How to add mobility

In this demo you will see...

- how to add a mobility in MT+
The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type **Student mobility for studies between programme countries**. Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.

Some fields are only relevant for **KA103**.

Fields which are required for other action types or activity types, will be missing from this scenario.
From the moment of processing the grant agreement signature in the National Agencies system, Ben will receive an automatic notification from the Mobility Tool. He logs in using the associated ECAS user ID and password of the email just received.
He logs in using the associated ECAS user ID and password of the email just received.
Text Captions

First, check that all of the project data is up to date.
In case there are changes or amendments to be performed, notify your National Agency and request the changes to be performed in their system.
Once the changes have been applied to your project data in the National Agency’s system, you will receive an automatic notification.
In order to add participant information and mobility information, click on the **Mobilities** tab.
Click on **Add New**.
Select the **Activity Type**.
Text Captions

Select the **Activity Type**.
The box **Long-term activity** is automatically checked.
The **Participant ID** field is alpha numeric and is not mandatory.
Text Captions

Add the participant’s details.
Text Captions

Select the Participant Gender.
Text Captions

Select the **Participant Gender**.
Text Captions

Add the Date of Birth using the correct format of (dd/mm/yyyy).
Text Captions

Add the participant’s **Nationality**.
Text Captions

Add the participant's Nationality.
Text Captions

If required, select the check boxes for Participant With Special Needs or Disadvantaged background.
Indicate the number of months of previous participation in Erasmus, if any.
The **Mobility ID** is generated automatically and is composed of the project code, letters MOB and a sequential number.

This can be overwritten if required. The mobility ID must be unique for the current project.
Text Captions

Select the **Field of Education**.
Note that the dictionary value for the Field of Education is displayed before the term.
Text Captions

Ticking the box for **Zero Grant** will set all budget items to zero.
Text Captions

Tick the box **Studies Combined with Traineeship**, if applicable.
Text Captions

Select the Level of Study / Teaching.
Text Captions

The dictionary value is present before the term.
Text Captions

Select the **Sending Organisation**.

Only organisations added in the application form are added automatically to this list.

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.
If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.
Select the **Receiving Organisation**.

If the host organisation details are not listed here, please add it to the list of organisations in the project.
Text Captions

If the host organisation details are not listed here, please add it to the list of organisations in the project.
The sending and receiving country fields are automatically completed, based on the countries of the sending and receiving organisations.
Likewise the fields for the related **Erasmus Code** for each organisation will be completed on selecting the sending or receiving organisation.
Text Captions

If applicable, check the **Outer-most Country/Region** box. This will activate the dropdown list of the **Distance Band**.

To select the correct distance band use the hyperlink to the distance calculator.
Enter the **Start Date** and **End Date** for the mobility. Some fields for the budget section will be calculated automatically and some need to be indicated.

The automatic calculation will only occur once the **Calculate** button is clicked.
Duration Calculated (days), Duration (full months), Effective Duration (days) and Duration (extra days) will be calculated automatically.
Check the box for **Force Majeure**? if applicable.
Add the length of any interruption in the mobility.

### Text Captions

Add the length of any interruption in the mobility.
Text Captions

Add the **Monthly Grant**.
If the participant was indicated as coming from a disadvantage background, then the field **Disadvantage participants monthly top-up** is active.
The **EU Individual Support** is calculated automatically, taking into account the monthly amount and any top-ups such as disadvantaged background.
Add EU Special Needs Support if applicable.
Text Captions

**EU Mobility Total Grant (calculated)** is calculated automatically only after the user presses the **Calculate** button.
Add the **Main Instruction/Work Language**.
Slide 51 - Slide 51

<table>
<thead>
<tr>
<th>Start Date*</th>
<th>01/07/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date*</td>
<td>30/09/2014</td>
</tr>
<tr>
<td>Duration Calculated (days)</td>
<td>1</td>
</tr>
<tr>
<td>Interruption Duration (days)</td>
<td>2</td>
</tr>
<tr>
<td>Effective Duration (days)</td>
<td>1</td>
</tr>
<tr>
<td>EU Special Needs Support</td>
<td>0</td>
</tr>
<tr>
<td>EU Special Needs Support Comments</td>
<td></td>
</tr>
<tr>
<td>EU Mobility Total Grant (calculated)</td>
<td>0</td>
</tr>
<tr>
<td>EU Mobility Total Grant (adjusted)</td>
<td></td>
</tr>
<tr>
<td>Additional Non-EU Grant</td>
<td>0</td>
</tr>
</tbody>
</table>

**Add the Main Instruction/Work Language.**
### Slide 52 - Slide 52

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Duration (full months)</th>
<th>Duration (extra days)</th>
<th>Force Majeure?</th>
<th>Monthly Grant</th>
<th>EU Mobility Total Grant (calculated)</th>
<th>EU Mobility Total Grant (adjusted)</th>
<th>Additional Non-EU Grant</th>
<th>Number of Recognised Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2014</td>
<td>30/09/2014</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- **EU Mobility Total Grant (calculated)**: 0
- **EU Mobility Total Grant (adjusted)**: 0
- **Additional Non-EU Grant**: 0

**Main Instruction/Work Language**: EN - English

- **Mother Tongue or duly justified exemption**: [ ]

**Online Linguistic Assessment**: [ ]

**Text Captions**

- Click on **Calculate**.
### Slide 53 - Slide 53

| Start Date* | 01/07/2014 |
| End Date*   | 30/09/2014  |
| Duration Calculated (days) | 90 |
| Duration (full months) | 2 |
| Duration (extra days) | 20 |
| Force Majeure? | ☑ |
| Interruption Duration (days) | 2 |
| Monthly Grant | 250 |
| Disadvantaged participants monthly top-up | 0 |
| Effective Duration (days) | 80 |
| EU Individual Support | 720 |

**EU Special Needs Support**

- 6

**EU Special Needs Support Comments**

| EU Mobility Total Grant (calculated) | 733.00 |
| EU Mobility Total Grant (adjusted) | 733.00 |
| Additional Non-EU Grant | 0 |

**Number of Recognised Credits**

- 

**Main Instruction/Work Language**

- EN - English

- Online Linguistic Assessment

- Mother Tongue or duly justified exemption

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The automatic calculations are performed and the fields become read only.
Text Captions

If needed, tick the box **Edit** to edit the fields.
The **EU Mobility Total Grant (adjusted)** must be equal to or less than the **EU Mobility Total Grant (calculated)**.
Text Captions

Indicate if the **Mother Tongue or duly justified exemption** applies.
Text Captions

Indicate the Other Used Languages if applicable.
By checking either of these check boxes, you will indicate if the participant will be given access to complete an **Online Linguistic Assessment** or **Online Language Course**. Click on **Save**.
Text Captions

The mobility has now been added. If further adjustments are required, click on the pencil icon.
End of this demo