

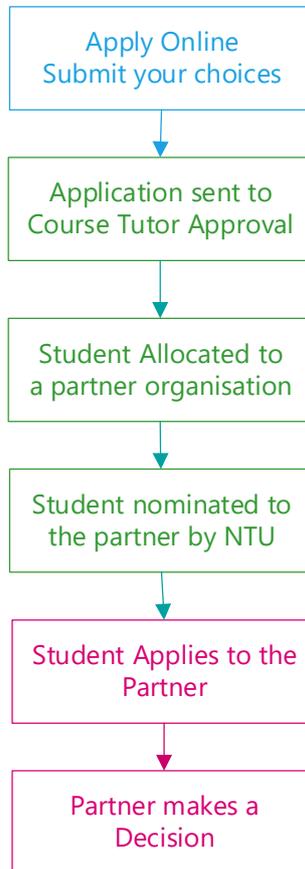
Guide to Studying Abroad

Online Application

Before you start completing the application speak to your Course Tutor and School Exchange Coordinator who will provide information about whether study abroad is appropriate for you. The NTU Study Abroad Office will support you with information about funding and finance. A list of contacts is available at:

http://www4.ntu.ac.uk/current_students/study_abroad/find_out_more/index.html

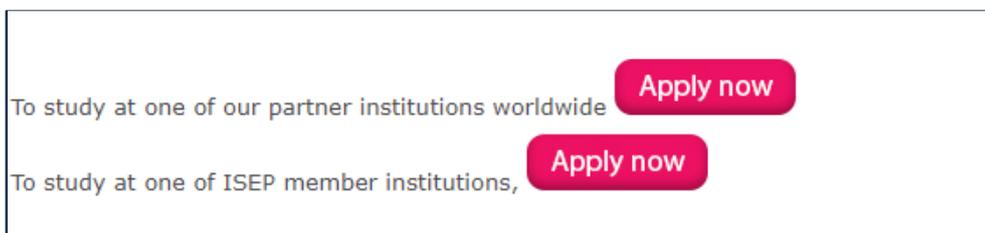
You will need to complete the online application form and track your application through the approval process. Here are the steps of the initial approval process:



Making the Application

The application form is located on the NTU Study Abroad web pages:

https://www4.ntu.ac.uk/current_students/study_abroad/index.html



You will need to login in using your NTU ID and password to login.

This will save you time as the application form will populate with all the information you provided about yourself at enrolment.

Data concerning the study	
Country of the sending institution	United Kingdom of Great Britain and Northern Ireland
Sending institution	NOTTING02 - NOTTINGHAM TRENT UNIVERSITY
School	ST - Science and Technology
Course of Study	COMP004_BSc(H) Software Engineering SW
Study Year	3
Enrolment Status	FE
Current Progress Decision	PS

You will be asked to answer a few questions about yourself and select up to three partner universities where you would like to study.

Study Choices	
Country of Receiving Institution (1st choice)	<-- Please select --> *
Receiving institution (1st choice)	<-- Please select --> *

You will be asked to provide some information about your language experience. Don't worry if you don't have a language experience as majority of our partners will teach in English (unless specified).

Language Experience

Have you studied languages other than your mother tongue? Yes No *

A personal statement is required to complete your application. The statement should outline why you would like to undertake the study abroad and how you feel it would benefit you and your studies.

Personal statement

Please enter your personal statement

There are still 1000 characters available

This is a competitive application so please ensure that you cover the following four points in your statement:

- How your proposed plan relates to your course ?
- How this international experience will benefit you academically ?
- How this international experience will benefit you personally ?
- How this international experience will benefit you professionally ?

To submit the application form, you will need to check the box to agree to terms and conditions and submit the application form.

