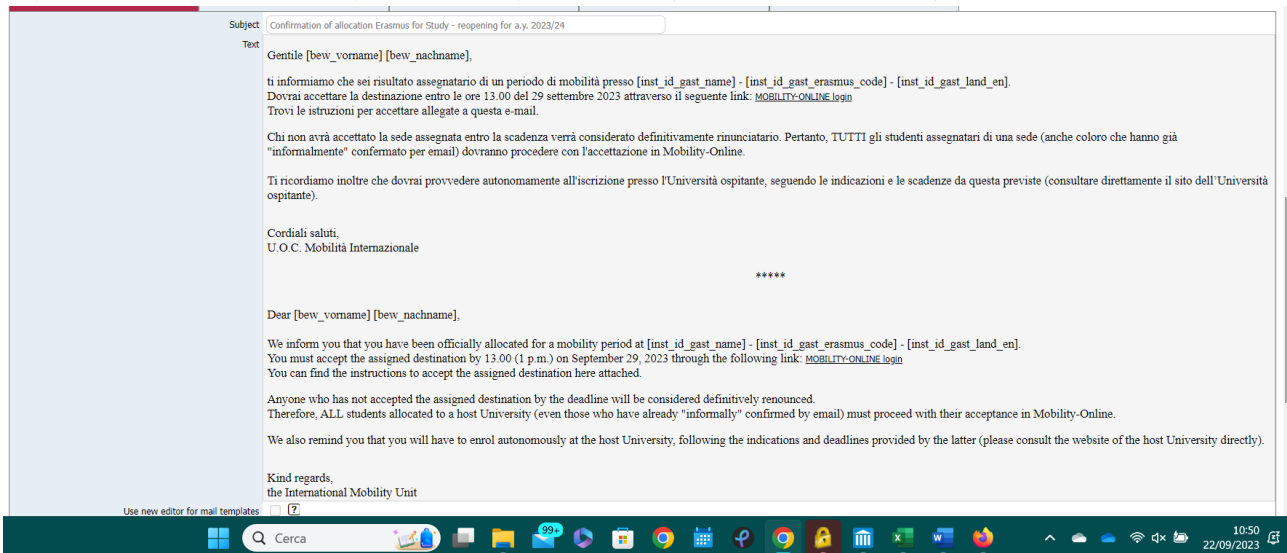


ISTRUZIONI PER ACCETTAZIONE PERIODO DI MOBILITÀ ERASMUS STUDIO – II CALL 2024/25

INSTRUCTIONS FOR ACCEPTANCE OF ERASMUS FOR STUDY – II CALL FOR A.Y. 2024/25

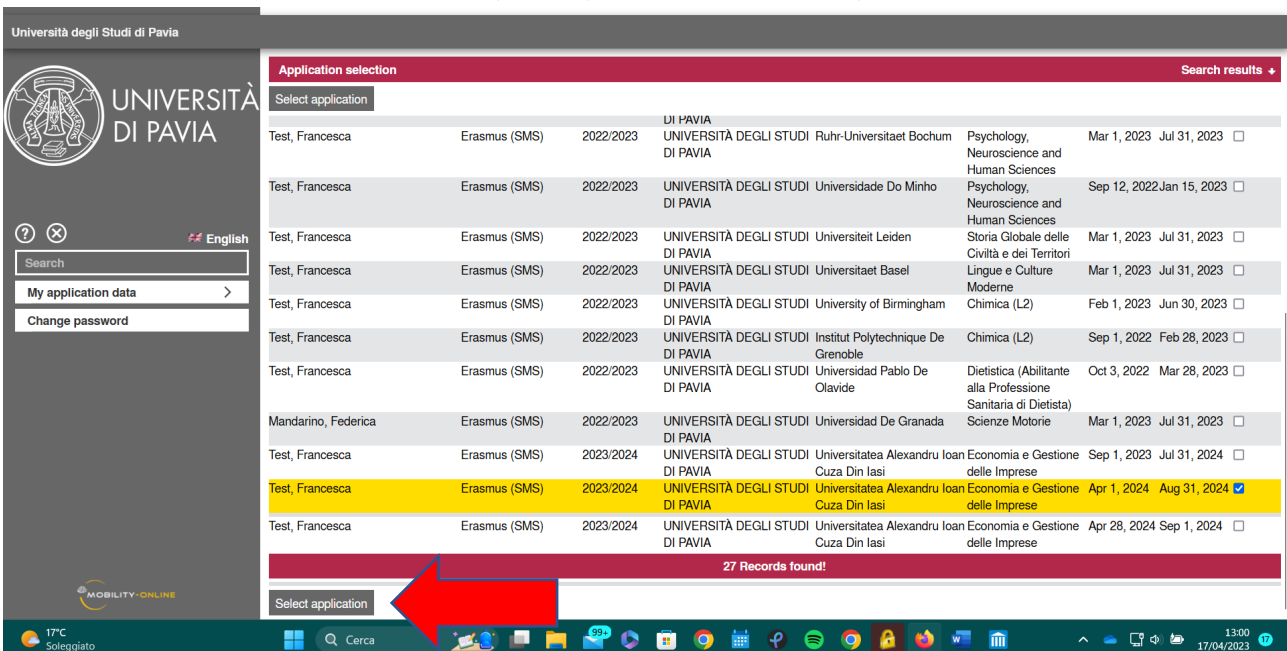
1) Controlla la tua casella di posta e apri l'e-mail ricevuta da noreply@unipv.it con oggetto "Confirmation of allocation Erasmus for Study – II call for a.y. 2024/25" (verifica che non sia eventualmente finita erroneamente nella cartella di spam). Accedi a Mobility-Online con le tue credenziali di Ateneo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



