ERASMUS EXCHANGE APPLICATION GUIDE

For students wanting to apply within Europe.
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Application Form

1. Login to Mobility-Onlne using your Brookes student number and password.

2. The registration form should automatically open with some of your details prefilled. Complete the rest of the application form and click ‘Send Registration’.

Please note, if you study a combined degree, you must base your selection of modules on one of your subjects. If you wish to have choices both Internationally and within Europe, you will need to submit two separate application forms by selecting the other programme from the drop down selection ‘exchange programme’. Please add in ALL the grades you have displayed on your PIP page and their relevant module codes.
3. Once you have submitted the registration, you should receive an automatic email. Click on the link at the bottom of the email to complete the rest of your application. Save this email for future access to mobility online.

4. Your email address should already be inserted on the login page. Please click ‘login’ to redirect to the Brookes login page. Enter your details and click ‘login’.
5. Once logged in to Mobility-Online, the following page should appear. This is your workflow and details the steps you still need to complete. Firstly, click ‘**complete personal and address details**’.

![Screen shot of Mobility-Online page](image)

6. Enter your details and click ‘**update personal details**’.

![Screen shot of Oxford Brookes University application page](image)

7. After this, an ‘**Action successful!**’ message should appear. Please click, ‘**back to general overview**’ and then click ‘**back to the application workflow.**’

![Screen shot of Mobility-Online page](image)
8. Next, click ‘upload PIP page’. For this step, you will need to login to your PIP page, select the ‘my record and results’ tab and save the condensed version in order to upload it.

9. Upload your condensed PIP page and click ‘create’.

10. Next, click ‘upload personal statement’. This should be around 250-300 words.
11. Upload your personal statement and click ‘create’.

12. Click ‘print faculty approval’. This should directly download a faculty approval form with your details already prefilled. This must then be signed by your subject coordinator(s) before being uploaded.

13. Please click ‘upload signed faculty approval form’.
14. Upload your signed faculty approval form and click ‘create’.

15. You have now completed your online exchange application. The Exchanges Team will be in touch should something be missing or the application is considered incomplete. Once we have confirmed your application, the box next to ‘Supporting documents and application marked as complete by the Exchange team’ will be ticked and green. You should have received a confirmation email.
Before the Mobility

16. Before proceeding with this section, you must wait for the Exchanges Team to allocate a place to you at one of the partner universities. Once you have been allocated you will receive a confirmation email and the box ‘Applicant internally allocated to partner institution and email regarding allocation received’ will be ticked and turn green.

17. Next, you will need to accept your place at the institution you have been nominated to by clicking ‘Acknowledge your nomination’.
18. From here, select ‘I acknowledge my nomination’ and click ‘confirm’. If you wish to withdraw your application, please select ‘I don’t acknowledge my application and would like to cancel my application.’ Please note, dependent on the reason for withdrawal at this stage, you may be charged the withdrawal fee.

19. Once the ‘Action Successful’ message appears at the top, please select ‘Back to the application workflow’.

20. Once the Exchanges Team have received your acknowledgement, they will officially confirm your nomination and inform the partner. Once this is done, the box ‘Applicant nominated at partner institution’ will be ticked and green.
21. The following before the mobility steps must be completed prior to departure. Click the link ‘compulsory pre-departure attendance’.

22. Select ‘Yes’ to confirm that you are able to attend the pre-departure meeting and then click ‘confirm’. Please note, if you are an Applied Languages student, you will not need to attend the pre-departure briefing.

23. When the ‘Action Successful’ message appears at the top, click ‘back to workflow’.
24. Your attendance at the pre-departure meeting will be confirmed by the Exchanges Team. Once this is done, the box will appear green and ticked. In the meantime, please proceed with the next step.

25. Select ‘Enter Bank Details’. This will allow us to pay your Erasmus grant directly into your bank account.

26. Click ‘forward to update’ and insert the required details, ensuring that the information you provide is correct. You can have your funding paid into either a UK bank account or European bank account. If you opt for payment to a UK bank account, you must supply the sort code and account number NOT the IBAN or Swift code.
27. Once your details have been entered, click ‘Update personal details.’

28. A message should appear saying ‘Action Successful!’ Click ‘Back to general overview’.

29. Next, click ‘Print Grant Agreement’. This should automatically download your Grant Agreement with some of your information pre-filled. Please print and sign this or insert an electronic signature. Please note – typed signatures will not be accepted.
30. Click ‘Upload signed Grant Agreement’.

31. Select the file and then click ‘create’.

32. Once your Grant Agreement has been approved by the Exchanges Team, the box will appear green and ticked. In the meantime, please proceed with the next steps.
33. Click ‘Complete Pre-departure and Risk Assessment form’.

34. An additional window will open with a Google form. Complete the Google Form and click ‘submit’.

35. Once completed, click ‘Confirm completion of the Pre-departure and Risk Assessment form’.
36. Select ‘I have completed the Pre-departure and Risk Assessment form’ and then click ‘confirm’.

