



UNIVERZITA  
KOMENSKÉHO  
V BRATISLAVE

# Erasmus+: Mobility online systém -SOP

25. október 2022



**Ako systém vyzerá a čo všetko  
v systéme spravujeme?**

MOBILITY-ONLINE

service4mobility.com/europe/ContentServlet

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▼ Administration

Display application overview

Academic year ▲

Program ▲

Type of application ▲

Type of person

Refresh pipeline

Enable tool icon

All academic years ▼

All programs ▼

☐ IN ☐ OUT ☒ Both

☐ Stud./Trainee ☐ Teach./Staff ☒ Both

Show active steps only

Show only steps with new applications

ENLIGHT Study mobility (ENLIGHT SMS)	Total (106)
Short traineeships (SMP-PHD)	Total (39)
Short-term mobility (BIP)	Total (134)
Staff Teaching mobility (STA)	Total (599)
Staff Training mobility (STT)	Total (310)
Student traineeships (SMP)	Total (192)
Study mobility (SMS)	Total (6231)

30.09.2022

Info Box ▲

Refresh

# Čo všetko v systéme spravujeme?



- Aktuálne projekty
- Nastavenie rozpočtu
- Nastavenie a priradenie role pre fakultných referentov
- Spustenie výzvy/prihlasovania sa na jednotlivé mobility
- Automatické informačné emaily
- Prihlášky na mobility
- IIA v rámci prepojenia EWP
- DLA – digital learning agreement



# Spracovanie mobilít v systéme mobility online

# Mobilita SMP – student traineeships



- Študent si podá prihlášku cez stránku <https://uniba.sk/prihlasky-na-mobility/>
- Do prihlášky vpisuje všetky dôležité informácie (dátum mobility, názov prijímajúcej organizácie, motivačný list...)
- Hodnotenie a výber daného študenta prebieha priamo v systéme Mobility online
- Študent je o výbere na mobilitu informovaný cez systém automatickým emailom, ktorý sa odošle po tom, ako referent ohodnotí prihlášku
- Následne spracovanie preberáme my na RUK - kontrola dokumentov povinných pred mobilitou
- Po kontrole vytvárame zmluvu o poskytnutí finančnej podpory a vkladáme do systému, ktorý automaticky zašle email spolu so zmluvou v prílohe
- Nasleduje predĺženie mobility (môže a nemusí) a vkladanie dokumentov po mobilite

MOBILITY-ONLINE

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Display application overview

Academic year ▲  
All academic years ▼

Program ▲  
All programs ▼

Type of application ▲  
☐ IN ☐ OUT ☒ Both

Type of person  
☐ Stud./Trainee  
☐ Teach./Staff ☒ Both

Refresh pipeline

Show active steps only

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Enable tool icon

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Student traineeships (SMP)

OutgoingTotal (192)

2022/2023🔄Open all sub groupsTotal (90)

Before mobility - ApplicationTotal (18)

Before mobility - Grant agreementTotal (4)

During Mobility

After mobility

General queries

2021/2022🔄Total (102)

Study mobility (SMS)Total (6231)

30.09.2022

Info Box ▲

Refresh



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▼ Administration

## Applications outgoing

Enable tool icon

Display

Back

Forward to update

## Master data

Personal details

Scholarship

Pipeline

Display application workflow

Further applications (1)

Documents (6)

E-mails (3)

— Application details [Open all sub groups](#) [Close all sub groups](#)

Country of the home institution Slovakia

Type of application ☐ Incomings ☒ Outgoings \*Type of person ☒ Student ☐ Teacher \*

Home institution SK BRATISL02 - Comenius University \*

Exchange Programme Student traineeships (SMP) \*

Academic year 2022/2023 \*

Faculty FSEV - Faculty of Social and Economic Sciences \*

Department FSEVP - Psychology (FSEV) \*

Study field Psychology \*

Study level (during mobility) First cycle / Bachelor's or equivalent level (EQ... \*

Current year of study 3 \*

Study average for the previous academic year (if the student has already completed entire academic year) 1,16

## — Personal details

Title

First name \*

Last name \*

Date of birth \*

Gender ☐ Male ☒ Female \*

Nationality Slovakia \*

Do you have any disability or special needs (Držiteľ ZŤP preukazu/Registrovaný študent so špecifickými potrebami)? ☐ Yes ☒ No \*Do you have a disadvantaging socio-economic background (Poberateľ sociálneho štipendia / študent v hmotnej núdzi / iné)? ☐ Yes ☒ No \*Podpora inklúzie (založená na reálnych nákladoch) ☐ Yes ☒ No

E-Mail address \*







## Applications outgoing

Enable tool icon

Display

Back

Forward to update

## Master data

Personal details

Scholarship

Pipeline

Display application workflow

Further applications (1)

Documents (6)

E-mails (3)

E-mail address homoľová76@uniba.sk

## Planned internship abroad

Country of the internship

Portugal \*

Name of the internship/company

-1778781381- - TraineeLand

Envisaged start of stay

03.10.2022 \*

Envisaged end of stay abroad

03.12.2022 \*

New end date extension

Green travel

☐ Yes ☒ No \*

Is the internship paid?

☐ Yes ☒ No \*

Working language

English \*

Language competence in the preferred language

☐ A1 ☐ A2 ☐ B1 ☒ B2 ☐ C1 ☐ C2 ☐ Native speaker \*

Traineeship in digital skills

☐ Yes ☒ No

Is the planned abroad internship mandatory?

☒ Yes ☐ No \*

Have you already received grants within the Erasmus programme?

