INTERNATIONAL EXCHANGE APPLICATION GUIDE

For students wanting to apply to Australia, New Zealand, Kazakhstan, USA, Canada, Hong Kong, Japan, Thailand, Vietnam and Uruguay.
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Application Form

1. Login to Mobility-Online 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’.

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

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

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**Image Descriptions:**

- **Image 1:** Screen showing a page with various options and buttons, indicating the workflow steps.
- **Image 2:** Screen showing the ‘Update personal details’ button highlighted.
- **Image 3:** Screen showing a notification message ‘Action successful!’ with options to click ‘back to general overview’ and ‘back to the application workflow.’
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 ‘Print Student Agreement’. This should automatically download the Student Agreement with your details pre-filled. You must print this form and sign it, or insert an electronic signature. Please note – typed names will not be accepted.

26. Once your form is signed, select ‘Upload Signed Student Agreement’.
27. Select the file to upload and click ‘create’.

28. Your Student Agreement will be approved by the Exchanges Team and will appear green and ticked. In the meantime, please proceed with the next steps.

29. Click ‘Complete Pre-departure and Risk Assessment form’.
30. An additional window will open with a Google form. Complete the Google Form and click ‘submit’.

31. Once completed, click ‘Confirm completion of the Pre-departure and Risk Assessment form’.

32. Select ‘I have completed the Pre-departure and Risk Assessment form’ and then click ‘confirm’.
33. When the ‘Action Successful’ message appears at the top, click ‘back to workflow’.

34. 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.

35. 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.
36. On the left hand side of the page, select ‘forms’ and then ‘student request forms’.

37. Scroll down and select ‘M100EX: Exchange Module Programme Registration’.

38. 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.
39. Go back on to Mobility-Online and click ‘Confirm the completion of Moodle form’.

40. Tick the box ‘I have completed the Moodle form’ and select ‘Confirm’.

41. When the ‘Action Successful’ message appears at the top, click ‘back to workflow’.
42. The Exchanges Team will confirm your M100EX form and it will appear green and ticked. In the meantime, please proceed with the next steps.

43. Now, click ‘Print Learning Agreement’. This will start an automatic download and 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.
44. Once the learning agreement has been signed and completed, click ‘Upload Learning Agreement signed by all parties.’

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

46. 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

47. Should you need to make changes to your learning agreement, please select ‘Do you wish to make changes to your LA?’

48. Select ‘Yes’ and then click ‘Confirm’.
49. When the ‘Action Successful’ message appears at the top, select ‘back to workflow’.

50. Once the new Learning Agreement has been signed by all parties please click ‘Upload amended signed Learning Agreement’.

51. Select the file and then click ‘create’.
The Exchanges Team will approve the amended agreement and it will then appear green and ticked.
After the Mobility

53. Select ‘Complete the Google survey’. This should open up another browser automatically.

54. Complete the Google survey and click ‘Submit’.

55. Next, go back to Mobility-Online and click ‘confirm completion’.
56. Click in the box and then press ‘confirm’.

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

58. Next select ‘compulsory debrief attendance’. Please note, you do not have to attend a debrief if you are on placement after or are an Applied Languages student.
59. Select ‘Yes’ to attending the debrief in person and then click ‘confirm’.

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

61. 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.