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

Click on "Back to the application workflow".

The screenshot shows the University of Pavia Mobility Online interface. A blue notification box in the center contains 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. The left sidebar contains the university logo, a search bar, and menu items: "My application data" and "Change password". The bottom of the screen shows a Windows taskbar with the date 17/04/2023 and time 13:03.

4) Clicca su "Enter decision".

Click on "Enter decision".

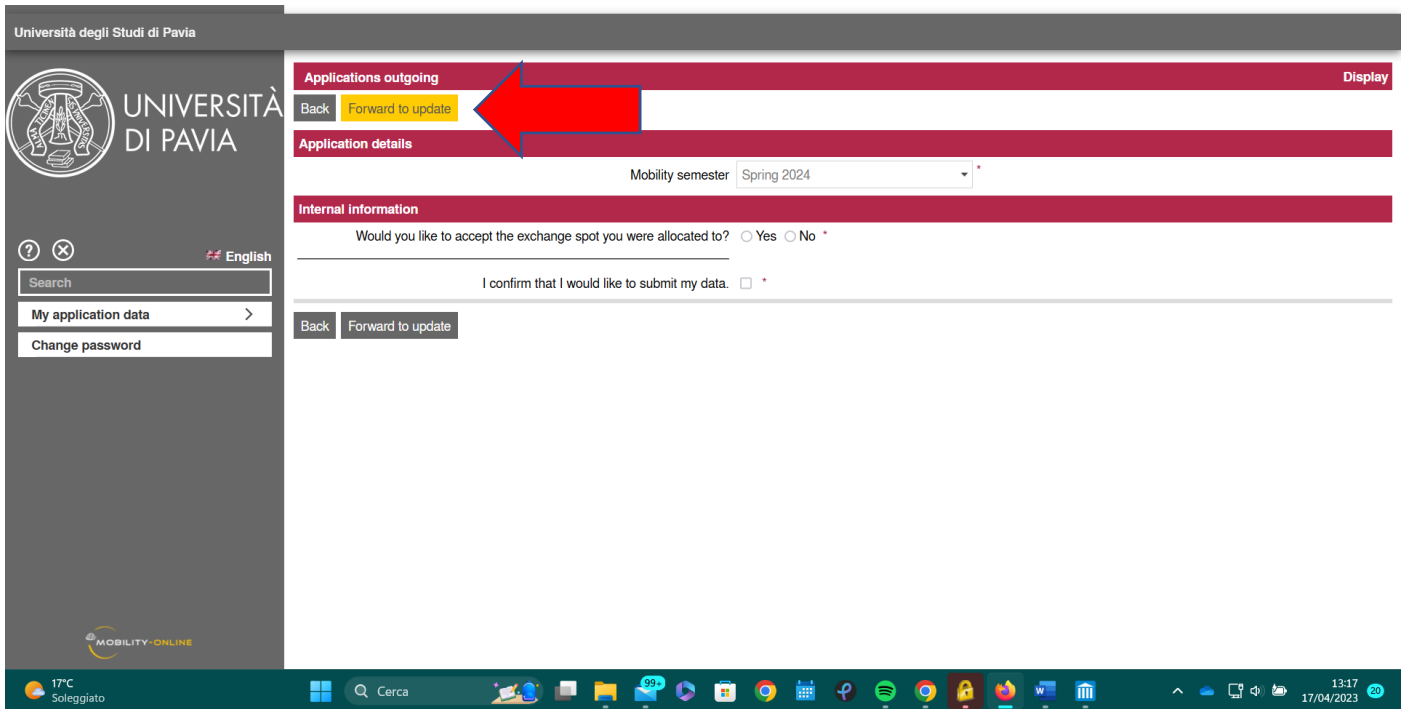
The screenshot displays the "Application workflow" page. At the top, it shows application details: Last name: Test, First name: Francesca, Country of the home institution: Italy, Type of application: Outgoing, Host institution (first choice): RO IASI02 - Universitatea Alexandru Ioan Cuza..., and Country of host institution (first choice): Romania. Below this is a table of steps:

	Done	Done on	Done by	Direct access via following link	
Necessary steps 5 / 10					
Before the mobility 5 / 9					
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					
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	Enter decision	?
Decision about allocated spot entered	<input type="checkbox"/>			Enter decision	
Application nominated at partner institution	<input type="checkbox"/>				
Application completed	<input type="checkbox"/>				

The "Enter decision" button is highlighted in yellow and pointed to by a red arrow. The bottom of the screen shows a Windows taskbar with the date 17/04/2023 and time 13:15.

5) Clicca su "Forward to update".

Click on "Forward to update".



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

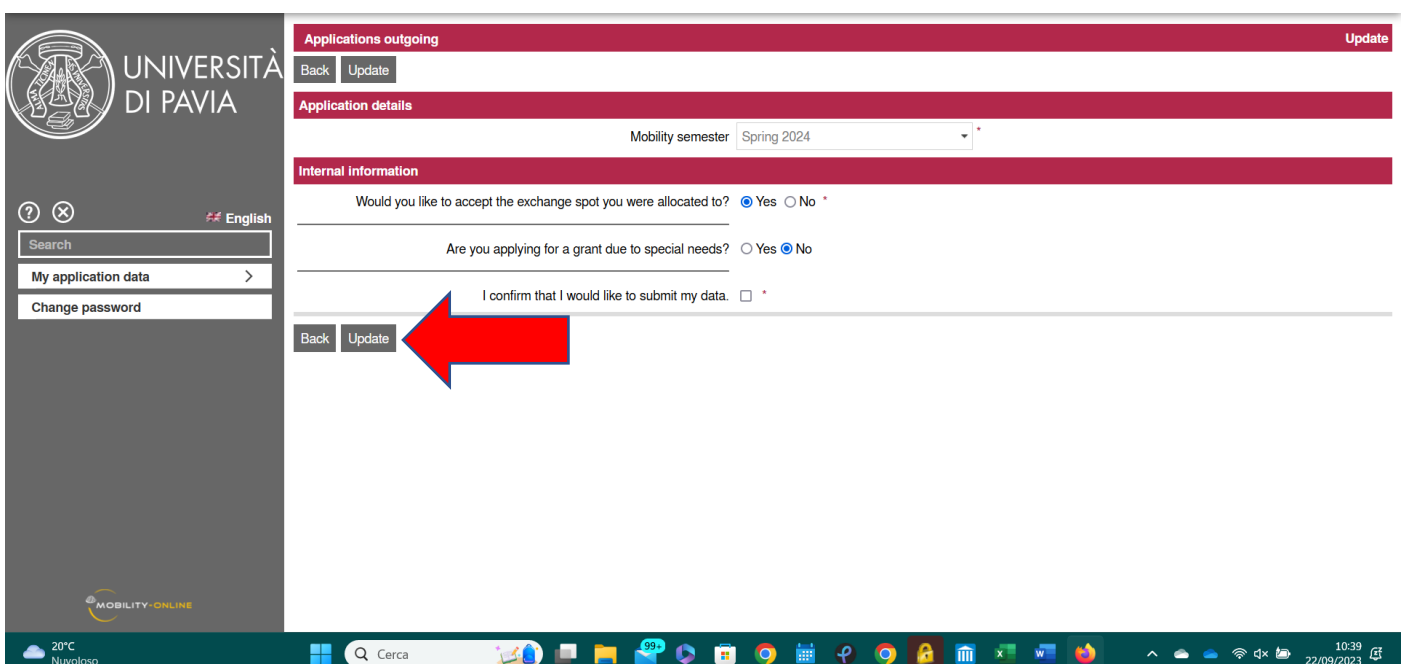
Se selezioni "Yes", apparirà una nuova domanda relativa alla necessità di fondi aggiuntivi per studenti con minori opportunità (applicabile unicamente alle categorie indicate nel bando). Seleziona "Yes" o "No"

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

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).

