APPLICATION GUIDE FOR MOBILITY-ONLINE

(incoming student mobility)

About Mobility-Online

Mobility-Online is a web-based software that manages all types of mobility and exchange programmes. You will use Mobility-Online from the beginning until the end of your exchange period for uploading application documents, selecting courses for your Learning Agreement, downloading your Acceptance Package, etc. Your home university's coordinator starts your application with your nomination at TU GRAZ (except for some programmes like ERASMUS+ traineeships).

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I. NOMINATION

After your home university has nominated you via Mobility-Online, you will receive an email with the subject „Nomination at Graz University of Technology" (please have a look in your spam folder as well) that gives you instructions about the registration/application process.

II. REGISTRATION

In this email mentioned above you will find two links. The first one is for creating your personal basic user account in the TUGRAZonline system (the information management system used at TU Graz) and the second one is for logging into Mobility-Online for the further application process.

Two steps need to be done to start your application:

1. Create your TUGRAZonline Basic User Account (first link in your email) – you will define a username and password which you need for your application
2. Register with Mobility-Online (use your defined username and password from step 1)

Step 1: Create a TUGRAZonline account

Please click on the first link in the email.

(1) Create an account at:

https://online.tugraz.at/tug_online/wbSession.languageRedirect?pUrl=%20wbselbstregPerson.register&pScope=1&pLanguageCode=EN

TUGRAZonline V2.00

Registration - basic user

Master data

Mr./Mrs./Ms.	Please select... ▼
First name	
Last name	
Date of birth		🗓
	Format: DD.MM.YYYY
Maiden name	

Account data

E-mail address	
	john.doe@example.com
Re-enter e-mail address	
	john.doe@example.com
Preferred language	Deutsch ▼

Study programme data

| Are you registered or have you been registered at an Austrian university? | No ▼ |

After filling in your data please click „Confirm data" at the end of the page.

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On the next page you can see your data once again. If your data is correct, please click „Submit data".

Registration - basic user

Thank you very much for your registration! An e-mail will be sent to testeroverseas@gmail.com shortly for activating your access to the system.

Please check your email account (spam folder as well) for an email with the subject **„Activating the access to TUGRAZonline"**. To activate your account, please click on the link which you receive in that email. The following webpage will be opened:

Registration - basic user

Thank you very much. Your e-mail address testeroverseas@gmail.com has just been verified by the system.

Next you will receive your personal account at TUGRAZonline, please click 'Continue'.

Continue

If you click „Continue", a new page will open. Please choose a username and password for the TUGRAZonline system and click „Complete registration". Please write down the username and password, you will need it later for your application in Mobility-Online.

TUGRAZonline V2.00

Registration - basic user

User name

Please, choose the user name according to the following criteria:
- Required
  - min 5, max 20 characters
  - the first character must be a letter
  - may contain numbers
  - no upper-case letter
  - no special characters
  - may not contain first name and last name

Attention: The user name cannot be changed later!

Password

Confirm new password

Please choose the password according to the following criteria:
- Required
  - min 10, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#$%&()*+,-./:;<=>?[\]^_{|}~
  - must not contain first name, last name, username, social security number or registration number
  - at least 3 characters must be different from all passwords of both groups (=TUGRAZonline and network access) in the last 18 months
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

For further detailed information: **password policy in TUGRAZonline.**

Complete registration   Cancel

Your basic user account has been created successfully. The first step is done.

Wait for ten minutes to have the system updated.

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Step 2: Register with Mobility-Online

Go back to the e-mail „Nomination at Graz University of Technology" and click on your personal „**Login**" link (at the very bottom of the e-mail). The following page will appear:
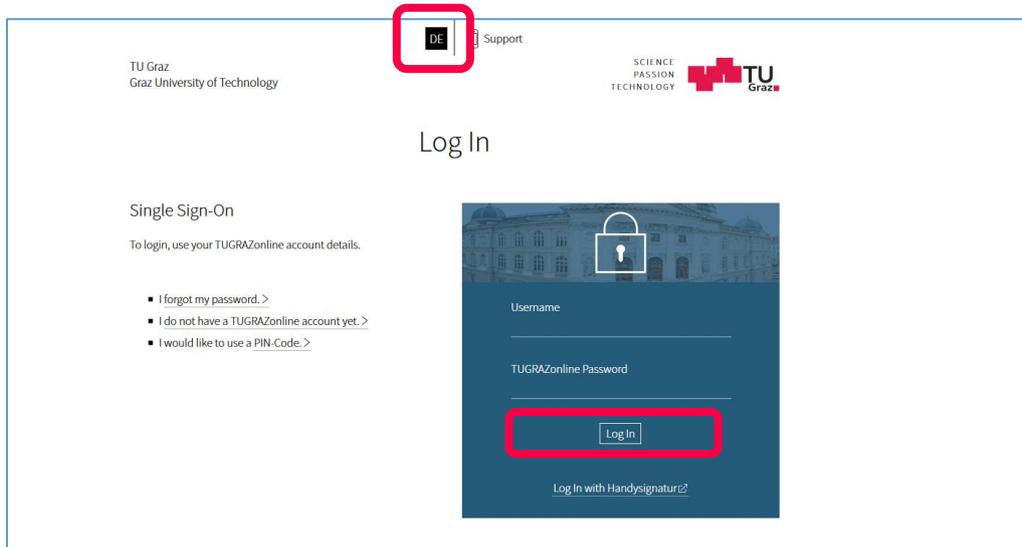
You can switch the language to English by clicking on EN in the upper part of the window.