Acceptance

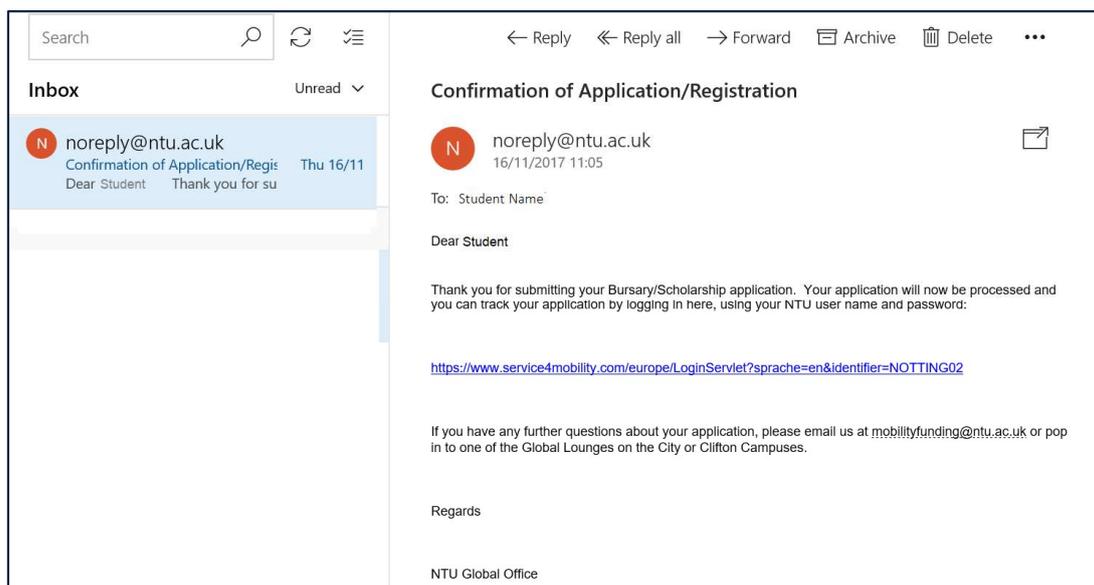
I agree to the terms and conditions. *

Please check the box to accept **terms and conditions**.

Cancel applicationSend application

powered by **MOBILITY-ONLINE**

You will receive a confirmation email to your NTU email address as soon as you submit the application. This will provide you with the link to the portal page where you can track your application.



Tracking your Application

As you step through the application process you may be asked to login in to the portal page to either update your application, answer further questions or upload documents to support your application. This portal is located here:

<https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=NOTTING02>

You can use your NTU ID and password to log in to the portal.

When you first complete your application the portal will look as follows:

The screenshot shows the 'Application workflow' page. On the left is a sidebar with 'My Application Data' and options like 'Application workflow', 'Edit application', 'Download documents', and 'Selection of the used application'. The main area is titled 'Application workflow' and contains 'Applicant details' and a 'Necessary steps' table.

Applicant details	
Last name	Brown
First name	John
Date of birth	01/01/1111
Country of the sending institution	United Kingdom of Great Britain and Northern Ireland
Sending institution	NOTTING02 - NOTTINGHAM TRENT UNIVERSITY
Course of Study	COMP004_BSc(H) Software Engineering SW - COMP004
Country of Receiving Institution (1st choice)	Germany
Receiving institution (1st choice)	MUNCHEN06 - Munich University of Applied Sciences
Stay from (1st choice)	23/08/2018
Stay until (1st choice)	15/11/2018

Necessary steps		Done	Done on	Done by	Direct access via following link	4 / 6
Application and registration 4 / 4						
Online Application	<input checked="" type="checkbox"/>	17/11/2017	Samuel Burdon	Show/Change application	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	17/11/2017	Automatically generated			
Online registration	<input checked="" type="checkbox"/>	17/11/2017	Samuel Burdon			
Personal details completed	<input checked="" type="checkbox"/>				View your contact details	
Decisions: Tutor & Host Institution 0 / 2						
Application marked as complete	<input type="checkbox"/>					
Application Accepted/Rejected by Tutor	<input type="checkbox"/>					

The green ticks indicate that the item is complete and the red boxes indicate work is in progress.

