Research exchange opportunities and application for the Study Abroad Programme via Mobility Online

Mobility Online is the online research and application portal of the International Office at FH SWF, where students can find information about international exchange and funding programmes and apply to participate in them.

The protection of personal data is a matter of particular concern. The International Office therefore processes data exclusively on the basis of the statutory provisions. In accordance with these provisions, the Data Protection Regulation provides information on the aspects of personal data processing in the portal that are relevant to applicants.
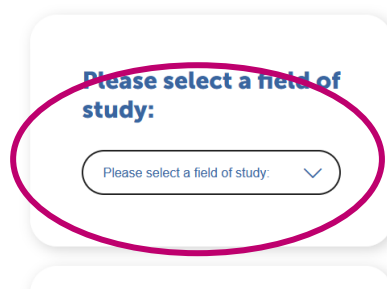
Research

Applicants should check the International Office **website** and the **Mobility Online** search portal **in good time** for information about exchange opportunities at partner universities of FH SWF.

Step 1:

Applicants can access the International Office **website** to see an overview of partner universities and filter the results displayed by selecting their intended field of study for their stay abroad.

International partner universities for student exchange

Here you will find universities with which student exchanges are possible. Please select a field of study to display suitable partner universities. More detailed information, including funding opportunities, can be found on the ⧉ **Mobility Online Portal**.

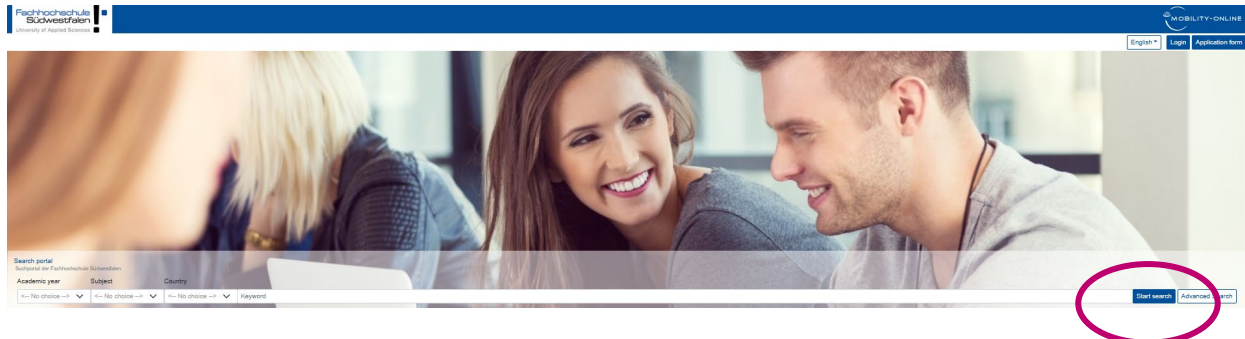Please select a field of study:

Please select a field of study: ⌄

Example A: Student A is enrolled in the *Business Information with Informatics B.Sc.* programme and can decide whether she would like to take modules in the fields of 'Business Administration & Management' or 'Information and Communication Technologies' during her semester abroad.