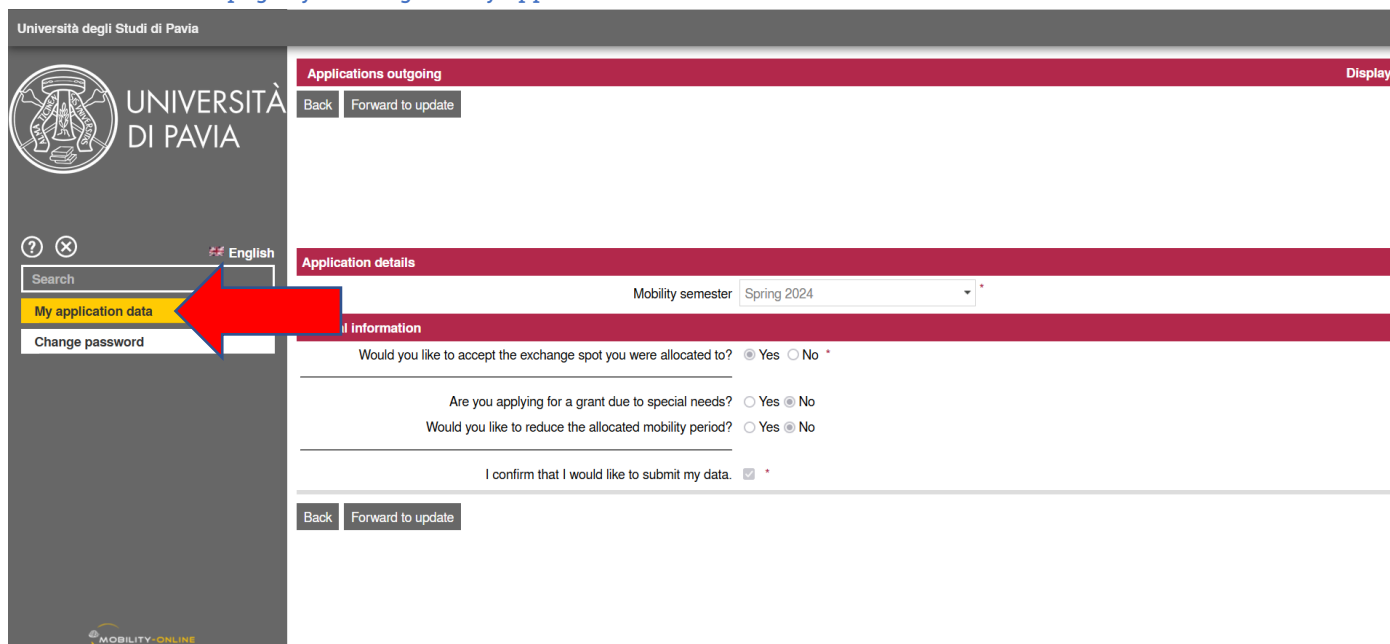
If you select "Yes", a new question concerning additional special needs funds for students with fewer opportunities will appear (applicable solely to the categories indicated in the call for application). Select "Yes" or "No"

