

ERASMUS MOBILITIES – HOW TO APPLY

1. On <https://uniba.sk/en/applications-for-mobilities/> select the type of mobility - study for a semester (SMS), internship for a semester (SMP), BIP...
2. Log-in into the system using university name a password (same how to AiS2):

The screenshot shows the login interface for the Mobility-Online service. At the top left is the logo of the University of Komenského v Bratislave. To its right, the text "UNIVERZITA KOMENSKÉHO V BRATISLAVE" is displayed. Below this, there are three links: "Bezpečnosť", "Súkromie", and "O službe". The main heading reads "Prihlasujete sa k službe Mobility-Online, ktorú prevádzkuje SOP Hilmbauer & Mauberger GmbH & Co KG". There are two input fields: "AiS username" and "AiS password". Below these fields is a checkbox labeled "Zrušiť predchádzajúce súhlasy na poskytnutie Vašich informácií tejto službe." At the bottom of the login area is a red button labeled "Prihlásiť".

3. Since login in progress through system Mobility online, you must agree with transfer of your personal data (name, date birth, place of birth, address...) from AiS to this system by clicking a button "I agree":

The screenshot shows a data privacy consent form. It contains a table with the following data:

schacHomeOrganization	uniba.sk
schacHomeOrganizationType	urn:mace:terena.org:schac:homeOrganizationType:int:university
surname	
uid	

Below the table, there is a link "Data privacy information of the service". The text reads: "The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?". There are two options for consent duration:

- Ask me again at next login
- Ask me again if information to be provided to this service changes

The text "I agree to send my information this time." is associated with the first option, and "I agree that the same information will be sent automatically to this service in the future." is associated with the second option. A blue bar at the bottom of the form states: "This setting can be revoked at any time with the checkbox on the login page." At the bottom of the form are two buttons: "Reject" (red) and "Accept" (green, circled in red).

4. Fill-in your personal data
5. Fill-in the faculty where you study:
 - a) **if you are studying on several faculties**, enter the one through which you report to the program Erasmus+
 - b) if you study at the **Faculty of Arts**, in part Department you choose the one through which you are going to Erasmus+, since each department has own Erasmus contracts

- c) if you are **from the Faculty of Mathematics, Physics and Informatics**, choose section, according to your field of study
- Cognitive science (joint degree program)
 - Informatics (ICT)
 - Mathematics
 - Physics
- d) if you are **from the Faculty of Social and Economic Sciences** choose the department section, according to your field of study
- Economy
 - Psychology
 - Political Science / European Studies
 - Social Anthropology
- e) if you are **from Jessenius Faculty of Medicine in Martin or from Faculty of Medicine in Bratislava**, choose section according to your field of study
- General medicine / Dentistry
 - Nursing (JLF UK)
 - Midwifery (JLF UK)
 - Publicly health (JLF UK)
- f) if you are **from the Faculty of Natural Sciences** select a section according to your field of study
- Geography
 - Biology
 - Environmental studies
 - Chemistry
 - Biochemistry
- g) other faculties: **Faculty of Law, Faculty of Pharmacy, Faculty of Physical Education and Sport, Roman Catholic Faculty of Theology, Evangelical Lutheran Theological Faculty and Faculty management** are not divided for the management of the Erasmus programme on the departments or section.

6. Indicate in the section under the choice of faculty/department **degree of study in which you will take the mobility – academic year of the mobility:**

- Bachelor's degree
- Master's degree
- Joint Bc. + Mgr. (for example, medicine, pharmacy, speech therapy and other study programs that do not have a bachelor's degree)
- Doctoral student degree

7. In field Current year of study state **the year in which you are studying at the time of submitting the application**, for example 1, 2, 3, 4...

8. Then you state whether you are currently a recipient of a social scholarship, a holder of a disability card, whether you have already participated in Erasmus mobility, and if so, it is necessary to state when.

9. The last step is **the choice of foreign universities for the mobility** - you can choose up to 3 universities, **first is mandatory, other fields may stay empty.**

- if you enter several universities, select them in the order of your preference
- to choose there will only be those were filtered based on the previous data entered (faculty, department/section, degree of study), more info on uniba.sk.

10. Mobilities based on the ENLIGHT multilateral agreement with partner universities within the ENLIGHT university alliance are available for all UK students. The number of places is limited, before applying you should consider the content of the study and the possibility of studying a suitable field at the given university. You can find more information on the website <https://uniba.sk/en/international-relations/eninternational-relationserasmus/students-study/> - ENLIGHT mobility tab.

11. After completing the application data, you will receive an automatic e-mail with link to log-in in your Mobility Online profile (workflow). Use it to upload necessary documents and information.

12. In case of technical problems with the IT system, please contact Tamara Žiak from the Erasmus+ Office of the UK Rectorate: tamara.ziak@uniba.sk

13. When preparing your application for mobility and choosing the most suitable place for mobility, Erasmus+ officers at the faculty will advise you: <https://uniba.sk/en/international-relations/contact-iro/faculty-coordinators-and-administrators/>

14. The Erasmus+ program provides special support for students with fewer opportunities and health or social handicap (for example a disability card, social scholarship...). You can find more information on <https://uniba.sk/en/international-relations/eninternational-relationserasmus/support-for-students-with-fewer-opportunitiesdisability/>.