You can view and update your application form at any time by clicking on the "Show/Change application" link.

This screenshot is identical to the previous one, but a red box highlights the 'Show/Change application' link in the 'Necessary steps' table.

You can view your contact details by clicking on the "View your contact details" link. Your contact details have been taken from the main student record system so if you wish to update them you will need to update them at the following link and this system will then be automatically updated.

This screenshot is identical to the previous ones, but a red box highlights the 'View your contact details' link in the 'Necessary steps' table.

Your application form will be checked for completeness and reviewed by your Course Tutor. When this is complete, your portal will be updated to inform you the decision have been made.

My Application Data

Application workflow

Applicant details

Last name	Burdon	Course of Study	COMP004_BSc(H) Software Engineering SW - COMP004
First name	Samuel	Country of Receiving Institution (1st choice)	Germany
Date of birth	14/01/1996	Receiving Institution (1st choice)	MUNCHEN06 - Munich University of Applied Sciences
Country of the sending institution	United Kingdom of Great Britain and Northern Ireland	Stay from (1st choice)	23/08/2018
Sending Institution	NOTTING02 - NOTTINGHAM TRENT UNIVERSITY	Stay until (1st choice)	15/11/2018

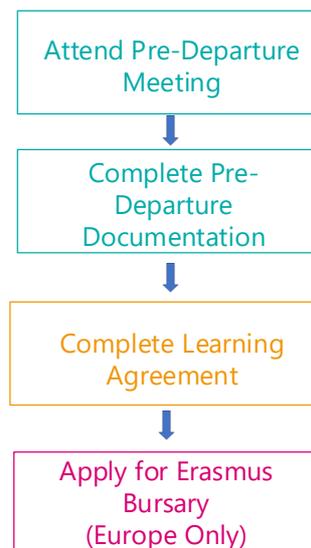
Necessary steps

	Done	Done on	Done by	Direct access via following link
Application and registration 4 / 4				
Online Application	<input checked="" type="checkbox"/>	17/11/2017	Samuel Burdon	Show/Change application
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	17/11/2017	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	17/11/2017	Samuel Burdon	
Personal details completed	<input checked="" type="checkbox"/>			View your contact details
Decisions: Tutor & Host Institution 2 / 3				
Application marked as complete	<input checked="" type="checkbox"/>			
Application Accepted by Tutor, please apply via Partner Institution	<input checked="" type="checkbox"/>			
Place confirmed by partner institution	<input type="checkbox"/>			

Once your application has been approved by your Course Tutor, you will be nominated to your allocated partner university. You will need to complete Partner University application. Once they have accepted you, your status will be updated on the portal. If you are successful, you will have a number of Pre-departure tasks to complete.

After my application has been accepted

Once you have been accepted, there are a series of tasks you will need to complete before departure.



You can continue to use the portal to upload your Learning Agreement and other Pre-departure documentation. You will also be emailed about a compulsory Pre-departure meeting. The portal will store the meeting time/date to remind you.

Search

Inbox Unread

noreply@ntu.ac.uk
Pre-Departure Meeting details 14:05
Dear Mr. Jones Please find an up...

Pre-Departure Meeting details

noreply@ntu.ac.uk
14:05

To: Jones, John

Dear Mr. Jones ,

Please find an update on your Study Abroad application.

