

APPLICATION GUIDE FOR MOBILITY-ONLINE

Erasmus+ Traineeship (incoming)

About Mobility-Online.....	1
I. SUBMIT YOUR LEARNING AGREEMENT VIA EMAIL.....	2
II. REGISTRATION.....	2
Step 1: Create a TUGRAZonline account.....	3
Step 2: Register with Mobility-Online.....	4
III. APPLICATION WORKFLOW.....	5
a. Application details.....	5
b. Application documents.....	6
IV. ACCEPTANCE AT TU GRAZ.....	7
a. Letter of Acceptance.....	7
b. Admission Process.....	7
c. Activate your TUGRAZonline account.....	7
d. Add your arrival information.....	9
V. END OF STAY.....	9

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 mobility period.



we care about **international** education

I. SUBMIT YOUR LEARNING AGREEMENT VIA EMAIL

In the next couple of days after you have sent your filled in Erasmus+ Learning Agreement for Traineeships to the Erasmus+ contact person at TU Graz (erasmus.incoming@tugraz.at) 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.

Further information about the Erasmus+ Traineeship procedure at TU Graz can be found on the TU Graz website: <https://tugraz.at/go/erasmus-traineeship>

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)



we care about **international** education

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=%20wbselfstreqPerson.register&pScope=1&pLanguageCode=EN

TUGRAZonline V2.00

Registration - basic user

Master data	
Mr./Mrs./Ms.	Please select... ▼
First name	<input type="text"/>
Last name	<input type="text"/>
Date of birth	<input type="text"/> 
	<small>Format: DD.MM.YYYY</small>
Maiden name	<input type="text"/>

Account data	
E-mail address	<input type="text" value="john.doe@example.com"/>
Re-enter e-mail address	<input type="text" value="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.

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.



we care about international education

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 **testerverseas@gmail.com** has just been verified by the system.

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

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

Wait for ten minutes to have the system updated.

Step 2: Register with 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.

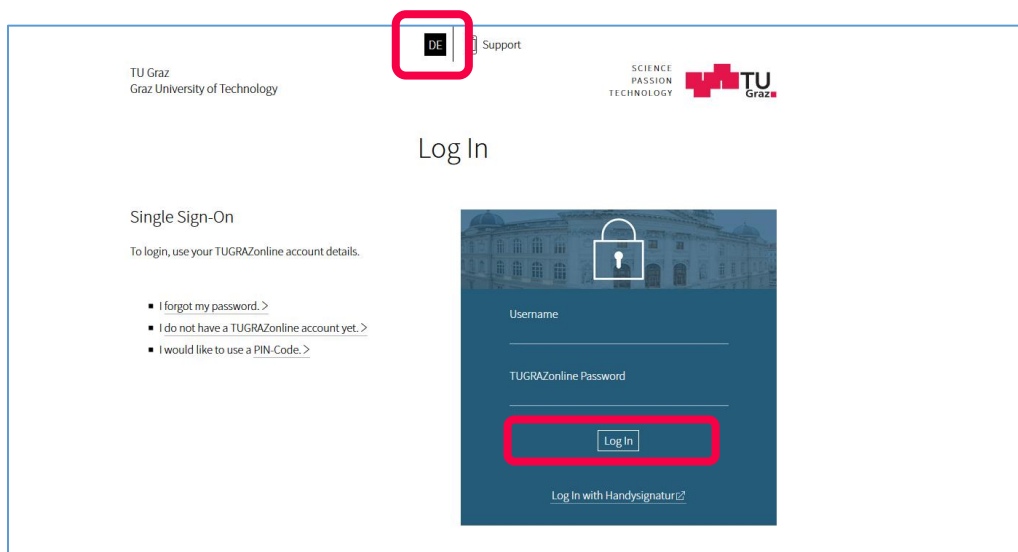
For further detailed information: [password policy in TUGRAZonline](#).

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:



we care about **international** education



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. Please click on „Complete/display application details“ and insert the requested information.

