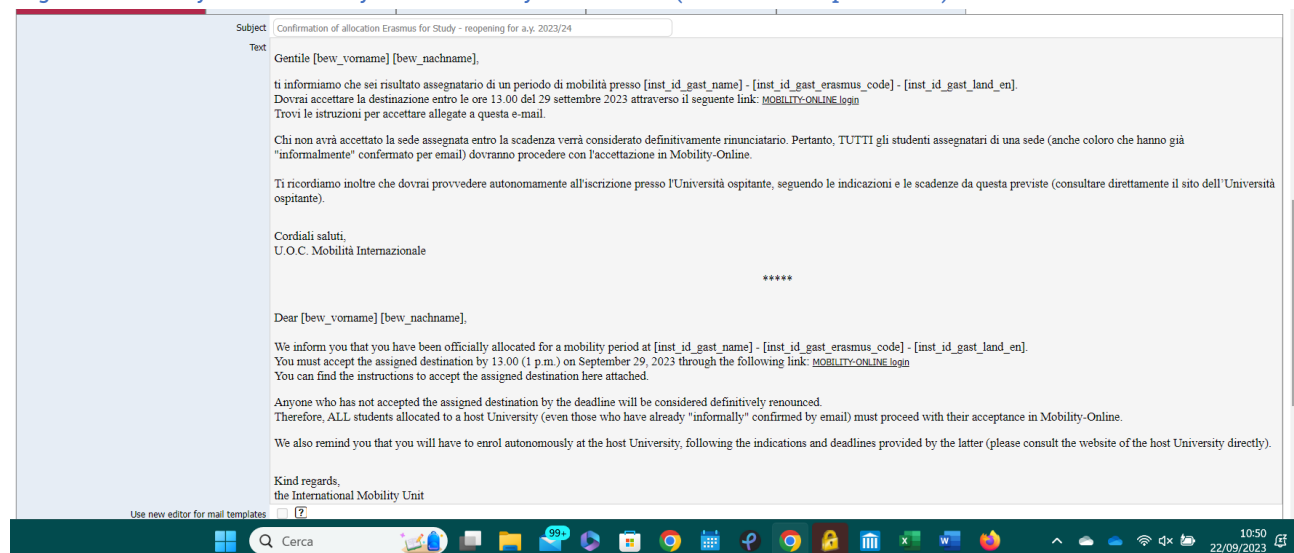


ISTRUZIONI PER ACCETTAZIONE PERIODO DI MOBILITÀ ERASMUS STUDIO 2025/26

INSTRUCTIONS FOR ACCEPTANCE OF ERASMUS FOR STUDY FOR A.Y. 2025/26

1) Controlla la tua casella di posta e apri l'e-mail ricevuta da noreply@unipv.it con oggetto "Confirmation of allocation Erasmus for Study for a.y. 2025/26" (verifica che non sia eventualmente finita erroneamente nella cartella di spam).
Accedi a Mobility-Online con le tue credenziali di Ateneo (codice fiscale e password).

Check your inbox and open the email you received from noreply@unipv.it with the subject line "Confirmation of allocation Erasmus for Study – II call for a.y. 2025/26" (check that it has not mistakenly ended up in your spam folder).
Log in to Mobility-Online with your University credentials (tax code and password).



2) Seleziona l'application di tuo interesse (qualora ne avessi più di una) e clicca su "Select application".

Select the application you are interested in (in case you have more than one) and click on "Select application".

Università degli Studi di Pavia

UNIVERSITÀ DI PAVIA

Search results +

Application selection

Select application

Test, Francesca	Erasmus (SMS)	2022/2023	DI PAVIA UNIVERSITÀ DEGLI STUDI DI PAVIA	Ruhr-Universität Bochum	Psychology, Neuroscience and Human Sciences	Mar 1, 2023 Jul 31, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidade Do Minho	Psychology, Neuroscience and Human Sciences	Sep 12, 2022 Jan 15, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universiteit Leiden	Storia Globale delle Civiltà e dei Territori	Mar 1, 2023 Jul 31, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universität Basel	Lingue e Culture Moderne	Mar 1, 2023 Jul 31, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	University of Birmingham	Chimica (L2)	Feb 1, 2023 Jun 30, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Institut Polytechnique De Grenoble	Chimica (L2)	Sep 1, 2022 Feb 28, 2023	☐
Test, Francesca	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidad Pablo De Olavide	Dietistica (Abilitante alla Professione Sanitaria di Dietista)	Oct 3, 2022 Mar 28, 2023	☐
Mandarino, Federica	Erasmus (SMS)	2022/2023	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universidad De Granada	Scienze Motorie	Mar 1, 2023 Jul 31, 2023	☐
Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioan Cuza Din Iasi	Economia e Gestione delle Imprese	Sep 1, 2023 Jul 31, 2024	☐
Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioan Cuza Din Iasi	Economia e Gestione delle Imprese	Apr 1, 2024 Aug 31, 2024	☒
Test, Francesca	Erasmus (SMS)	2023/2024	UNIVERSITÀ DEGLI STUDI DI PAVIA	Universitatea Alexandru Ioan Cuza Din Iasi	Economia e Gestione delle Imprese	Apr 28, 2024 Sep 1, 2024	☐

