

SUPSI

Mobility Online application

APPLICATION

1. register **via the link received by email mail** to the MOBILITY-ONLINE system, inserting your date of birth




Online registration for Mobility-Online
(SEMP Traineeship (SMT))

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

Registration number *
Date of birth (dd.mm.yyyy) *  Today

[Back](#) [Continue](#)

English 

2. create a login name and a password

Step 2 of 2 - Input User Name and Password

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login
Password
Repeat password


[Back](#) [Continue](#)

Please SAVE those information!

Registration successful

Your registration was successful.
 By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

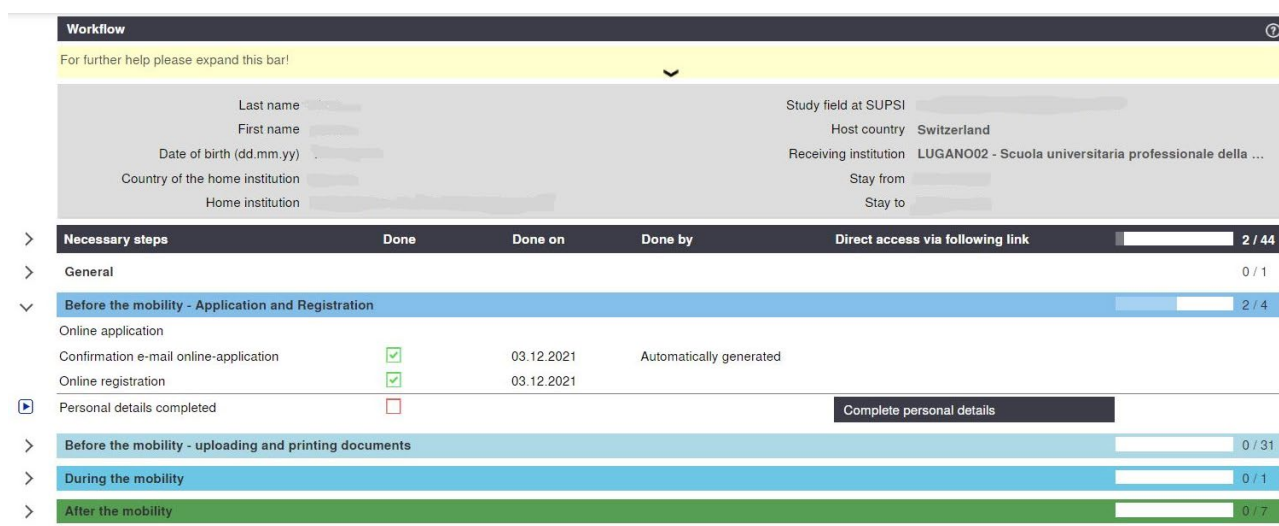


Action successful!

You will then receive an email concerning the Confirmation of registration.

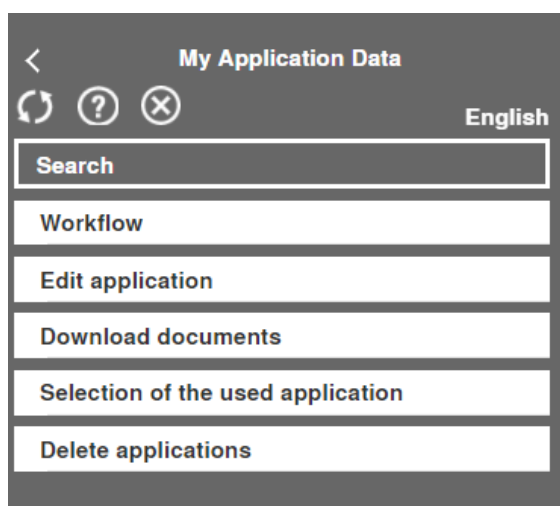
3. Login to Mobility Online

This is your workflow where you can see at any time your application process, at what point you are and what you have to do.



Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
General					0 / 1
Before the mobility - Application and Registration					2 / 4
Online application					
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	03.12.2021	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	03.12.2021			
Personal details completed	<input type="checkbox"/>			Complete personal details	
Before the mobility - uploading and printing documents					0 / 31
During the mobility					0 / 1
After the mobility					0 / 7

In your profile you can also edit your application information, download the available SUPSI documents:



My Application Data

English

Search

Workflow

Edit application

Download documents

Selection of the used application

Delete applications

4. Complete your **personal data** by clicking the link "Complete personal details".

IMPORTANT:

Anytime you complete something, upload a document, etc, you have first to select the button "**forward to update**" and when you have completed what requested, confirm it.