Before departing on your study abroad, you are required to attend a Pre-Departure Meeting. This is a compulsory meeting so if you cannot attend the date for any reason, please contact your School administration team to discuss.
Please can you attend the following meeting:

Date: 20.11.2017
Time: 10am, Chaucer Cafe, Chaucer Building
Location:

If you have any further questions about your application, please either speak to School administrator, email us at NTUglobal@ntu.ac.uk or pop in to one of the Global Lounges on the City or Clifton Campuses.
Regards
NTU Global Office

Necessary steps		Done	Done on	Done by	Direct access via following link	8 / 18
Confirmation e-mail online-application		<input checked="" type="checkbox"/>	21/05/2019	Automatically generated		
Online Registration		<input checked="" type="checkbox"/>	21/05/2019			
Personal details completed		<input checked="" type="checkbox"/>			View your contact details	
Decisions: Tutor & Host Institution						3 / 3
Application marked as complete		<input checked="" type="checkbox"/>	11/07/2019			
Application Accepted by Tutor, please apply via Partner Institution		<input checked="" type="checkbox"/>				
Place confirmed by partner Institution		<input checked="" type="checkbox"/>	16/01/2020			
Pre-Departure/Departure						1 / 2
Pre-Departure Email received		<input checked="" type="checkbox"/>	16/01/2020			
<ul style="list-style-type: none"> Meeting Date : 16/01/2020 Meeting Time : 11:30 						
Click on the link to complete Health and Safety Requirements					Open Health and Safety Website	
Health and Safety Requirements completed		<input type="checkbox"/>			Confirm Health and Safety tasks are complete	
Learning Agreement						0 / 1
Learning Agreement uploaded		<input type="checkbox"/>				
Erasmus funding						0 / 1
Erasmus funding details entered		<input type="checkbox"/>				
Extension of stay (optional)						0 / 0
Extension of stay (optional)		<input type="checkbox"/>				
After the mobility						0 / 2
Complete After Mobility Questionnaire		<input type="checkbox"/>				
After Mobility Form uploaded		<input type="checkbox"/>				

If you are completing your study in Europe, in a country covered by the Erasmus scheme, you may be eligible for an Erasmus Grant. To receive the grant you will need to complete a series of application steps in the portal. You will be prompted by email when you need to provide information for this process.

Necessary steps		Done	Done on	Done by	Direct access via following link	17 / 20
Pre-Departure/Departure						2 / 2
Pre-Departure Email received		<input checked="" type="checkbox"/>	03/05/2019			
<ul style="list-style-type: none"> Meeting Date : 08/05/2019 Meeting Time : 15:00 Location : NEWTON LT4, City Campus 						
Click on the link to complete Health and Safety Requirements					Open Health and Safety Website	
Health and Safety Requirements completed		<input checked="" type="checkbox"/>	15/05/2019			
Learning Agreement						3 / 3
Learning Agreement uploaded		<input checked="" type="checkbox"/>	08/10/2018		Upload your signed Learning Agreement	
E-mail about incompleteness (LA) received		<input checked="" type="checkbox"/>	06/07/2018			
Learning Agreement marked as incomplete - Confirmation of completion of the Learning Agreement information		<input checked="" type="checkbox"/>	08/10/2018		Confirm that the Learning Agreement information is completed	
Erasmus funding						6 / 7
Erasmus funding details entered		<input checked="" type="checkbox"/>	06/07/2018		Enter Erasmus funding details	
Start and end dates for mobility confirmed		<input checked="" type="checkbox"/>	08/10/2018			
Grant agreement form uploaded		<input checked="" type="checkbox"/>	08/10/2018		Upload your grant agreement form	
Dual Award check done		<input checked="" type="checkbox"/>	26/06/2019		Dual Award check	
Dual award - payment mode selected		<input checked="" type="checkbox"/>			Select your wished payment mode	
First installment generated		<input checked="" type="checkbox"/>	11/03/2019			
Grant payment confirmed		<input type="checkbox"/>			Confirm first grant payment	
Extension of stay (optional)						1 / 1
Extension of stay (optional)		<input checked="" type="checkbox"/>	15/02/2019		Enter details for your extension of stay (optional)	
New duration of stay not yet confirmed by NTU		<input checked="" type="checkbox"/>	31/05/2019			
After the mobility						0 / 2

Further Guidance

You can find out more about study abroad on the NTU Study Abroad website:

http://www4.ntu.ac.uk/current_students/study_abroad/