27 Records found!

Select application

3) Clicca su "Back to the application workflow".

Click on "Back to the application workflow".

The screenshot shows the University of Pavia Mobility-Online interface. On the left is a sidebar with the university logo, a search bar, and links for 'My application data' and 'Change password'. The main area displays a blue message box: 'Action successful! The specified application has been selected. Please continue in the workflow view.' Below this message is a button labeled 'Back to the application workflow', which is highlighted by a red arrow.

4) Clicca su "Enter decision".

Click on "Enter decision".

The screenshot shows the 'Application workflow' page. At the top, it displays application details: Last name (Test), First name (Francesca), Type of application (Outgoing), Host institution (first choice) (RO IASI02 - Universitatea Alexandru Ioan Cuza...), Country of the home institution (Italy), Country of host institution (first c... (Romania), and Home institution (PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA). Below this is a table of necessary steps:

Necessary steps	Done	Done on	Done by	Direct access via following link	
Before the mobility					
Online application	☒	13/04/2023		Show application	5 / 10
Confirmation e-mail online application	☒	13/04/2023	Automatically generated		
Online registration	☒				
Personal data completed	☒	27/04/2022	admin (FrBi)	Complete personal data	5 / 9
Application documents checked and marked by International Office as complete	☒	13/04/2023	admin (VirFa)		
Application form printed	☐			Print application form	
Application allocated to partner institution	☒	17/04/2023	VERONICA VERONESE		
Decision about allocated spot entered	☐			Enter decision	
Application nominated at partner institution	☐				
Application completed	☐				

The 'Enter decision' button is highlighted by a red arrow.

5) Clicca su "Forward to update".

Click on "Forward to update".

Università degli Studi di Pavia

UNIVERSITÀ DI PAVIA

MOBILITY-ONLINE

17°C Soleggiato

13:17 17/04/2023

Applications outgoing Display

Back Forward to update

Application details

Mobility semester Spring 2024 *

Internal information

Would you like to accept the exchange spot you were allocated to? ☐ Yes ☐ No *

I confirm that I would like to submit my data. ☐ *

Back Forward to update

6) Seleziona "Yes" per accettare il periodo di mobilità assegnato, oppure "No" per rifiutare (ATTENZIONE: se rifiuti, non potrai comunque essere riassegnato a nessun'altra sede).

Se selezioni "Yes", appariranno:

- una domanda relativa alla necessità di fondi aggiuntivi per studenti con minori opportunità (applicabile unicamente alle categorie indicate nel bando). Seleziona "Yes" o "No"
- una domanda relativa alla volontà di ridurre il periodo di mobilità (applicabile unicamente a chi ha avuto l'assegnazione di una mobilità di durata annuale). Selezione "Yes" o "No".

