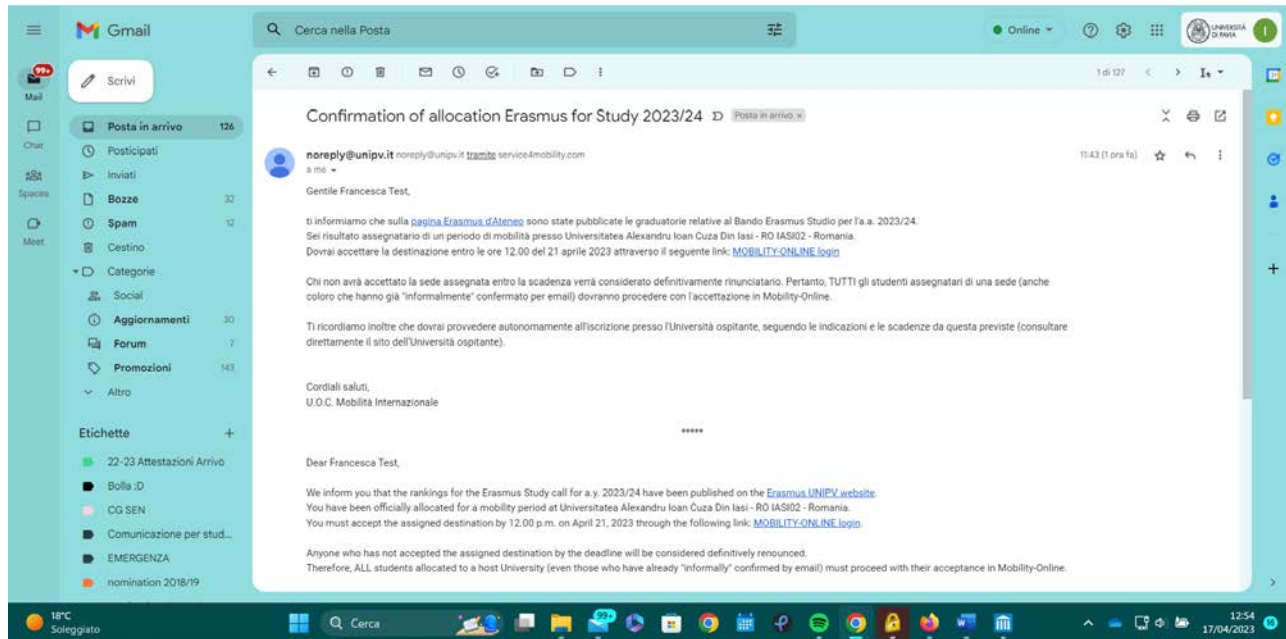


ISTRUZIONI PER ACCETTAZIONE PERIODO DI MOBILITÀ ERASMUS STUDIO 2024/25

INSTRUCTIONS FOR ACCEPTANCE OF ERASMUS FOR STUDY 2023/24 MOBILITY PERIOD

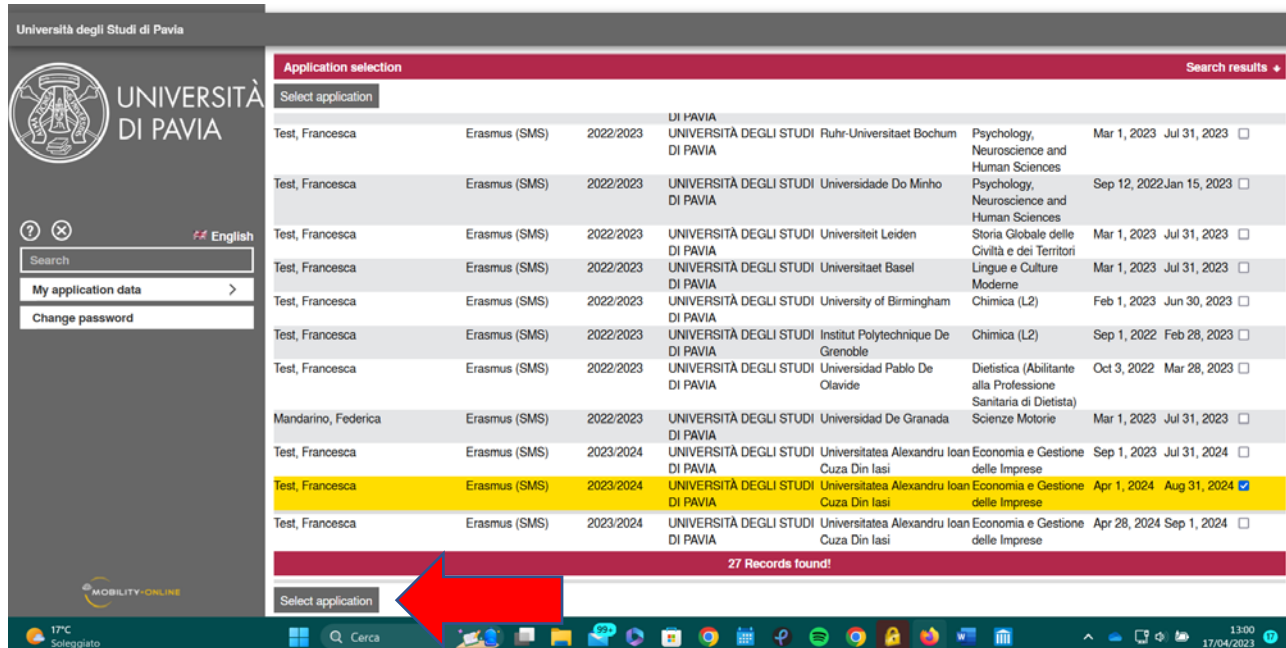
1) Controlla la tua casella di posta e apri l'e-mail ricevuta da noreply@unipv.it con oggetto "Confirmation of allocation Erasmus for Study 2024/25" (verifica che non sia eventualmente finita erroneamente nella cartella di spam).
Accedi a Mobility-Online con le tue credenziali di Ateneo (codice fiscale 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 2024/25" (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 (if you have more than one) and click "Select application".



3) Clicca su "Back to the application workflow".

Click on "Back to the application workflow".

The screenshot shows the top part of the Mobility-Online interface. On the left is a dark sidebar with the University of Pavia logo and navigation links: 'Search', 'My application data', and 'Change password'. The main content area features a blue notification box with the text: 'Action successful! The specified application has been selected. Please continue in the workflow view.' Below this message is a button labeled 'Back to the application workflow', which is highlighted by a red arrow pointing from the right.

4) Clicca su "Enter decision".

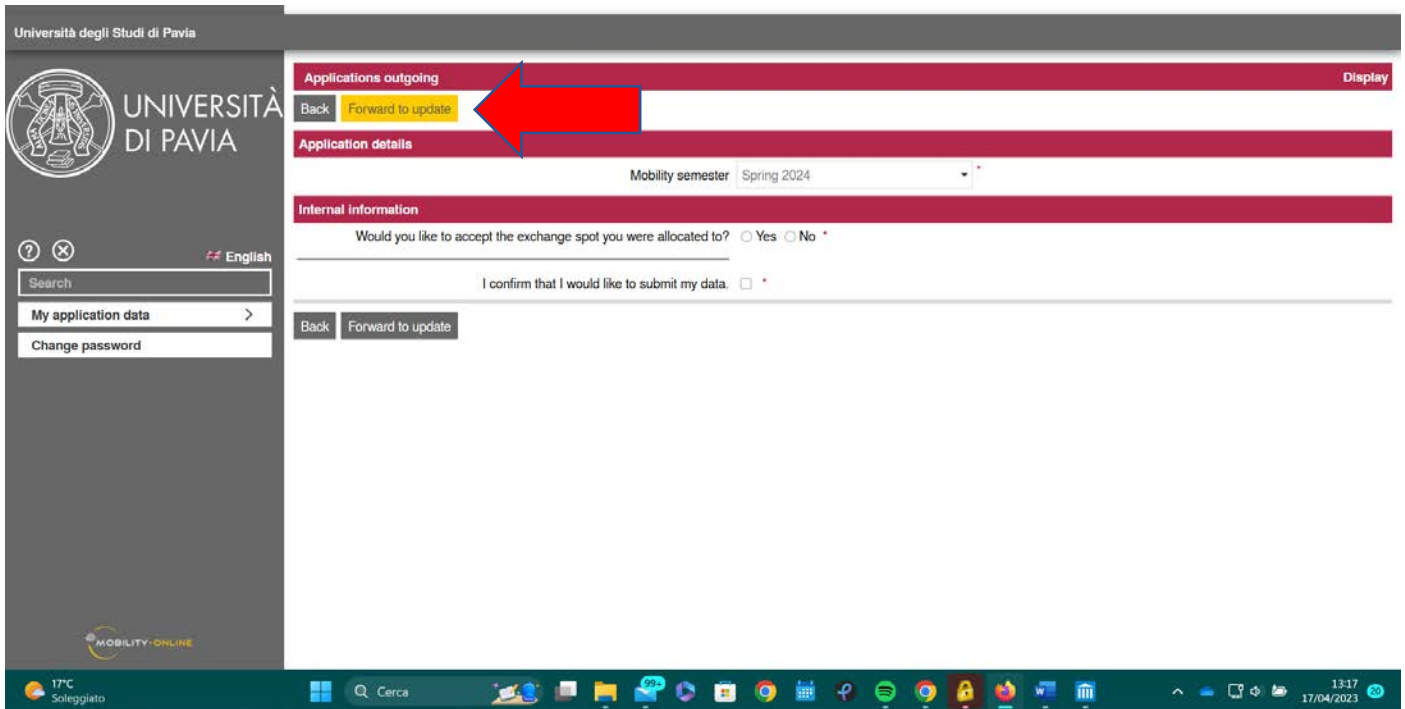
Click on "Enter decision".