Example B: Student B is enrolled in the *Advanced Engineering and Engineering Management M.Sc.* programme and can decide whether he would like to take modules in the fields of 'Electronics, Electrical Engineering & Automation Technology', 'Mechanical Engineering & Mechatronics' or 'Business Administration & Management' during his semester abroad.
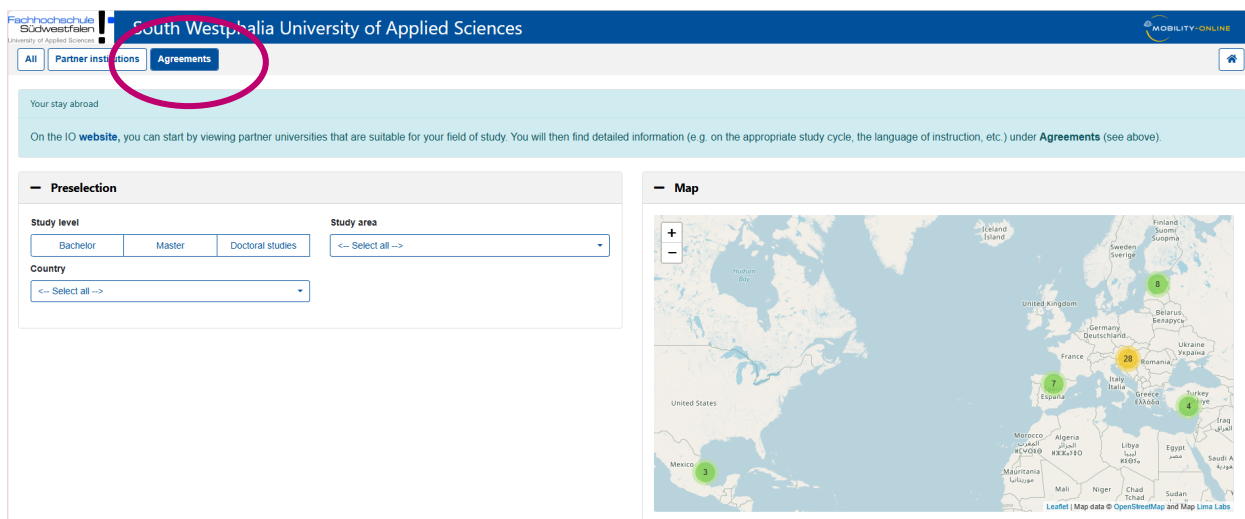
Depending on the selected field of study, various partner universities that match the preselection criteria are listed. The results form the basis for further research.
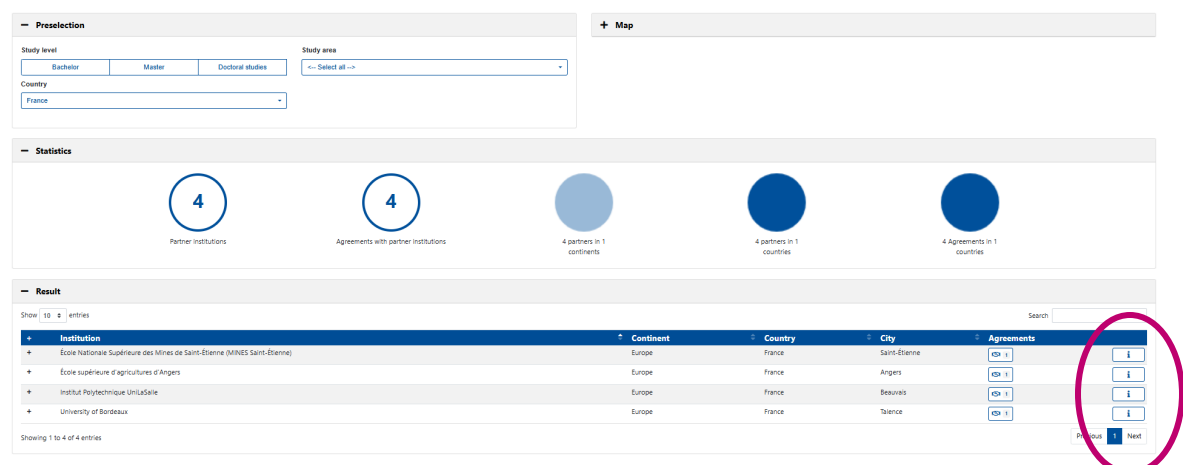
Step 2:

Applicants now access the **Mobility Online** search portal:

and switch to **Agreements**.

Important and detailed information about each partner university or exchange opportunity is available on the portal. To access this detailed information, students should click on the i-icon next to the relevant host university:

Detailed information about exchange opprtunies:

Students should find out about the details of exchange opportunities at the host universities they are considering and pay particular attention to the following information:

Field of study (1): This section specifies the field of study or subject area in which the exchange semester can be completed at the host university. Does the range of courses offered by the cooperating faculty/department match the student's personal study plans?

Study phase/study cycle (2): This indicates the level of study for which the courses at the host university are intended.

Semester times (3): Semester and lecture periods may differ significantly from those at FH SWF. Students should check whether there are any overlaps with regard to examinations, for example.

Language requirements (4): Indicates the minimum level of proficiency in the language or languages of instruction at the host university that students must demonstrate in order to be successful in their application.

Funding programmes (5): Not all partner universities of FH SWF are part of the Erasmus+ network!

> **Erasmus+:** Students who have been offered a place at this university automatically receive an Erasmus+ grant for their exchange semester.

> **Application for PROMOS possible**: Students who have been offered a place at this university do not automatically receive a scholarship, but can apply for the PROMOS scholarship programme, for example.