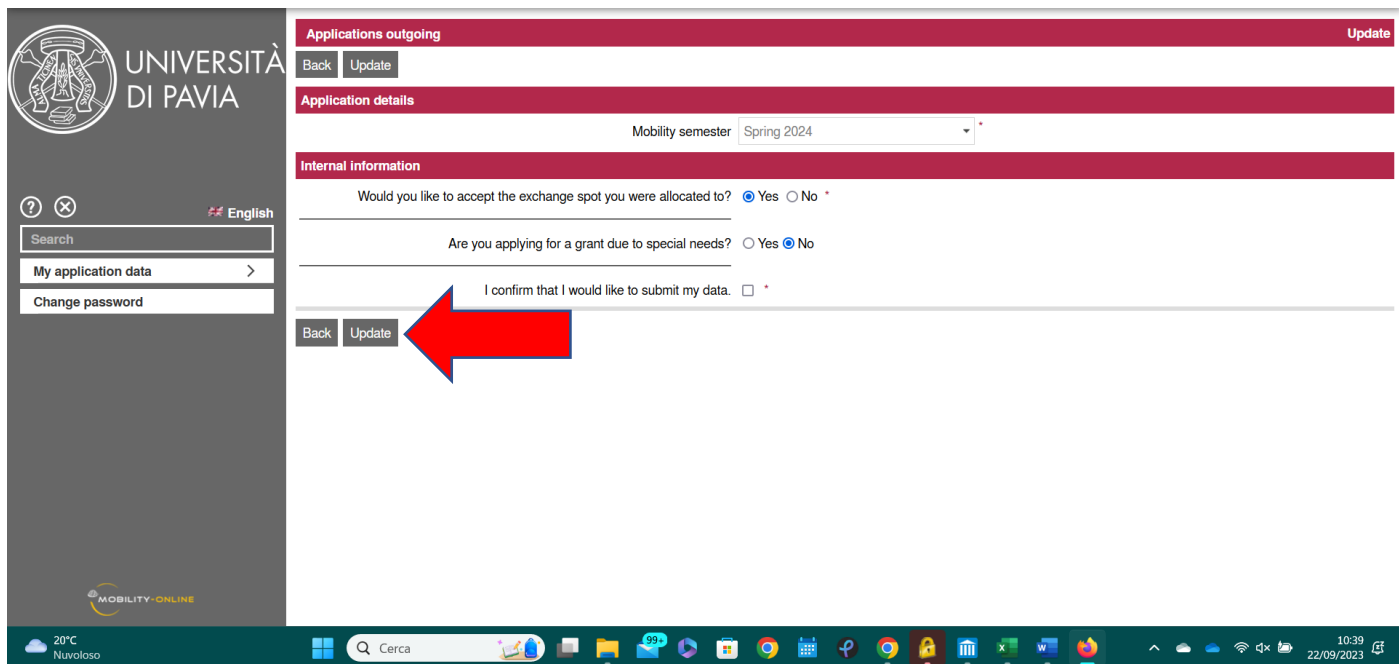
Per confermare, seleziona "I confirm that I would like to submit my data" e clicca su "Update".

Select "Yes" to accept the assigned mobility period, or "No" to refuse (ATTENTION: if you refuse, you cannot be reassigned to any other host University).

If you select "Yes", you will see:

- a question concerning additional special needs funds for students with fewer opportunities will appear (applicable solely to the categories indicated in the call for application). Select "Yes" or "No"
- a question concerning the willingness to reduce the mobility period (applicable only to those who have been assigned of a mobility of one academic year).

To confirm, select "I confirm that I would like to submit my data" and click on "Update".



Applications outgoing Update

Back Update

Application details

Mobility semester: Spring 2024

Internal information

Would you like to accept the exchange spot you were allocated to? ☒ Yes ☐ No *

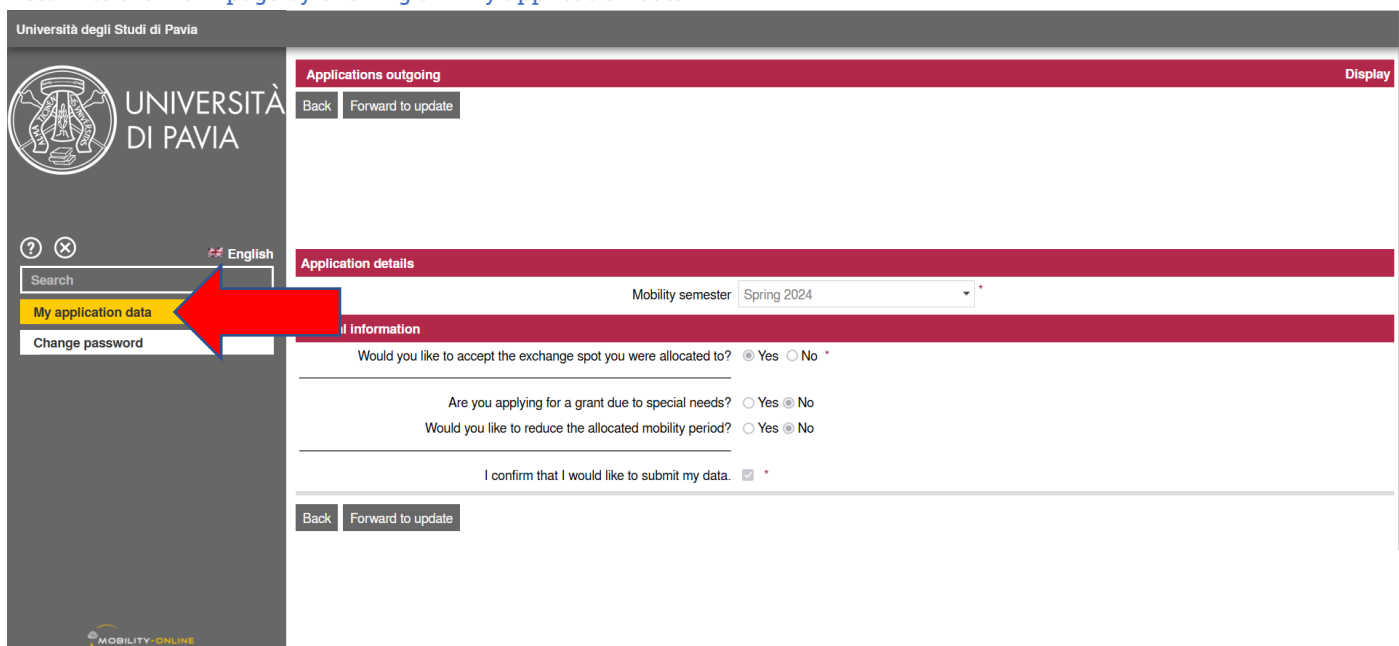
Are you applying for a grant due to special needs? ☐ Yes ☒ No

