

# MOBIS user guide for partner institutions

Dear colleagues,

We prepared this user guide to help you navigate through the new MOBIS interface.

**Mobility Information System MOBIS** was created to make the application procedure for exchange students coming to Alpen-Adria-Universität Klagenfurt (AAU) within the framework of Erasmus+ and Joint-Study Agreements easier, quicker and paperless.

We kindly ask you to exclusively use MOBIS for the application process at AAU.

To nominate your outgoing students, you have to log in to MOBIS with the username generated by MOBIS, that you received via e-mail when your profile was first created, and a self-set password. In case you lost your username, please contact us.

## Password Reset:

Due to data security, we do not store your personal password, but if you wish to reset or change it, please click on the following link:

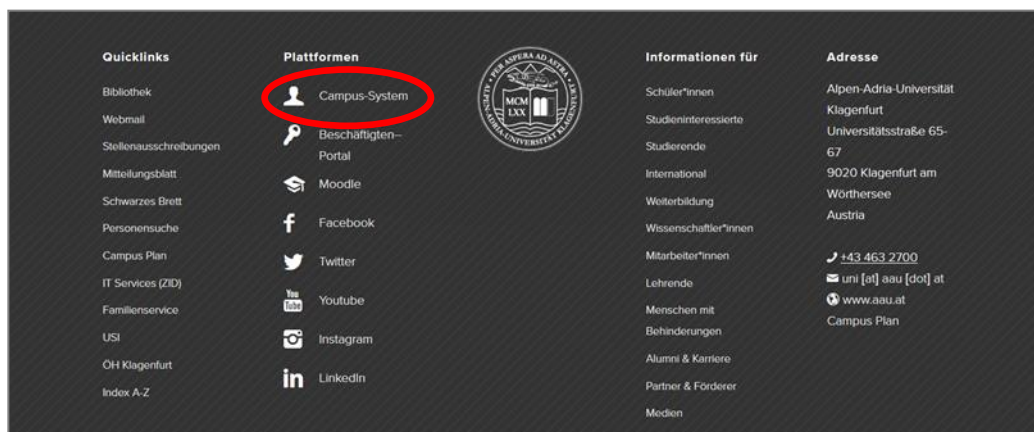
<https://campus.aau.at/idm/passwort/requestreset?lang=en>

## MOBIS LOG-IN

**Option 1:** To enter MOBIS, go to the AAU website

<https://www.aau.at/>

scroll down to the bottom of the page and click on “Campus System”:



**Option 2** (quick access): You can also log in to the MOBIS system directly on the AAU Campus System page:

<https://campus.aau.at/>

## DASHBOARD TAB

After a successful login, you will be directed to your dashboard.

You can also see other tabs: New nomination, Students, Applications, Partnership contracts, Activities and Contact details.

The screenshot shows the 'Mobis' dashboard with a header containing 'DE' and 'Logout' buttons. The main content is divided into four sections:

- NOMINATION:** A green-bordered box containing a welcome message, a 'New nomination' button, and a deadline notice for ERASMUS+ (SMS) - Studienaufenthalte for the Sommersemester 2021 ending on 11/01/2020.
- ADMINISTRATION:** An orange-bordered box with a gear icon and a list of links: 'New nomination', 'Students', 'Applications', and 'Cooperation treaties'.
- ACTIVITIES:** A blue-bordered box with a magnifying glass icon, a list of activity items (blurred), and a 'Show more activities' button.
- CONTACT:** A white-bordered box with an '@' icon, the text 'Coordination at International Office', and a user profile icon.

**New Nomination:** Click on the “New Nomination” button on the dashboard or switch to the “New Nomination” tab to nominate student(s) for an exchange period at the AAU.

**Activities:** List of all MOBIS activities referring to your institution.

**Administration:** Make a new nomination, see a list of all students, applications and details on the cooperation treaties.

**Contact:** AAU coordinators’ contact details.

## NEW NOMINATION TAB

To start a new nomination, please click on the “Create Student” button.