☒ Yes ☐ No \*

Motivation of the student and contribution of mobility for his/her study (short motivation letter - will be used in the selection of students)

I am currently in the final year of my degree in psychology. Given is my last year, this is an excellent opportunity which will expose me to many new challenges and present me with a steep learning curve. Due to my appreciation for TraineeLand I would like to undertake an internship therein. I'd appreciate the chance to interact with students in an international workplace and gain practical experience in this area. Furthermore, I believe these experiences will be a critical step in my higher studies. Portugal is a rich country I want to explore. Their lifestyle is, in my viewpoint, opposed to ours. The speed of life and behaviours will help me learn ways to become better sympathetic in life. Finally, I cannot emphasize enough how Erasmus is a perfect chance for students to be open-minded. I don't believe anything can occur if we remain in our comfort zones, but we progress when we think outside of our comfort zones. In this aspect, Lisbon, this internship is an ideal opportunity forme

Comments to the application (optional)

Thank you for considering me!



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Thank you for considering me!

Application evaluation (faculty)

Evaluation by the faculty - motivation letter (max. 10 points)012345678910

Evaluation by the faculty - Study results last academic year (max. 10 points)012345678910

Total points (minimum 50 % = 10 points)0

Evaluation by the faculty is completed

Contact person in case of emergency (parent, relative...)

First name of your contact person\*

Last name of your contact person\*

Phone number of contact person\*

E-mail address of contact person\*

Declaration of consent

I confirm that all details given in the application form are correct and complete. I agree with saving and the distribution of my details to help improve Erasmus programme.

Application workflow details

Created by Zuzana Homolová (homolova76) on 15.09.2022 12:01:56, last modified by Tamara Žiak (jelenakova1) on 03.10.2022 13:36:11

# EWP - IIA



- Zmluvy skopírované do prostredia EWP z predošlého projektu
- Spracovanie priamo v systéme mobility online (online a offline prostredie)
- Rozdelené do dvoch sekcií
- Problémy v rámci prepojenia mobility online a dashboard systému (chyby v zmluvách, nezobrazujúce sa ID, nesprávny study field...)
- Zhlcovanie systému novými zmluvami – duplicita (systém nevie rozoznať, ak sme už zmluvu na partnera poslali aj my)
- Zmluvy vytvárané zo strany partnera všeobecne na UK (každú zmluvu musíme následne upraviť a priradiť správnu fakultu - proces premeny jednej zmluvy cca 10-15min.)
- Nestálosť systému – časté zasekávanie v online prostredí/systém padá
- Prechod na nový simple modul

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Connect/EWP

Partner (with EWP)All partners (with/without EWP)Agreements (Flow) 1LA IncomingsLA Outgoings

Manage inter-institutional agreements via EWP dataCreate proposalGeneral IIA informationEWP SettingsBack

?

This overview shows all agreements/proposals that have not yet been activated for data exchange EWP via Agreements (Simple). ATTENTION! If you are still working with Agreements (Flow), such an activation is not necessary here.

– IIAs initiated by own institution

Changed (99) in total (2446)

+ Own IIAs (proposals) - not yet released for exchange by own institution

in total (762)

+ Own IIAs, not yet released for exchange by own institution

in total (11)

+ Own IIAs, released by own institution - not yet imported by partner institution

in total (1418)

+ Own IIAs, imported by partner institution - not yet changed/signed by partner institution

Changed (18) in total (107)

+ Own IIAs, changed or signed by partner institution – changes/signature not yet checked by own institution

Changed (20) in total (30)

+ All own IIAs in effect (signed by both parties)

Changed (61) in total (118)

+ IIAs initiated by partner institution

Changed (184) in total (980)

+ All IIAs

Changed (283) in total (3426)

BackCreate proposal

05.10.2022Refresh





# DLA – digital learning agreement

- Automatické načítanie informácií z prihlášky
- Študent: doplnenie predmetov
- Kontrola fakultou & podpis Erasmus koordinátora
- Odoslanie DLA cez EWP do IT systému partnera
- Podpis partnera alebo odmietnutie s komentárom
- Automatické informačné emaily
- Previazanie s ostatnými krokmi – príprava zmluvy o grante po podpise DLA
- Zmeny DLA počas mobility

Learning Agreement: **Černá, Jana**

	ESI urn:schac:personalUniqueCode:int:esi:uniba.sk: 1333621		Study cycle Bachelor	Field of education (ISCED) 0410	Field of education (clarification) Business and administration, not further d...
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Comenius University (Fac...	Faculty of Management	SK BRATISL02	Slovakia	Erika Černeková; erika.cerneкова@fm.uniba.sk; +421 2 9021 2026
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	FACHHOCHSCHULE TECH...	-	A WIEN20	Austria	Florian Ellinger; incoming.students@technikum-wien.at; +43 1 333 40 77-641

The level in the language sk [indicate here the main language of instruction] which the student has already mastered or will master by the start of the stay:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☒ C2 ☐ Native Speaker ☐

#### Mobility type and duration

##### Mobility type

- Semester(s) [X] / Virtual component (only if applicable) ☐
- Blended mobility with short-term physical mobility ☐
- Short-term doctoral mobility ☐ / Virtual component (only if applicable) ☐

##### Estimated duration (to be confirmed by the Receiving Institution)

Planned period of the physical mobility:

- from [day (optional)/month/year] 19/09/2022
- to [day (optional)/month/year] 10/02/2023

#### Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	38586_BB_3sem	Business Law	1/2	3,00
	38941_VZ_5sem	Business Management	1/2	3,00
	39313_VZ_5sem	Marketing and Sales	1/2	3,00



Ďakujem za pozornosť.

Vzorová verzia systému:  
<https://www.sop-at.com/en/topics/solutions-for-hei/mobility-online/demo>