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



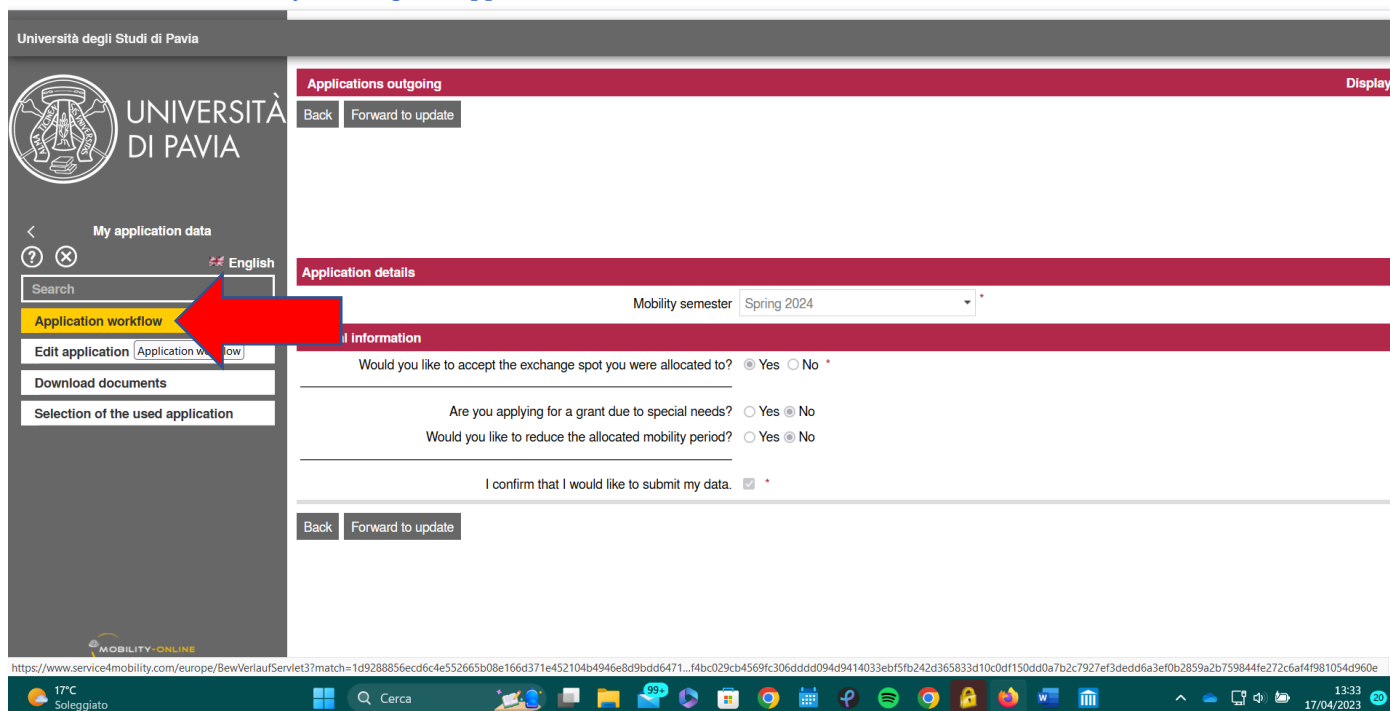
7) Ritorna quindi alla schermata principale cliccando su "My application data".

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 – II call for a.y. 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 – II call for a.y. 2024/25".

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

The screenshot shows the 'Application workflow' dashboard for the University of Pavia. The left sidebar contains the university logo and navigation options like 'Search', 'My application data', and 'Change password'. The main area displays a table of application steps, categorized into 'Necessary steps' and 'Before the mobility'. A red arrow points to the 'Application nominated at partner institution' step, which is currently unchecked. The table includes columns for 'Done', 'Done on', 'Done by', and 'Direct access via following link'. The Windows taskbar at the bottom shows the date as 17/04/2023 and the time as 13:41.

Application workflow				
Last name	Test	Type of application	Outgoing	
First name	Francesca	Host institution (first choice)	RO IASI02 - Universitatea Alexandru Ioan Cuza...	
Country of the home institution	Italy	Country of host institution (first c...	Romania	
Home institution	PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA			
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				
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"/>	13/04/2023	VERONICA VERONESE	
Decision about allocated spot entered	<input checked="" type="checkbox"/>		Francesca Test	Enter decision
Application nominated at partner institution	<input type="checkbox"/>			
Application completed	<input type="checkbox"/>			

The screenshot shows an email confirmation message. The subject is 'Confirmation of acceptance Erasmus for Study - reopening for a.y. 2023/24'. The text of the email is in Italian and English. The Italian text says 'Gentile [biew_vorname] [biew_nachname], la tua risposta è stata registrata correttamente.' and 'Cordiali saluti, U.O.C. Mobilità Internazionale'. The English text says 'Dear [biew_vorname] [biew_nachname], your reply has been registered correctly.' and 'Kind regards, the International Mobility Unit'. There is a redacted area with asterisks (*****).

Subject: Confirmation of acceptance Erasmus for Study - reopening for a.y. 2023/24

Text: Gentile [biew_vorname] [biew_nachname],
la tua risposta è stata registrata correttamente.

Cordiali saluti,
U.O.C. Mobilità Internazionale

Dear [biew_vorname] [biew_nachname],
your reply has been registered correctly.

Kind regards,
the International Mobility Unit