5. Insert and upload the **application documents**:

- Language competences (don't forget to add you Italian knowledge)
- Passport photo (size 100x135 pixels or 300dpi)
- Copy of identity document
- CV
- Transcript of records (copy of module certificate)
- Motivation letter (signed and dated)
- Copy of European Health Insurance Card or other health insurance (please check our website https://www.supsi.ch/home_en/bachelor-diploma-master/informazioni-generali/assicurazioni/malattia-infortunio for more detailed information)

You have to confirm each upload selecting "Create"
Then confirm the upload of documents and generate the Application Form

I confirm that I have uploaded all required documents for the first application phase.

Back

Update

6. SUPSI International Office will check your application documents and confirm by email if your application is complete.

7. Proposal of Learning Agreement

Once the application documents have been approved, you can prepare the LA proposal via Mobility Online. This has to be done within the application deadline.

Attention: For students of the Health Area, the Learning Agreement for Traineeship (LAT) for will be prepared by SUPSI departmental coordinator and then uploaded to Mobility Online.

After receiving and evaluating the complete application and LA, within four weeks from the end of the deadline, the International Office will send you the outcome of the application and in copy to your institution.

Please wait for the confirmation email before continuing with reservation of accommodation, travel trip, etc.

LEARNING AGREEMENT for study (before mobility)

1. Enter the courses you wish to take at SUPSI and the corresponding course (if any) at your home university

Courses for the Learning Agreement (before the mobility) entered

Enter courses into Learning Agreement

Edit learning agreement
Insert

Back

Create

Host institution	Fachhochschule Potsdam - POTSD... ▾
Study area	Architecture and Construction ▾
Study field	Architecture - ARC TP ▾
Academic year	2021/2022 ▾ ?
Semester	Spring 2022 ▾

Course unit code at the host institution	Course unit code at the host institution must be filled in. ⊘
Course unit title at the host institution	
There are still 255 characters available	
Number of credits at the host university	

Course unit code at the home institution	
Course unit title at the home institution	
There are still 255 characters available	
Number of credits at the home institution	

Back

Create

Please note:

Each row corresponds to a course and its related ECTS (both in the home university section and in the SUPSI section).

DO NOT enter all modules and their total credits in one line.

If you do not know the code of the course please use progressive numbering from 01 (e.g. Module A, code 01).

If a course chosen at the home university or at SUPSI is equivalent to two courses, leave the field free for one of the two in correspondence by entering hyphen_ and under ECTS indicate zero 0.
 If there is no corresponding course, leave the field blank by entering "/" or "-".

All original courses

Course unit title at the host institution	Course no./host	Credits	Course unit title at the home institution	Course no./home	Credits	Acad.year	Semester
Storia dell'architettura	/	0,00	Storia dell'architettura	04	2,00	2021/2022	Spring 2022
Sustainability	CI_0101.3	5,00	Sostenibilità 1	03	5,00	2021/2022	Spring 2022
Construction lab	EM_001.2	5,00	Laboratorio di costruzione	02	6,00	2021/2022	Spring 2022
Workshop xx	EM_001.4	4,00		/	0,00	2021/2022	Spring 2022
Materials	EM_002.2	5,00	Strutture e materiali 1	01	5,00	2021/2022	Spring 2022
Project	EM_002.3	2,00	Progetto I	03	2,00	2021/2022	Spring 2022

All added courses
 No records found!

All deleted courses
 No records found!

[Enter further courses...](#)

6 Course(s)					Sum of ECTS credits:		21,00
-------------	--	--	--	--	----------------------	--	-------

2. Confirm that the LA is ready, so that the coordinator of the degree course knows he has to check it.

Learning Agreement (before the mobility) submitted for approval

Confirm that Learning Agreement is ready for the Dep. Coordinator to be signed

Forward to update:

Internal fields for PL and WF

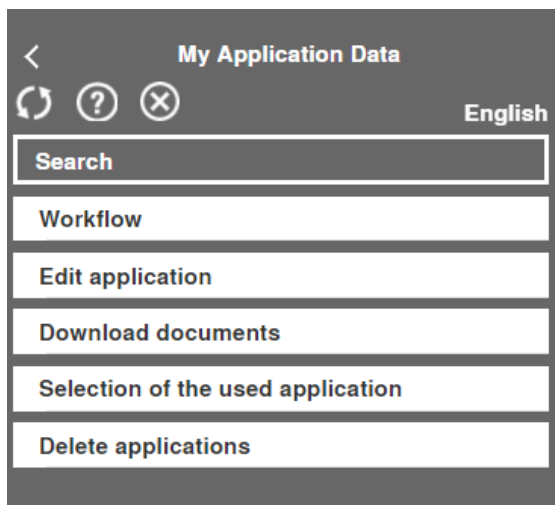
I would like to officially submit my Learning Agreement for approval.