The screenshot displays the 'Application workflow' page. At the top, there is a summary of application details: Last name (Test), First name (Francesca), Country of the home institution (Italy), Home institution (PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA), Type of application (Outgoing), Host institution (first choice) (RO IASIO2 - Universitatea Alexandru Ioan Cuza...), and Country of host institution (first choice) (Romania). Below this is a table of 'Necessary steps' with columns for 'Done', 'Done on', 'Done by', and 'Direct access via following link'. The 'Before the mobility' section is expanded, showing several steps. The 'Enter decision' step is highlighted in yellow, and its corresponding button is also highlighted by a red arrow pointing from the right.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	13/04/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/04/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>			
Personal data completed	<input checked="" type="checkbox"/>	27/04/2022	admin (FrBi)	Complete personal data
Application documents checked and marked by International Office as complete	<input checked="" type="checkbox"/>	13/04/2023	admin (VirFa)	
Application form printed	<input type="checkbox"/>			Print application form
Application allocated to partner institution	<input checked="" type="checkbox"/>	17/04/2023	VERONICA VERONESE	
Decision about allocated spot entered	<input type="checkbox"/>			Enter decision
Application nominated at partner institution	<input type="checkbox"/>			
Application completed	<input type="checkbox"/>			

5) Clicca su "Forward to update".

Click on "Forward to update".



6) Seleziona il periodo in cui intendi effettuare la mobilità:

"Autumn 2024" per il I semestre

"Spring 2025" per il II semestre

"Full year 2024/2025" 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 2024" for the first semester