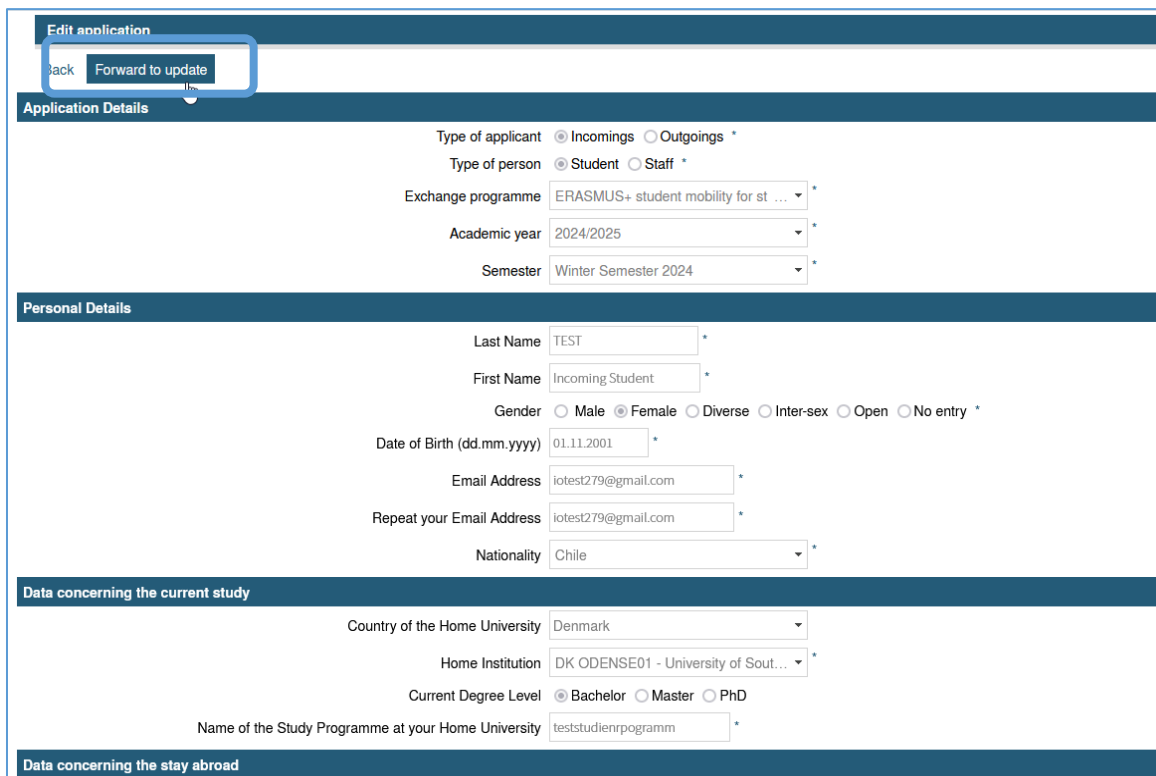
Last Name TEST		Host Country Austria		Exchange programme ERASMUS+ student mobility for ...		
First Name Incoming Student		Host Institution GRAZ02 - Graz University of Tec...		Field of study at TU Gr... Bachelor's programme; Chemistr...		
Date of Birth (dd.mm.y... 01.11.2001		Academic year 2024/2025				
Email Address iotest279@gmail.com		Semester Winter Semester 2024				
Home Institution DK ODENSE01 - University of So...						
>	Necessary steps	Done	Done on	Done by	Direct access via following link	9 / 30
∨	Start Application					2 / 2
	Application Email sent from TU GRAZ	✓	04.03.2024	Automatically generated	Complete/display application details	?
	Application details have been completed	✓	19.03.2024	Incoming Student TEST		
>	Application Documents					7 / 10
>	Learning Agreement					0 / 1
>	Cancel Application					0 / 1
>	Acceptance at TU GRAZ					0 / 11
>	Extension of stay (optional)					0 / 1
>	End of Stay					0 / 4

a. Application details

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



we care about international education



Edit application

Back Forward to update

Application Details

Type of applicant Incomings Outgoings *

Type of person Student Staff *

Exchange programme ERASMUS+ student mobility for st ... *

Academic year 2024/2025 *

Semester Winter Semester 2024 *

Personal Details

Last Name TEST *

First Name Incoming Student *

Gender Male Female Diverse Inter-sex Open No entry *

Date of Birth (dd.mm.yyyy) 01.11.2001 *

Email Address iotest279@gmail.com *

Repeat your Email Address iotest279@gmail.com *

Nationality Chile *

Data concerning the current study

Country of the Home University Denmark *

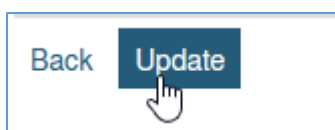
Home Institution DK ODENSE01 - University of Sout... *

Current Degree Level Bachelor Master PhD

Name of the Study Programme at your Home University teststudienprogramm *

Data concerning the stay abroad

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 enter some information and 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/needed data: :

- (1) Learning Agreement signed by all three parties (Student, Supervisor at TU Graz and Home University)
- (2) Portrait picture (a picture of yourself)
Criteria: jpeg, png or gif file with max. 500x500 pixel, in color
- (3) Copy of your Passport or ID card (front- and back side)
- (4) Signed application form (can be downloaded in the workflow)
- (5) Visa or residence permit if you are not an EU/EEA national
- (6) Emergency Contact



we care about **international** education

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. 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 with your Acceptance Letter. Please note that we only issue the Letter of Acceptance in digital format.

b. Admission Process

The International Office – Welcome Center will now facilitate the admission 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.