Accepted: it will be signed for acceptance by the departmental coordinator, so that you can download it in your workflow and have it signed by your home university, if not done yet. Please upload it once signed by everyone.

Not accepted: SUPSI coordinator will inform you about the changes to be made.

ACCEPTANCE

1. Once the Department has accepted your application, you will receive the Acceptance Letter with detailed information about the application process for your Swiss visa/permit (*Residence permit and health insurance information*), as well as some information about your stay in Ticino (*Welcome to SUPSI*).
2. Those documents can be downloaded in your workflow and also under *Download documents* . Please read them carefully since they contain all the necessary information concerning the bureaucratic process of entering and living in Switzerland.



Documents for residence permit

1. Would you please proceed with the download and upload of the necessary documents at the soonest. The documents are needed before your arrival. Failure to do so, you will have to proceed alone with all the bureaucratic procedures.
2. All documents need to be filled in correctly and signed.
 - Declaration of insurance coverage
 - Insurance exemption form
 - SUPSI Disclaimer
 - Permit request (you have to fill it in using the weblink in our document *Residence permit and health insurance information* and then upload it)
 - Declaration for migration office
 - Authorisation permit and health info
 - Rental agreement
 - Internship agreement

3. How your workflow looks like:

- | | | |
|-------------------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> | Declaration of insurance coverage download | <input type="checkbox"/> |
| | Declaration of insurance coverage uploaded | <input type="checkbox"/> |
| | Declaration of insurance coverage of the University uploaded | <input type="checkbox"/> |
| | Insurance exemption Form TI 6.1 or TI 6.2 uploaded / Insurance exemption FORM TI 6.3 (in case of not EU citizens) uploaded | <input type="checkbox"/> |
| | SUPSI Disclaimer downloaded | <input type="checkbox"/> |
| | SUPSI Disclaimer uploaded | <input type="checkbox"/> |
| | Permit request uploaded | <input type="checkbox"/> |
| | Declaration for migration office downloaded | <input type="checkbox"/> |
| | Declaration for migration office uploaded | <input type="checkbox"/> |
| | Authorisation permit and health info downloaded | <input type="checkbox"/> |
| | Authorisation permit and health info uploaded | <input type="checkbox"/> |
| | Rental agreement uploaded | <input type="checkbox"/> |
| | Internship agreement signed and uploaded by student | <input type="checkbox"/> |
| | Confirmation about uploaded documents entered. | <input type="checkbox"/> |

4. Don't forget to confirm the upload of all those documents.
5. You cannot skip from one step to the other, you have to follow the the correct sequence, as indicated..
6. Once we have checked the documents and they are complete and correct, we will send you the confirmation.

Financial agreement (Grant agreement)

1. You have to fill in your bank details and then we will calculate the grant
2. Once the grant is calculated, you can download the Financial agreement; please read it carefull and fill in the missing information, including if you would like to apply to the Green Travel Top-Up (yes/no).
3. Upload the signed grant

AFTER ARRIVAL

1. After your arrival, we will prepare your **Certificate of arrival**, that you can download in your workflow and send it to your university
2. We will then proceed with the payment of the 90% of the grant. In your workflow you can see when the payment has been done

First instalment paid out



- Data presa in carico pratica : 03.12.2021

3. **Dichiarazione sostitutiva** – if you receive this document, which is a provisional permit declaration, would you please upload it in your workflow

Dichiarazione sostitutiva uploaded

Upload
dichiarazione
sostitutiva

DURING MOBILITY – CHANGES TO THE LEARNING AGREEMENT for studies

Information about changes in Learning Agreement entered.

Please let us know if you need to enter changes to your LA.

All original courses

Course unit title at the host institution	Course no./host	Credits	Course unit title at the home institution	Course no./home	Credits	Added	Deleted	Signed	Date of upd
/	/	0,00	Storia dell'architettura	04	2,00	No	No	Yes	
Sustainability	CI_0101.3	5,00	Sostenibilità 1	03	5,00	No	No	Yes	
Construction lab	EM_001.2	5,00	Laboratorio di costruzione	02	6,00	No	No	Yes	
Workshop xx	EM_001.4	4,00	/	/	0,00	No	No	Yes	
Materials	EM_002.2	5,00	Strutture e materiali 1	01	5,00	No	No	Yes	
Project	EM_002.3	2,00	Progetto I	03	2,00	No	No	Yes	

All added courses

No records found!