"Spring 2025" for the second semester

"Full year 2024/2025" for the entire academic year

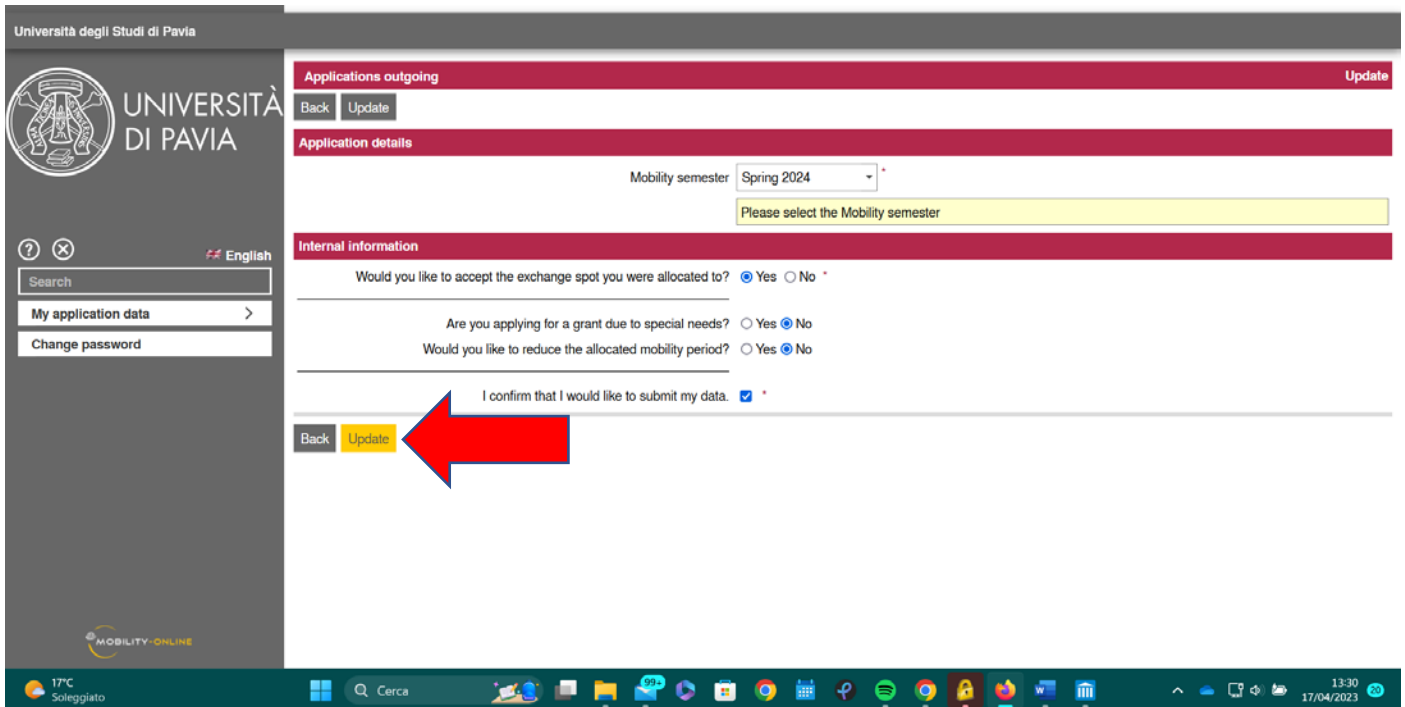
Then select "Yes" to accept the assigned mobility period, or "No" to refuse (ATTENTION: if you refuse, you cannot be reassigned to any other host University).

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

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

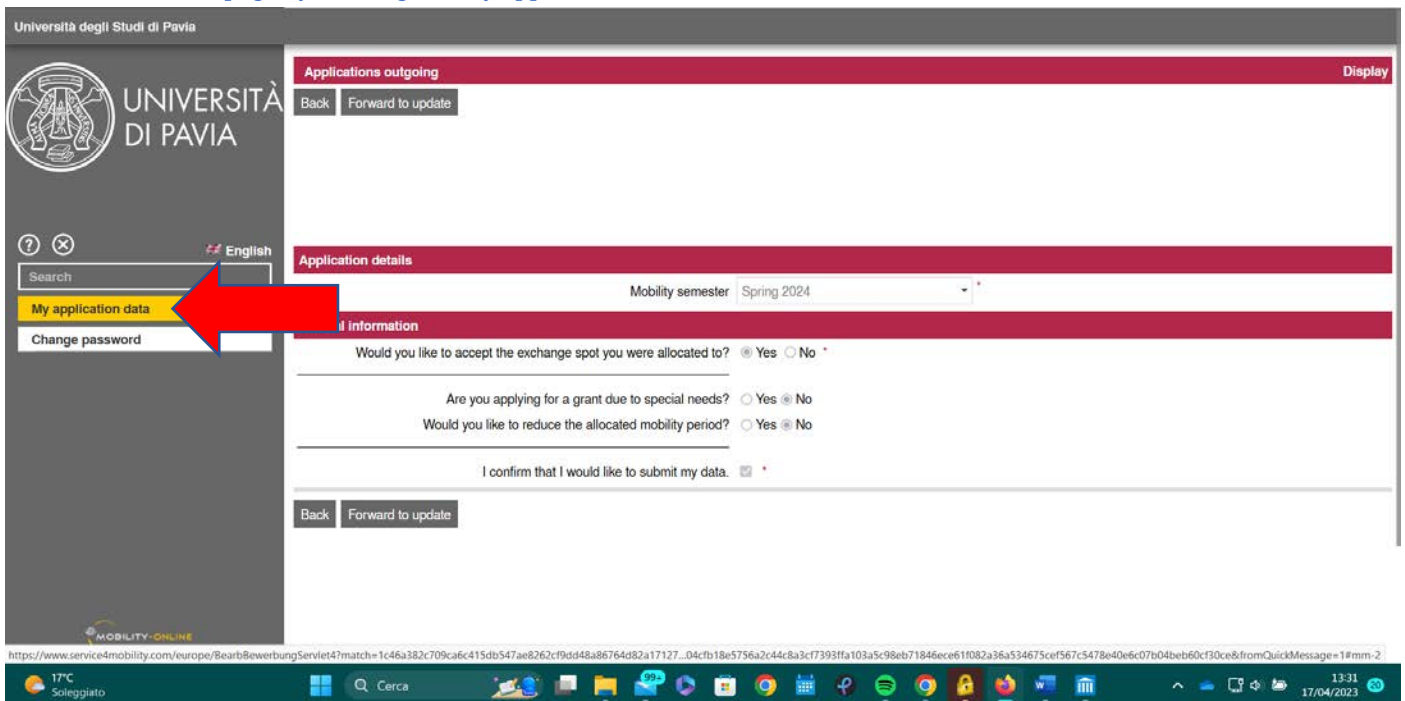
b. relating to whether you wish to reduce the assigned mobility period (only applicable if you have been assigned an annual mobility period)