Please enter your username and password that you have created before and click „Log In".

Please save this link for later. You will need it every time when logging-in to Mobility-Online.

III. APPLICATION WORKFLOW

Now you can see your application workflow with the data inserted by your home university. Please click on „Complete/display application details" and insert the requested information.
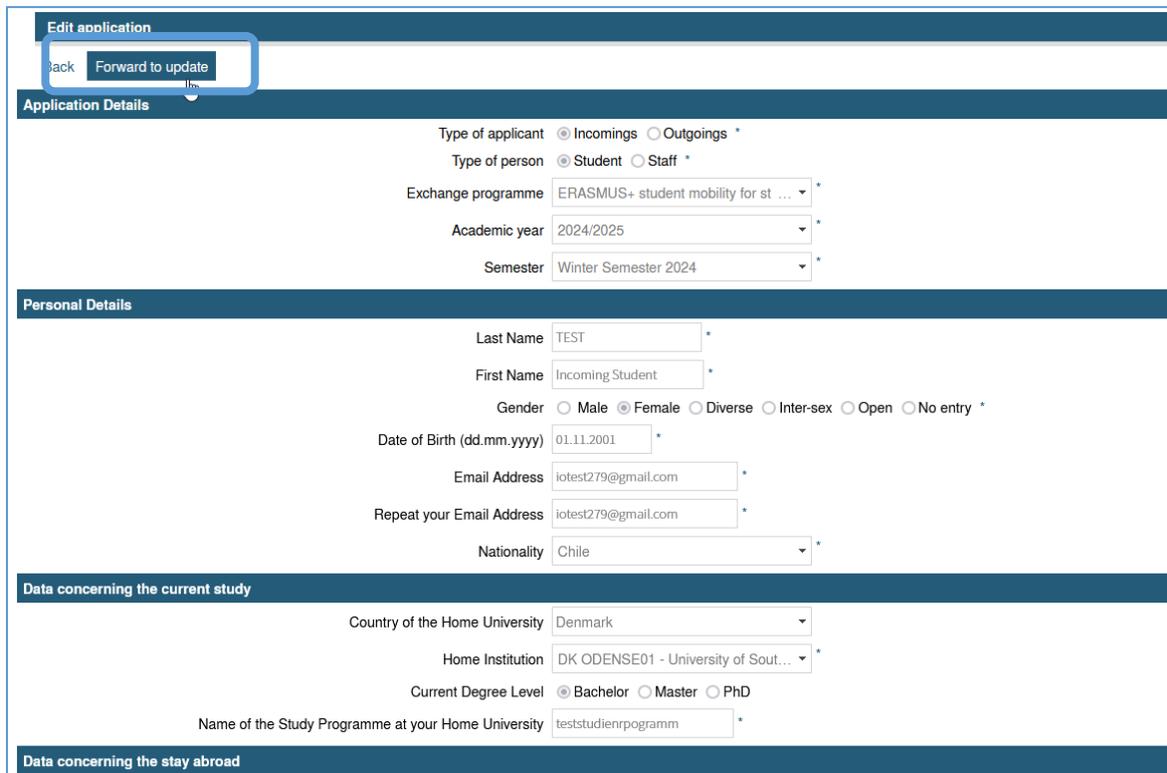
a. Application details

Click „**Forward to update**" and fill in the required fields (marked with an asterisk).

Once you have completed all information click „**update**" either at the top or the bottom of the page for submitting the data.
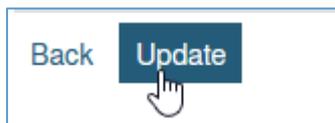
Click „**Back** " to return to your application workflow and complete the next steps one by one.

Do not forget to tick the checkbox to confirm data, if asked.

b. Application documents

In the next steps, you will be asked to upload some documents (mostly **PDF files**). The documents required may vary depending on the mobility programme you are participating in.

List of Application Documents:

(1) Portrait picture (a picture of yourself)
Criteria: jpeg, png or gif file with max. 500x500 pixel, in color
(2) Copy of your Passport or ID card (front side and back side)
(3) Transcript of Records *in English*
(4) Valid Confirmation about German or English language skills (Level B2 CEFR)
(if German/English is your <u>mother tongue</u>, please upload your passport instead)

(5) Bachelor's Diploma Certificate (if you want to register for a Master's programme)
(6) Confirmation of your supervisor at TU Graz (if you want to work on your Master thesis)
(7) Signed application form (can be downloaded in the workflow)

After uploading all documents, the International Office will review your application. This process can take between 1-3 weeks. If something is missing or changes are necessary, you will be contacted via email.

IV. LEARNING AGREEMENT

The next step is to create your Learning Agreement.

If you want to search for all courses offered at TU Graz (in German and English), please go to https://online.tugraz.at and select "courses" in the search bar. You can search for courses taught entirely in English here: www.tugraz.at/go/search-courses.

This Learning Agreement is a preliminary statement of the courses you plan to take at TU Graz and a commitment from your home university that it will recognise the credits you earn at TU Graz for these courses. To prove this, it has to be signed by all three parties: you, your home university and TU Graz. Once you have arrived at TU Graz, you have the possibility to change your course selection.

Course Selection Instructions: You will find useful information about course selection directly in the Learning Agreement section - please read the information carefully.

Learning Agreement	
OPTIONAL: Courses taught in English have been searched	☐
Important Course Search Information:	
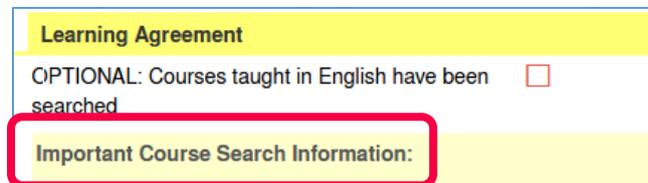
Are you an Erasmus+ student who needs an online learning agreement (OLA)?
Read the section OLA (for Erasmus+ students only) as the course selection process for the OLA is different.

When your course search has been successful, please click „Select courses" in the next workflow step and click „Enter further courses…" at the bottom of the page:

Courses for the Learning Agreement have been selected	☐		Select courses

Edit learning agreement

For further help please expand this bar!

Last name	TEST	**First name**	Incoming Student
Home institution	University of Southern Denmark	**Country of the home institution**	Denmark
Host institution	Technische Universität Graz	**Country of host institution**	Austria
Academic year	2024/2025	**Name of Semester**	Winter Semester 2024

All original courses	0,00 Credits total for **0** courses
All added courses	0,00 Credits total for **0** courses
All deleted courses	0,00 Credits total for **0** courses

Back   Enter further courses...

Please note that courses are updated in July each year for the upcoming year of study, so if you apply for fall semester/full year of study, courses may not be up-to-date at the moment. Therefore we ask you to select courses from the current year of study. (Usually, most courses are offered the next year, too.)

Cancel   Create

Host institution	Technische Universität Graz - GRAZ02
Study area	Chemie (NAWI GRAZ)
Study field	Master's programme; Chemistry - 1071
Academic year	2018/2019 **→ Select current year of study**
Semester	Winter semester 2018/2019

Course unit code at the host institution	Course unit code at the host institution must be fille
Course unit title at the host institution	Course unit title at the host institution must be filled in.
	There are still **255** Characters available
Number of lessons at the host institution	Number of lessons at th
Number of ECTS Credits at the host institution	Number of ECTS Credit
Information about/Link to course at the host institution	
	There are still **100000** Characters available

Cancel   Create

Please select the current year of study at "Academic Year" and choose winter or summer semester. Enter the course number at "Course unit code at the host institution", click out of the box and the course information will be filled in automatically.

If you want to search for a specific course, click on the magnifying glass and enter a search term in "Selection masks". Click on "Execute search", choose your course and tick off the box on the left side. The information of the course will be filled in automatically, and your selected courses will be added to your Learning Agreement.

After finishing your course selection, please click "Back to the application workflow", then click "Confirm that Learning Agreement is complete" and tick the checkbox.

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Please follow the steps in your Mobility-Online application workflow to upload your signed learning agreement.