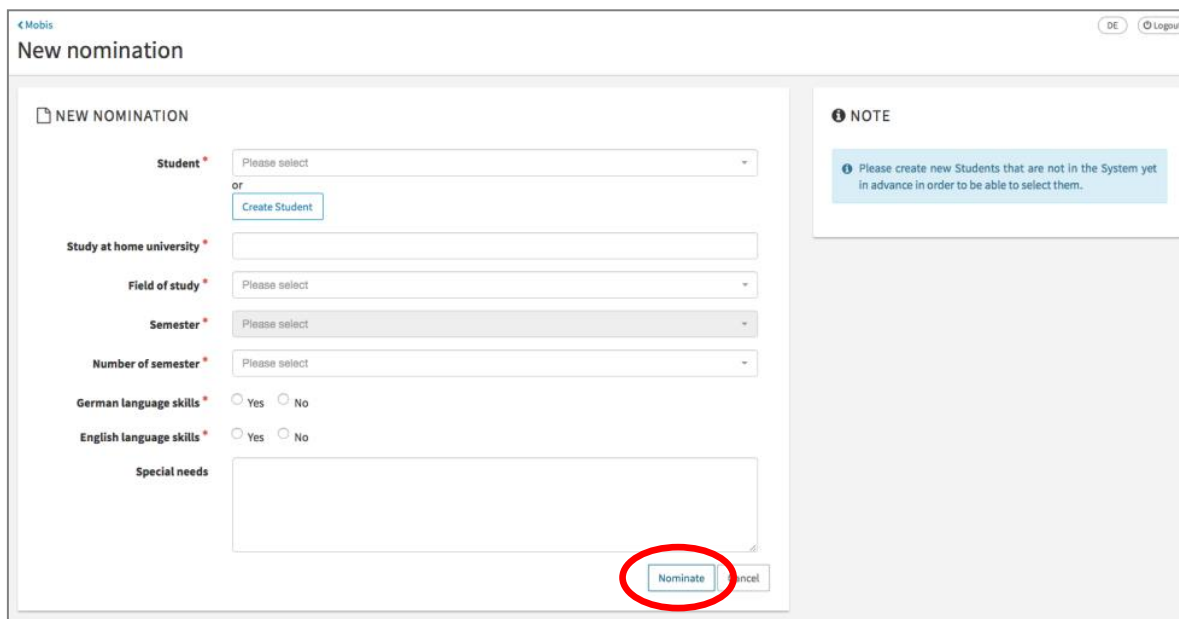
The screenshot shows the 'New nomination' page in the Mobis system. On the left, there is a form titled 'NEW NOMINATION' with several fields: 'Student' (a dropdown menu with 'Please select' and a 'Create Student' button circled in red), 'Study at home university', 'Field of study', 'Semester', 'Number of semester', 'German language skills', 'English language skills', and 'Special needs'. At the bottom of the form are 'Nominate' and 'Cancel' buttons. On the right, there is a 'NOTE' box with the text: 'Please create new Students that are not in the System yet in advance in order to be able to select them.'

A new window will open. Please insert your student’s personal details and click on “Save”.

The screenshot shows the 'New Student' page in the Mobis system. It is titled 'CREATE NEW STUDENT' and contains the following fields: 'First name(s)', 'Last name', 'Prefixed academic title', 'Trailing academic title', 'Date of birth' (with a calendar icon), 'Nationality' (with a dropdown menu), 'Gender' (with radio buttons for 'male', 'female', and 'divers'), 'Email', and 'Mobile phone'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

**NOTE:** The only data that cannot be changed is the student’s e-mail address. Please make sure to enter it correctly.

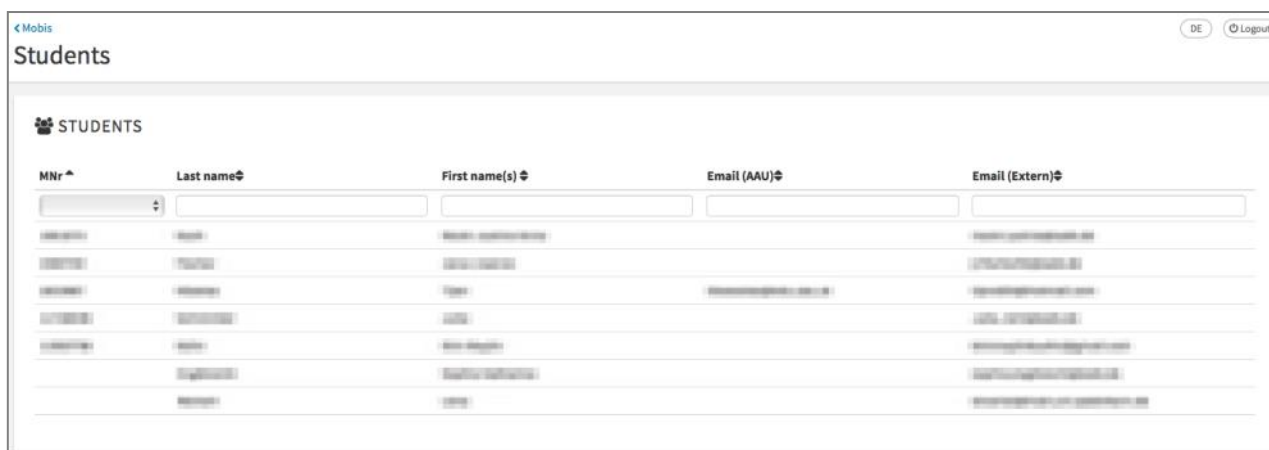
Go back to “New Nomination” and select the student profile you created in the field “Student”, insert additional required information and click on “Nominate”.



NOTE: The chosen degree programme (field of study) will be indicated on all of AAU’s official documents, such as the Acceptance Letter issued by the Admissions and Examinations Office, Certificate of Academic Performance etc.

## STUDENTS TAB

If you click on the “Students” tab, you can see the list of all the students of your institution in MOBIS.



MNr	Last name	First name(s)	Email (AAU)	Email (Extern)
1000001	Smith	John	john.smith@univ.ac.uk	john.smith@univ.ac.uk
1000002	Johnson	Mary	mary.johnson@univ.ac.uk	mary.johnson@univ.ac.uk
1000003	Williams	David	david.williams@univ.ac.uk	david.williams@univ.ac.uk
1000004	Brown	Emily	emily.brown@univ.ac.uk	emily.brown@univ.ac.uk
1000005	Green	Michael	michael.green@univ.ac.uk	michael.green@univ.ac.uk
1000006	White	Sarah	sarah.white@univ.ac.uk	sarah.white@univ.ac.uk
1000007	Black	Robert	robert.black@univ.ac.uk	robert.black@univ.ac.uk
1000008	Grey	Laura	laura.grey@univ.ac.uk	laura.grey@univ.ac.uk

## APPLICATIONS TAB

By clicking on “Applications”, you can see the current status of each application, field of study, semester and duration of exchange.

The screenshot shows the 'Applications' tab in the MOBIS system. On the left, there is a 'FILTER' sidebar with a search bar and a filter for 'ERASMUS+ (SMS) - Studienaufenthalte'. The main area displays a table of applications with the following columns: Name, Agreement, Field of study, Semester, Number of semester, and State. Each row includes a 'Details' button. The states shown are 'Application approved', 'Cancelled', and 'Enrolled'.

Name	Agreement	Field of study	Semester	Number of semester	State	Details
[Redacted]	[Redacted]	[Redacted]	20W	1 Semester	Application approved	Details
[Redacted]	[Redacted]	[Redacted]	19W	1 Semester	Cancelled	Details
[Redacted]	[Redacted]	[Redacted]	17W	1 Semester	Enrolled	Details
[Redacted]	[Redacted]	[Redacted]	17S	1 Semester	Enrolled	Details
[Redacted]	[Redacted]	[Redacted]	17S	1 Semester	Cancelled	Details
[Redacted]	[Redacted]	[Redacted]	15W	1 Semester	Enrolled	Details
[Redacted]	[Redacted]	[Redacted]	15S	1 Semester	Enrolled	Details
[Redacted]	[Redacted]	[Redacted]	14S	1 Semester	Cancelled	Details

## COOPERATION TREATIES TAB

Here you can see more information about your contract with AAU, including faculty, duration of contract and exchange, quota and Academic Coordinator.

The screenshot shows the 'Cooperation treaties' tab in the MOBIS system. It features a search bar and filter options. The main content area displays a list of cooperation treaties. Each entry includes a status indicator (Valid), partner institution, country, validity period, organisational unit (AAU), and coordinator (AAU).