The following steps need to be completed to fully activate your account:

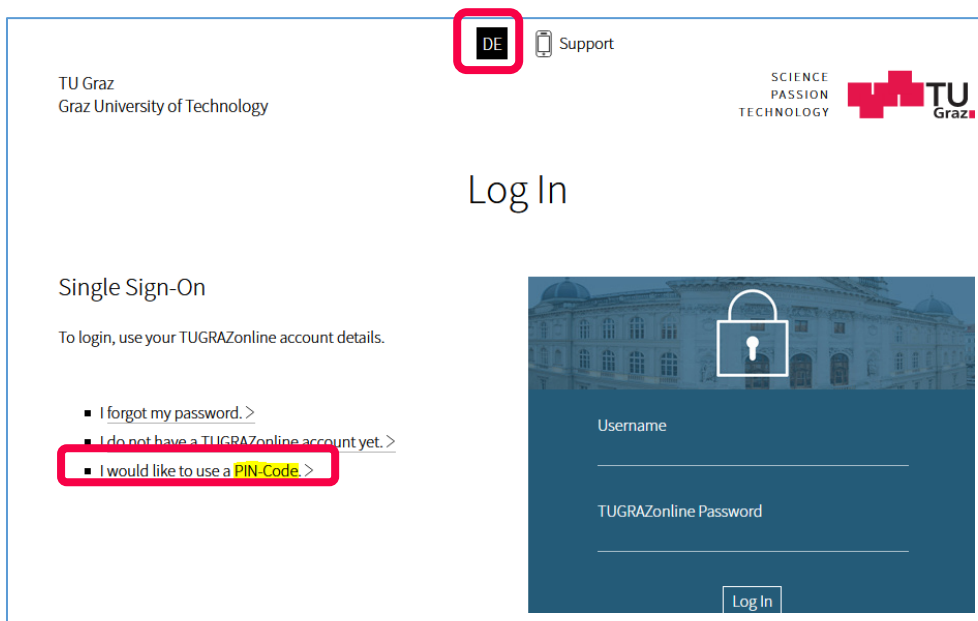
Step 1: Activate your TUGRAZonline account:

<https://online.tugraz.at/> → click on “Login”

You are directed to the following page:

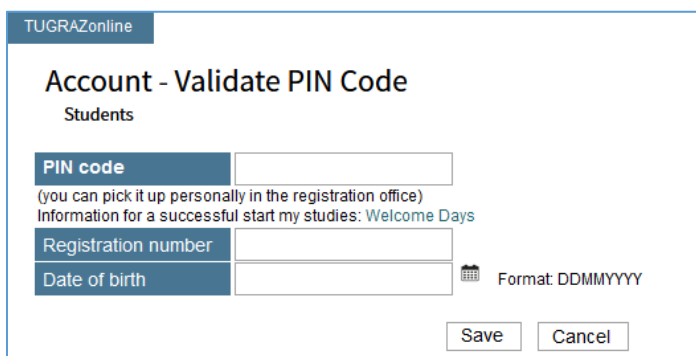


we care about international education



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 then 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”.

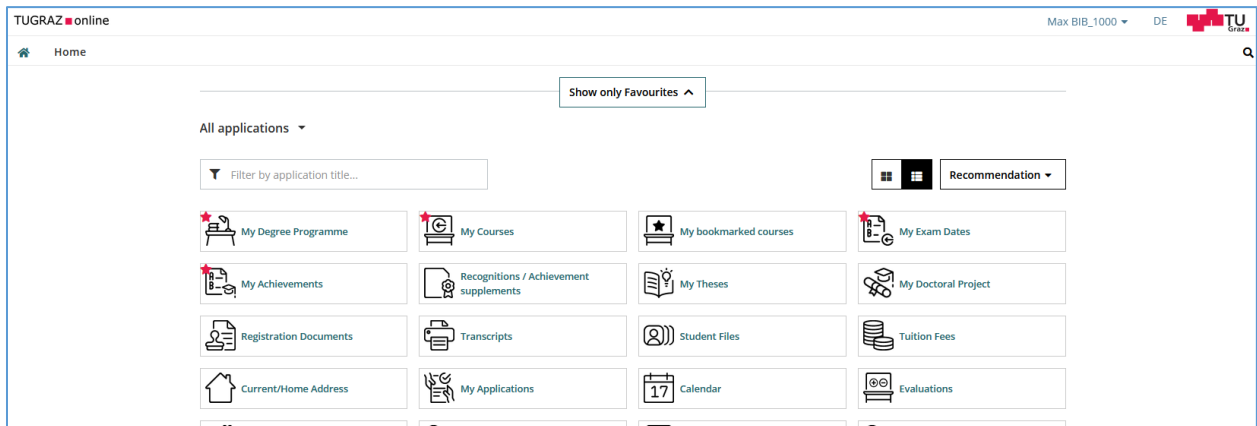
Step 2: Activate the two-factor authentication (2FA):

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

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](#)



we care about **international** education



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*)

V. END OF STAY

Please check with your home university which documents are required upon completion of your Erasmus+ Traineeship (e.g. Confirmation of Attendance).

If any documents need to be signed by your supervisor at TU Graz, we recommend having them signed before the end of your stay.

Transcript of Records:

If you have registered for courses and completed exams during your Erasmus+ Traineeship at TU Graz, you can download your Transcript of Records via your TUGRAZonline account.

The transcript is issued in digital format with a valid digital signature. Once all your exams are completed and the results have been entered into the system, the document will be available for download.

Please note that it may take some time for lecturers to upload your grades.



we care about **international** education