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



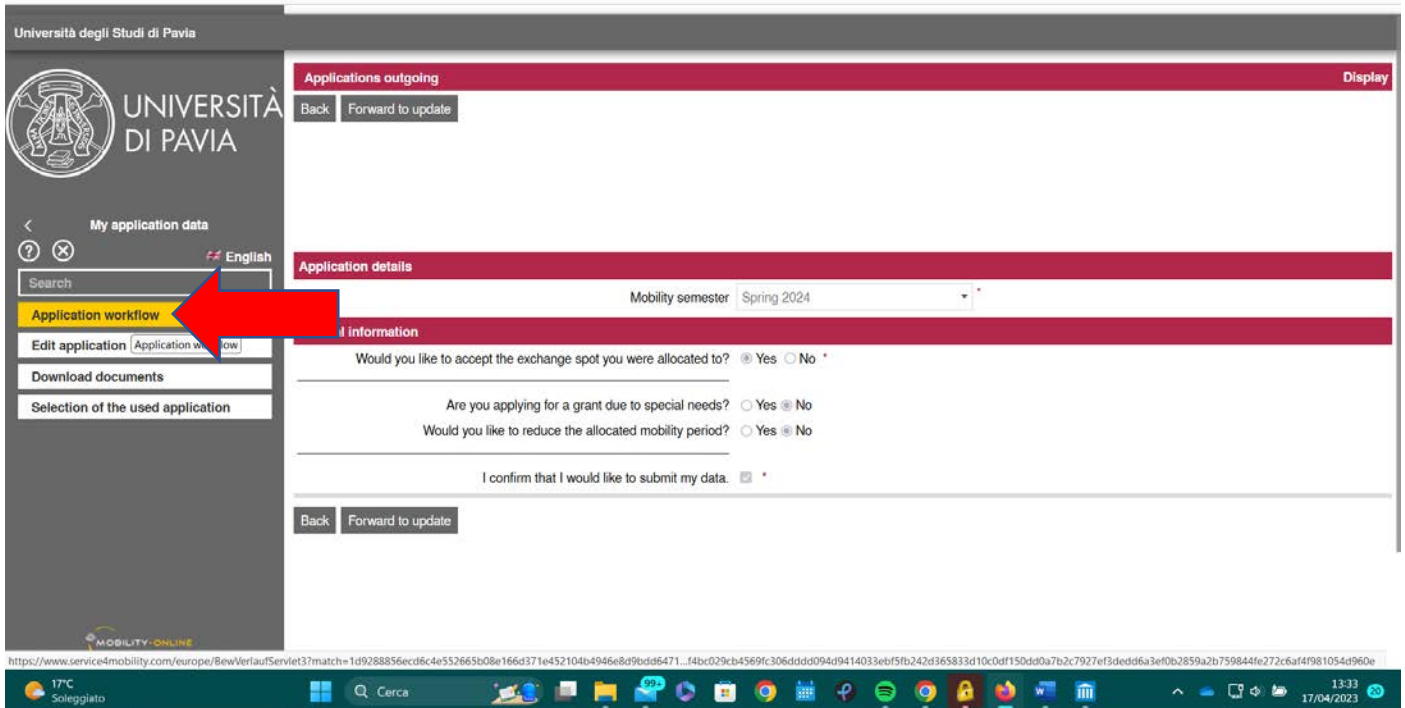
7) Ritorna quindi alla schermata principale cliccando su "My application data".

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



8) Ritorna alla pagina di workflow cliccando su "Application workflow".