37. When the ‘Action Successful’ message appears at the top, click ‘back to workflow’.

38. Your Pre-departure and Risk Assessment form will be approved by the Exchanges Team and will appear green and ticked. In the meantime, please continue with the next steps.
39. Next, click ‘Complete M100EX’. This should open an additional page to Moodle. Please note, you do not have to add the M100EX form if you are an Applied Languages, Adult Nursing (Erasmus) or physiotherapy student.

40. On the left hand side of the page, select ‘forms’ and then ‘student request forms’.

41. Scroll down and select ‘M100EX: Exchange Module Programme Registration’.
42. Select the semester in which you are going on exchange and click ‘submit’. You should receive a confirmation email that this has gone through and a confirmation email when this has been approved.

43. Go back on to Mobility-Online and click ‘Confirm the completion of Moodle form’.

44. Tick the box ‘I have completed the Moodle form’ and select ‘Confirm’.
45. When the ‘Action Successful’ message appears at the top, click ‘back to workflow’.

46. The Exchanges Team will confirm your M100EX form and it will appear green and ticked. In the meantime, please proceed with the next steps.

47. Now, click ‘Print Learning Agreement’. This must be completed and signed by both yourself and your subject coordinator with all of the relevant information included. Please note – electronic signatures will be accepted, but typed names will not. If this cannot be completed fully before you leave or if any changes need to be made during your exchange, you will need to upload an updated version later.
48. Once the learning agreement has been signed and completed, click ‘Upload Learning Agreement signed by all parties.’

49. Select the file to upload and click ‘create’.

50. The Exchanges Team will confirm the completion of your Learning Agreement, at which point the box will be ticked and green. You have now completed all compulsory steps for Before the Mobility and therefore should have a green ticked box next to this step.
During the Mobility

51. When you arrive at your host destination you need to get your Certificate of Arrival signed by your host institution. Click ‘Print certificate of arrival’ to download the document. Please note – you will not receive your Erasmus funding until this is completed and uploaded.

52. Once the certificate of arrival has been signed by all the relevant parties, click ‘Upload certificate of arrival’.
53. Select the document and then click ‘Create’.

54. Once your Certificate of arrival has been received by the Exchanges Team, you are then eligible to receive your Erasmus grant. You will be paid the first 80% now and the remaining 20% once you have completed the feedback form and certificate of departure after your mobility. When the Exchanges Team have processed your payment, the box will appear green and ticked. Please note – this can take up to two weeks to appear in your bank account.

55. Once the money has been paid into your account, please click ‘Print confirmation of receipt of grant 1’. This should start an automatic download.
56. Once this has been signed and all of the relevant information input, select ‘Upload confirmation of receipt of grant’. Please note – typed signatures will not be accepted, only electronic signatures or hand written signatures.

57. Select the document and click ‘Create’.

58. Should you need to make changes to your learning agreement, please select ‘Do you wish to make changes to your LA?’
59. Select ‘Yes’ and then click ‘Confirm’.

60. When the ‘Action Successful’ message appears at the top, select ‘back to workflow’.

61. Once the new Learning Agreement has been signed by all parties please click ‘Upload amended signed Learning Agreement’.
62. Select the file and then click ‘create’.

63. The Exchanges Team will approve the amended agreement and it will then appear green and ticked.
After the Mobility

64. Select ‘Print Certificate of Departure’ to download the document. This must be signed by your host institution before you leave in order to receive the last 20% of your funding.

65. Once the document has been completed and signed, select ‘Upload certificate of Departure’

66. Select the document and then click ‘Create’.
67. You should be sent an automatic email from the European Commission once your mobility has ended. Please complete the feedback form and then go back on to Mobility Online and select, ‘Confirm Completion’.

68. Tick the box to confirm and then click ‘confirm’.

69. When the ‘Action Successful’ message appears, please click ‘back to workflow’.
70. The Exchanges Team can now allocate you your remaining 20% funding. Once this is done, the box will be green and ticked, but may still take up to two weeks to appear in your bank account.

71. Once the payment has been received, click ‘Download Confirmation of Receipt of Grant’ to start an automatic download.

72. Once this has been signed and all of the relevant information input, select ‘Upload Grant Receipt’. Please note – typed signatures will not be accepted, only electronic signatures or hand written signatures.
73. Select the document and then click ‘create’.

74. The Exchanges Team will approve the grant receipt and it will then appear green and ticked.

75. Upon returning to Oxford Brookes, you will need to complete a compulsory debrief. Please note, you do not have to attend a debrief if you are on placement after or are an Applied Languages student. Click ‘Compulsory debrief attendance’.
76. Select ‘Yes’ to attending the debrief in person and then click ‘confirm’.

77. When the ‘Action Successful’ message appears, please click ‘back to workflow’.

78. The Exchanges Team will now mark you as attended once you have been to a debrief and will confirm that your mobility is completed. No further action is required.