I confirm that I would like to submit my data. ☐ *

Back Update

7) Ritorna quindi alla schermata principale cliccando su "My application data".

Return to the main page by clicking on "My application data".



Università degli Studi di Pavia

Applications outgoing Display

Back Forward to update

Application details

Mobility semester: Spring 2024

Internal information

Would you like to accept the exchange spot you were allocated to? ☒ Yes ☐ No *

Are you applying for a grant due to special needs? ☐ Yes ☒ No

Would you like to reduce the allocated mobility period? ☐ Yes ☒ No

I confirm that I would like to submit my data. ☒ *

Back Forward to update

My application data

Change password

8) Ritorna alla pagina di workflow cliccando su "Application workflow".

Return to the workflow by clicking on "Application workflow".

Università degli Studi di Pavia

UNIVERSITÀ DI PAVIA

My application data

Search

Application workflow

Edit application

Download documents

Selection of the used application

Applications outgoing

Back Forward to update

Display

Application details

Mobility semester: Spring 2024

Information

Would you like to accept the exchange spot you were allocated to? ☒ Yes ☐ No

Are you applying for a grant due to special needs? ☐ Yes ☒ No

Would you like to reduce the allocated mobility period? ☐ Yes ☒ No

I confirm that I would like to submit my data. ☒

Back Forward to update

17°C Soleggiato

13:33 17/04/2023

9) In questa schermata potrai verificare se la tua accettazione è andata a buon fine: spunta verde nello step "Decision about allocated spot entered".

Contestualmente, avrai ricevuto un'e-mail da noreply@unipv.it con oggetto "Confirmation of acceptance Erasmus for Study for a.y. 2025/26".

La procedura di accettazione è completa soltanto dopo la ricezione di questa e-mail.

On this screen you can check whether your acceptance was successful: green tick in the step "Decision about allocated spot entered".

At the same time, you will have received an e-mail from noreply@unipv.it with the subject "Confirmation of acceptance Erasmus for Study – II call for a.y. 2025/26".

The acceptance procedure is only complete once you have received this e-mail.

Università degli Studi di Pavia

UNIVERSITÀ DI PAVIA

My application data

Search

Change password

Application workflow

Last name: Test
First name: Francesca
Country of the home institution: Italy
Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA

Type of application: Outgoing
Host institution (first choice): RO IASIO2 - Universitatea Alexandru Ioan Cuza...
Country of host institution (first c...): Romania

Necessary steps	Done	Done on	Done by	Direct access via following link	6 / 10
Before the mobility 6 / 9					
Online application	☒	13/04/2023		Show application	?
Confirmation e-mail online application	☒	13/04/2023	Automatically generated		
Online registration	☒				
Personal data completed	☒	27/04/2022	admin (FrBi)	Complete personal data	?
Application documents checked and marked by International Office as complete	☒	13/04/2023	admin (VirFa)		
Application form printed	☐			Print application form	
Application allocated to partner institution	☒	13/04/2023	VERONICA VERONESE		
Decision about allocated spot entered	☒		Francesca Test	Enter decision	
Application nominated at partner institution	☐				
Application completed	☐				

17°C Soleggiato

13:41 17/04/2023

Subject: Confirmation of acceptance Erasmus for Study - reopening for a.y. 2023/24

Text: Gentile [bew_vorname] [bew_nachname],

la tua risposta è stata registrata correttamente.

Cordiali saluti,
U.O.C. Mobilità Internazionale

Dear [bew_vorname] [bew_nachname],
your reply has been registered correctly.

Kind regards,
the International Mobility Unit