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



9) In questa schermata potrai verificare se la tua accettazione è andata a buon fine: spunta verde nello step "Decision about allocated spot entered".

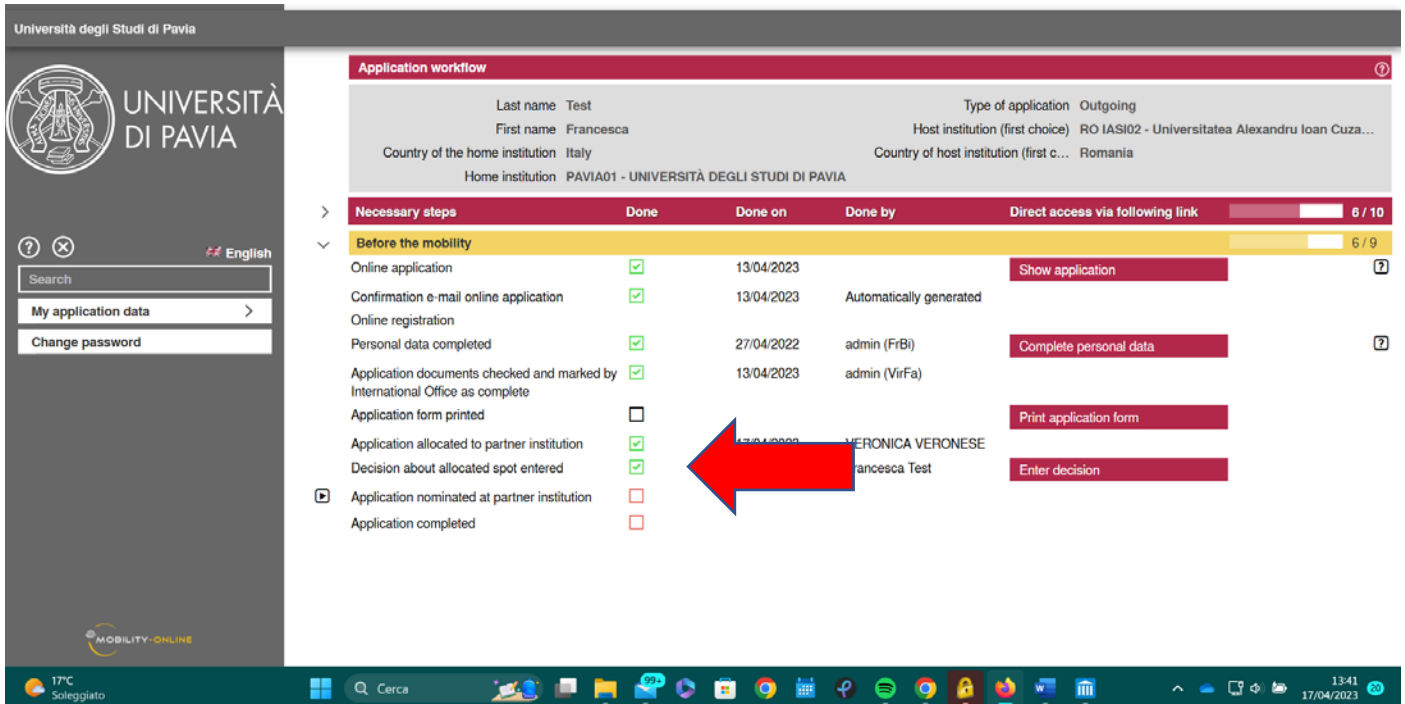
Contestualmente, avrai ricevuto un'e-mail da noreply@unipv.it con oggetto "Confirmation of acceptance Erasmus for Study 2024/25".

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 2024/25".

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



Mail

Posta in arrivo 129

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Altro

Etichette +

- 22-23 Attestazioni Arrivo
- Bollo-D
- CG.SEN
- Comunicazione per stud...
- EMERGENZA
- nomination 2018/19

Confirmation of acceptance Erasmus for Study 2023/24

Posta in arrivo x

noreply@unipv.it noreply@unipv.it tramita.service@mobility.com
a me

13:31 (9 minuti fa) ☆ ↶ ⋮

Gentile Francesca Test,

la tua risposta è stata registrata correttamente.

Cordiali saluti,
Ufficio Mobilità Internazionale

Dear Francesca Test,

your reply has been registered correctly.

Kind regards,
International Mobility Office

↳ Rispondi ↳ Inoltra

17°C Soleggiato

Cerca

13:41 17/04/2023