OLA (for Erasmus+ students only)

If you are an Erasmus+ student and your university uses the Online Learning Agreement (OLA), you don't have to enter the courses you want to take during your exchange in Mobility-Online, but you have to complete the Online Learning Agreement in your home university's system. Your home university must then digitally send us the Learning Agreement for signature.

V. ACCEPTANCE AT TU GRAZ

a. Letter of Acceptance

When all your application documents are complete and you have uploaded your signed Learning Agreement you will receive an email, asking you to download your Letter of Acceptance and the Pre-Arrival Information Package in your workflow in Mobility-Online. Please note that we only issue the Letter of Acceptance in digital format.

Please use this letter for your Visa/Residence Permit application at the Austrian Embassy in your home country, if needed.

b. Enrollment Process

In order to complete the enrollment process at TU Graz you have to complete the following steps:

- *Add your emergency contact:* In case of emergency, we need the contact data of one related person (mother, father, brother, sister, etc.) This data will only be used in emergency situations and will not be given to third parties.
- *Add your arrival and departure date:* Please enter the date of arrival and departure. Please make sure that you will be in Graz to attend the Orientation Events before the semester begins. Exact dates will be sent to you via email.

When all the required information is given, the International Office – Welcome Center can facilitate the enrollment process at TU Graz. You receive an e-mail with further information about the payment of the student union fee (ÖH fee) once the enrollment process has been started.

Please follow the instructions on how to pay the student union fee (ÖH fee) given by e-mail. Once the ÖH fee has been paid you will receive an e-mail including your PIN-code (4 digits).

c. Activate your TUGRAZonline account

Once you have received the email with the PIN code, there are still a few steps to take to fully activate your TU Graz account. Detailed information on the next steps will also be sent to you by e-mail once you have enrolled at Graz University of Technology.
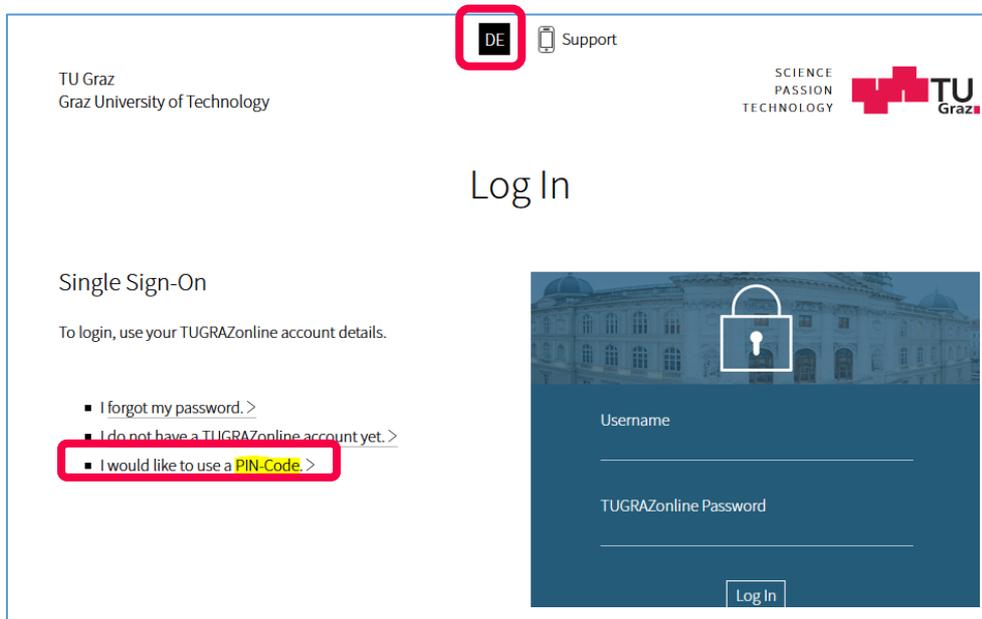
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The following steps need to be completed to fully activate your account:
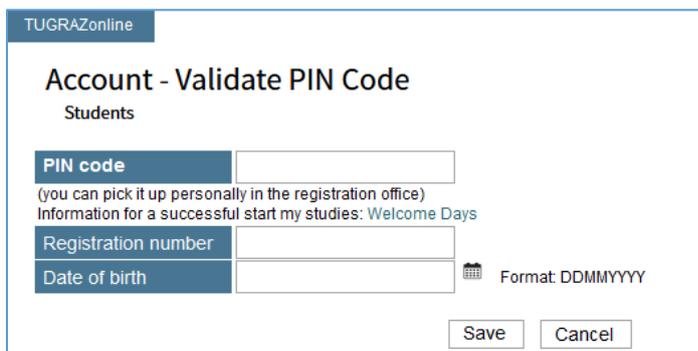
Step 1: Activate your TUGRAZonline account:

https://online.tugraz.at/ → click on "Login"

You are directed to the following page:

You can change the language in the top of the page to English. Then click on "I would like to use a PIN-Code" and the select the user group "student".