All deleted courses

No records found!

[+ Enter further courses...](#)

6 Course(s) Sum of ECTS credits: 21,00

[Back](#) [Enter further courses...](#)

Reason for change <-- No choice -->  

<-- No choice -->

1 - Previously selected educational component is not available at the Receiving Institution

2 - Component is in a different language than previously specified in the course catalogue

4 - Timetable conflict

6 - Other (please specify)

+"Enter further courses" : add the replacement course, with the corresponding course (as indicated above).

Reason for change <-- No choice -->

- <-- No choice -->
- 3 - Substituting a deleted component
- 5 - Other (please specify)

Learning Agreement Changes (during the mobility) submitted for approval

Enter confirmation

- The departmental coordinator will check the changes and contact you individually, if necessary, for clarification or further modifications. It is the student duty to fix the LA During according to the coordinator's feedback and only when everything is in place the coordinator will sign it.

Display of deleted and modified courses:

Edit learning agreement

Back Enter further courses...

Please click on the icon on the left side to enter a new course.

Last name	Catella	First name	Annick
Home institution	Scuola universitaria professionale della Svizzera italiana (SUPSI)	Country of the home institution	Switzerland
Host institution	Hochschule RheinMain	Country of host institution/company	Germany
Academic year	2021/2022	Name of Semester	Spring 2022

All original courses

Course unit title at the host institution	Course no./host	Credits	Course unit title at the home institution	Course no./home	Credits	Added	Deleted	Signed	Date of update
-	00	0,00	Elettrotecnica 2 asdf jasdlkfa jsdlkf ajslkdj	M-E5030	3,00	No	No	Yes	
Mechatronische Systeme	01	2,00	Automatica teorica	M-B5030	3,00	No	No	Yes	
Elektrische Antriebssysteme	03	2,00	-	-	0,00	No	No	Yes	
Semesterprojekt	05	7,00	Progetto di Semestre	G-23423	8,00	No	No	Yes	
Betriebsökonomie	02	4,00	Economia aziendale 1	M-C5010	3,00	No	No	Yes	23.09.2021

All added courses

Course unit title at the host institution	Course no./host	Credits	Course unit title at the home institution	Course no./home	Credits	Added	Deleted	Signed	Date of update
Ernährung und Gesundheit	xyz	4,00	Nutrizione	AAB1	4,00	Yes	No	No	23.09.2021

All deleted courses

Course unit title at the host institution	Course no./host	Credits	Course unit title at the home institution	Course no./home	Credits	Added	Deleted	Signed	Date of update
Literature	01	2,00	Letteratura	xx01	2,00	No	Yes	No	23.09.2021
Deutsch B2-C1	04	4,00	-	-	0,00	No	Yes	Yes	23.09.2021

Enter further courses...

8 Course(s) Sum of ECTS credits:

Back Enter further courses...

- Once the LA has been finalised, the coordinator signs it for acceptance.
- You can download then the updated Learning Agreement (during the mobility).
- The student reloads it then with all signatures.

EXTENSION OF STAY (for study only)

If you wish to extend your stay by 1 semester, you must indicate this in your Workflow:

Information about extension of stay not yet entered.

Please confirm here if you wish to extend your stay for an additional semester.

Your application will be copied into the new semester, as well as your personal details, CV, motivation letter and bank details. You only need to generate the new Application Form and continue with the application as indicated at the beginning of this tutorial.

END OF STAY

1. You will receive the **End of stay reminder** few weeks before the end of your stay.
2. Fill in the **Final Report**
3. Fill in the **Experience Report**. This is to help future incoming students.
4. Confirm that you have submitted the final documents

I confirm that I wish to submit my final documents.

Back

Update

5. Confirm if you would like to apply to the **Green Travel Top-Up**. If yes, you will have to upload the receipt of the incoming and outgoing trip from/to your home (only one document).

Green Travel Top-Up (Cesare Test - SEMP Traineeship (SMT))

Please let us know if you wish to apply for the Green Travel Top-up

I wish to apply for the Green Yes No
Travel Top-up (100 CHF)

Upload receipts to apply for
Green Travel Top-up



6. If the final documents are complete, we will pay the 10% of the grant
7. You can see in your workflow then the payment has been done.

APPLICATION CLOSED