**COOPERATION TREATIES**

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- E** Erasmus+ for Studies #2011
  - Status: **Valid**
  - Partner institution: [Redacted]
  - Country: [Redacted]
  - Validity period: [Redacted]
  - Organisational unit (AAU): [Redacted]
  - Coordinator (AAU): [Redacted]
- E** Erasmus+ for Studies #2011
  - Status: **Valid**
  - Partner institution: [Redacted]
  - Country: [Redacted]
  - Validity period: [Redacted]
  - Organisational unit (AAU): [Redacted]
  - Coordinator (AAU): [Redacted]

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## EXTENSION REQUEST

Please switch to the “Applications” tab, select the student who wishes to extend their study period at AAU and click on “Extend Application”.

The screenshot shows the AAU Campus | Mobis Incoming Application Details interface. The top navigation bar includes 'Dashboard', 'New nomination', 'Students', 'Applications' (highlighted with a yellow box), and 'Partnership contracts'. Below the navigation bar, the 'Details' section is visible, with a 'Back' button and an 'Extend Application' button circled in red. The main content area displays 'STAMMDATEN' (Personal details) with fields for First name, Last name, Prefixed academic title, Trailing academic title, Date of birth, Nationality, Gender, Email, and Mobile phone.

**NOTE:** Extensions are only possible if the student’s status is “Admitted” (see “Applications” Tab for status).

## NOMINATION/APPLICATION PROCESS

1. The home institution nominates student(s) in MOBIS according to our Interinstitutional Agreement.
2. Once AAU’s International Office has accepted the nomination, students will receive access to MOBIS (username and link to set up a password) and an e-mail with further instructions on the application procedure.
3. Students have to complete and submit the MOBIS application within the given deadline (as indicated in the “Application procedure” attachment).
4. AAU’s International Office processes the application and forwards it to the Admissions and Examinations Office. As soon as the Admissions and Examinations Office approves the application, the Letter of Acceptance (“Bescheid”) will be sent to the students via e-mail. The Acceptance Letter contains an electronic stamp and signature and is a valid official document. Please note that it will only be issued in German with an English translation (with no legal value) for information purposes.

### New MOBIS user

We kindly ask you to inform us in case user profiles within your team need to be updated. Please note that different MOBIS users need to be registered with different e-mail addresses.

## ANNEX 1 List of Degree programmes & Academic Calendar

German: <https://www.aau.at/studium/studienangebot/studienuebersicht/>  
 English: <https://www.aau.at/en/study/courses/degree-programmes/>  
 AAU's Academic calendar: <https://www.aau.at/en/study/support/term-dates-and-deadlines/#academicyear-2>

## ANNEX 2 Glossary of most common German terms in MOBIS referring to student status:

Status (German)	Meaning
<b>Nominierung</b> <i>(Nominated)</i>	Nomination by home institution
<b>Nominierung genehmigt</b> <i>(Nomination accepted)</i>	Nomination accepted by AAU's International Office
<b>Nominierung zurückgezogen</b> <i>(Nomination withdrawn)</i>	Nomination withdrawn (by home institution)
<b>Editiert/Vorbereitet</b>	Application edited
<b>Eingereicht</b> <i>(Submitted)</i>	Application submitted
<b>Nachbearbeitung gefordert</b> <i>(Rework requested)</i>	Application requires editing and re-submitting
<b>Nachbearbeitung abgeschlossen</b> <i>(Reworked)</i>	Application successfully re-edited and re-submitted
<b>Bewerbung genehmigt</b> <i>(Application approved)</i>	Application accepted by AAU's International Office and forwarded to the Admissions and Examinations Office
<b>Zulassungsbescheid versendet</b> <i>(Approval notice sent)</i>	Application accepted by AAU's Admissions and Examinations Office; Letter of Acceptance (Bescheid) sent to student
<b>Zustelladresse erfasst</b> <i>(Delivery adress recorded)</i>	Correspondence adress in Klagenfurt recorded
<b>Zugelassen (Enrolled)</b>	Application accepted by Admissions and Examinations Office; Letter of Acceptance issued = Admitted
<b>Storniert (Cancelled)</b>	Cancelled

For further questions or if you need any assistance, please do not hesitate to contact us.

We are looking forward to welcoming your students at AAU!

Your International Office Team