You will be directed to this page:

Insert your **PIN code**, your **registration number** (which was also in the PIN-code e-mail) and your **date of birth**. Once you have entered all your data click on "Save".

Step 2: Activate the two-factor authentication (2FA):

After having successfully activated your TUGRAZonline account and logged in to TUGRAZonline, also activate your 2-factor authentication (2FA): How to activate the 2FA

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International Office - Welcome Center I Graz University of Technology I Postal address: Rechbauerstrasse 12, 8010 Graz, Austria I Visiting address: International House, Lessingstrasse 32, 8010 Graz, Austria I email: international@tugraz.at
Unite! - University Network for Innovation, Technology and Engineering: https://www.unite-university.eu/

When the account activation was successful you should be able to see various icons in your TUGRAZonline profile. Help video: [How to log into TUGRAZonline](#)
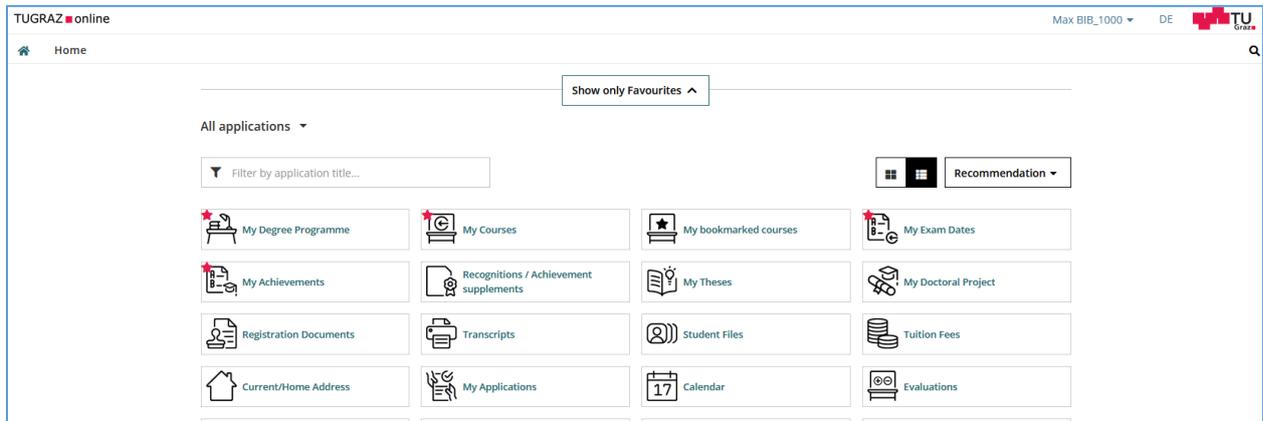
Step 3: Upload a picture for your student IDcard:

Don`t forget to upload your portrait picture via the Icon "***TUGRAZ Unicard Image Upload***" in order that your student IDcard can be issued upon arrival.

d. Add your arrival information

Please also remember to complete all the necessary steps in Mobility Online:

- Add your postal address and phone number in Graz *(once you know where you live)*
- *Upload your Visa/Residence Permit:* Please upload a scan of your Visa/Residence Permit when you are not a citizen of an EU or EAA country *(once you have received this document)*

VI. EXTENSION (OPTIONAL)

It is possible to extend your stay for one semester if you have not been accepted to study for the whole academic year. Please make a request in Mobility-Online by „ask for extension of stay". If your request is accepted by TU Graz, you will be asked to upload a confirmation from your home university. Please be aware of Visa/Residence Permit Regulations.

VII. END OF STAY

When your stay comes to an end, you can request a Confirmation of stay and download your Transcript of Records.

Transcript of Records: Your Transcript of Records will be issued in digital form (with a valid digital signature). Once you have completed all your exams and all your results have been published, you will be able to download your Transcript of Records. Please note that it may take some time for lecturers to enter your marks into the online system.

Shortly before the end of the semester, you will receive further information about the steps you need to take before leaving TU Graz.

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International Office - Welcome Center I Graz University of Technology I Postal address: Rechbauerstrasse 12, 8010 Graz, Austria I Visiting address: International House, Lessingstrasse 32, 8010 Graz, Austria I email: international@tugraz.at
Unite! - University Network for Innovation, Technology and Engineering: https://www.unite-university.eu/