Important: All applications received in full and on time will be considered in the selection process. **Applicants** are **solely responsible** for choosing their host universities and **must find out in good time** and **on their own whether the courses offered by their chosen host university are suitable for their personal study goals!!**

Application for an exchange place

Applications for exchange places as part of the Study Abroad Programme are carried out in two application rounds in **Mobility Online**. Each applicant must complete two steps in each round:
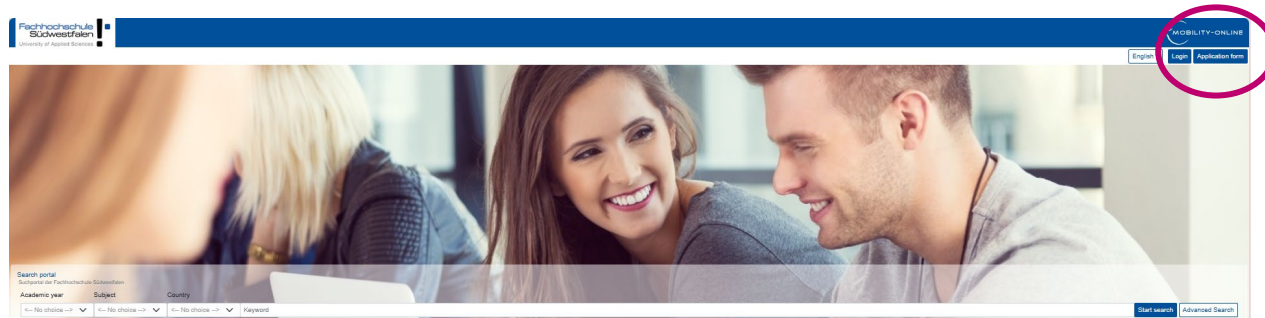
1. Complete and submit the application form

2. Complete the information and upload your application documents

Applications that are not received by the deadline and are incomplete will not be considered in the further application process! Applicants are responsible for ensuring that their application documents are correct and complete!

Important: After the application deadline, the International Office will no longer accept any application documents!

Step 1: The application form

Applicants register on the **Mobility Online** application portal using the application form that is activated during the application period and fill in all the required fields with the relevant information:
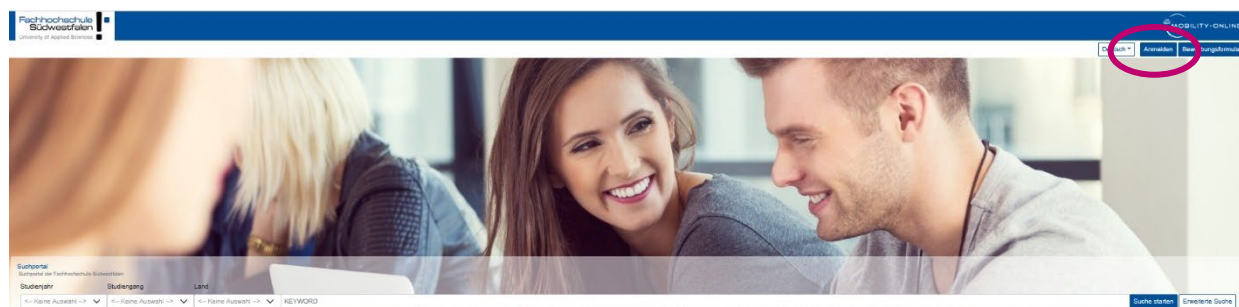

Applicants should first carefully complete the first four sections of the application form:

- Application data
- Personal information
- Study at home institution
- Study at the host institution

Once the form has been completed in full and consent to data processing has been given, the application can be submitted. To do this, applicants click on the 'Send application' button.

International Office
Fachhochschule Südwestfalen

www.fh-swf.de/cms/internationaloffice

Step 2: Complete the information and upload application documents

Applicants complete their personal details and upload their application documents in the online application portal. To do this, applicants log into **Mobility Online** via the link on the FH SWF website and access their data record via the "Login Outgoings" function OR use the personal link that was sent to them by email.

Important: An application can only be processed after all required data has been filled in and all complete application documents have been uploaded within the application deadline.

The following application documents must be uploaded in PDF format:

- Tabular curriculum vitae
- Current, complete transcript of grades (including failed attempts)
- Proof of language proficiency in the language of instruction at the host university (e.g. DAAD language certificate)
- Letter of motivation (approx. 700 to 800 words)

Step 3: The application progress

Students can track the progress of their application at any time in their personal workflow, both during the application period and after the application deadline has passed and the selection committee has announced the selection results: