ DI PAVIA		Last name Test Type of application Outgoing First name Francesca Host institution (first choice) RO IASI0 Country of the home institution Italy Country of host institution (first choice) RO mania Home institution PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA First name Romania) 12 - Universitatea Alexandru Ioan Cuza 1		
	>	Necessary steps	Done	Done on	Done by	Direct access via following link	5/10		
	\sim	Before the mobility					5/9		
Search		Online application	✓	13/04/2023		Show application	?		
My application data		Confirmation e-mail online application Online registration		13/04/2023	Automatically generated				
Change password		Personal data completed	V	27/04/2022	admin (FrBi)	Complete personal data	?		
		Application documents checked and marked by International Office as complete		13/04/2023	admin (VirFa)				
		Application form printed				Print application form	4		
		Application allocated to partner institution		17/04/2023	VERONICA VERONESE				
	▶	Decision about allocated spot entered				Enter decision			
		Application nominated at partner institution				Enter decision			
		Application completed							
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5) Clicca su "Forward to update".

Click on "Forward to update".

Università degli Studi di Pavia		
	Applications outgoing Back Forward to update	Display
Di Pavia	Application details Mobility semester Spring 203	24 •
(2) (A) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7	Internal Information Would you like to accept the exchange spot you were allocated to? • Yes •	No *
Search	I confirm that I would like to submit my data.	
Change password	Back Forward to update	
Soleggiato	📲 Q. Cerca 🛛 🏂 📮 🊔 🔇 📋 🥥 🗍	🖬 🖓 🖨 🧔 🎽 🐖 💼 🔹 🗠 🖓 🖓 🔊

6) Seleziona il periodo in cui intendi effettuare la mobilità: "Autumn 2023" per il I semestre "Spring 2024" per il II semestre

"Full year 2023/2024" per l'intero anno accademico

Seleziona quindi "Yes" per accettare il periodo di mobilità assegnato, oppure "No" per rifiutare (ATTENZIONE: se rifiuti, non potrai comunque essere riassegnato a nessun'altra sede).

Se selezioni "Yes", appariranno due nuove sezioni:

a. relativa alla necessità di fondi aggiuntivi per bisogni speciali per studenti con disabilità. Seleziona "Yes" o "No" b. relativa all'eventuale volontà di ridurre il periodo di mobilità assegnato (applicabile solo nel caso in cui tu sia risultato assegnatario di un periodo di mobilità annuale)

Per confermare, seleziona "I confirm that I would like to submit my data" e clicca su "Update"

Select the period in which you plan to carry out the mobility: "Autumn 2023" for the first semester "Spring 2024" for the second semester "Full year 2023/2024" for the entire academic year

Then select "Yes" to accept the assigned mobility period, or "No" to refuse (ATTENTION: if you refuse, you cannot be reassigned to any other host University).

If you select "Yes", two new sections will appear:

a. concerning additional special needs funds for students with disabilities. Select "Yes" or "No"

b. relating to whether you wish to reduce the assigned mobility period (only applicable if you have been assigned an annual mobility period)

To confirm, select "I confirm that I would like to submit my data" and click on "Update".

Università degli Studi di Pavia		
	Applications outgoing Back Update	Update
DI PAVIA	Application details Mobility semester	Spring 2024
⑦ ⊗ # English Search	Internal information Would you like to accept the exchange spot you were allocated to?	⊛ Yes ⊖ No *
My application data > Change password	Are you applying for a grant due to special needs? Would you like to reduce the allocated mobility period?	○ Yes No ○ Yes No
	I confirm that I would like to submit my data.	☑ .
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7) Ritorna quindi alla schermata principale cliccando su "My application data".

Return to the main page by clicking on "My application data".

Università degli Studi di Pavia			
UNIVERSITÀ DI PAVIA	Applications outgoing Back Forward to update		Display
⑦ ② ## English Search Ny application data	Application details Mobility semester	Spring 2024	• *
Change password	I information Would you like to accept the exchange spot you were allocated to?	⊛ Yes ⊖ No *	
	Are you applying for a grant due to special needs? Would you like to reduce the allocated mobility period?	○ Yes	
	I confirm that I would like to submit my data.	n ·	
	Back Forward to update		
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8) Ritorna alla pagina di workflow cliccando su "Application workflow".

Return to the workflow by clicking on "Application workflow".

Università degli Studi di Pavia		
UNIVERSITÀ DI PAVIA	Applications outgoing D Back Forward to update	isplay
My application data Image: Search Image: Search Application workflow Image: Search	Application details Mobility semester Spring 2024	
Edit application Application we low	Would you like to accept the exchange spot you were allocated to?	
Selection of the used application	Are you applying for a grant due to special needs? O Yes No Would you like to reduce the allocated mobility period? Yes No	
	I confirm that I would like to submit my data.	
MOBILITY-ONLINE	Back Forward to update	
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9) In questa schermata potrai verificare se la tua accettazione è andata a buon fine: spunta verde nello step "Decision about allocated spot entered".

Contestualmente, avrai ricevuto un'e-mail da noreply@unipv.it con oggetto "Confirmation of acceptance Erasmus for Study 2023/24".

La procedura di accettazione è completa soltanto dopo la ricezione di questa e-mail.

On this screen you can check whether your acceptance was successful: green tick in the step "Decision about allocated spot entered".

At the same time, you will have received an e-mail from noreply@unipv.it with the subject "Confirmation of acceptance Erasmus for Study 2023/24".

The acceptance procedure is only complete once you have received this e-mail.

Università degli Studi di Pavia							
	Application workflow					0	
UNIVERSITÀ DI PAVIA	Last name Test First name Francesca Country of the home institution Italy Home institution PAVIA01 - UNIVERSITÀ DEGLI STUDI DI			Type Host institution Country of host institu /IA	Type of application Outgoing institution (first choice) RO IASI02 - Universitatea Alexandru Ioan Cuza nost institution (first c Romania		
>	Necessary steps	Done	Done on	Done by	Direct access via following link	6 / 10	
(?) (X) ## English	Before the mobility					6/9	
Search	Online application	V	13/04/2023		Show application	?	
My application data	Confirmation e-mail online application Online registration	v	13/04/2023	Automatically generated			
Change password	Personal data completed	V	27/04/2022	admin (FrBi)	Complete personal data	?	
	Application documents checked and marked by International Office as complete	~	13/04/2023	admin (VirFa)			
	Application form printed				Print application form		
	Application allocated to partner institution		17/04/0000	VERONICA VERONESE		_	
	Decision about allocated spot entered		<u> </u>	rancesca Test	Enter decision		
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MOBILITY-OALINE	Application completed						
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