

2017/2018			
<b>Before the mobility - Application form</b>			
<input checked="" type="checkbox"/> New application - check application form	(1)	Check application and send confirmation e-mail to student	?
<b>Before the mobility - Proposal Form</b>			
<input type="checkbox"/> Confirmation e-mail was sent - The host institution has not been allocated yet	(0)		?
<input type="checkbox"/> Host institution has been allocated - Institution not yet accepted/rejected by the student	(0)		?
<input type="checkbox"/> Institution accepted by the student - End and start date not yet entered by the student	(0)		?
<input type="checkbox"/> Start and end date filled out by the student - Applications not yet checked by the coordinator	(0)		?
<input type="checkbox"/> Applications checked by the coordinator - Course list not yet filled out by the student	(0)		?
<input type="checkbox"/> Course list filled out by the student - Signed Course list not yet uploaded	(0)		?
<input type="checkbox"/> Signed Course list not yet uploaded - Acceptance by partner university not yet confirmed by the student	(0)		?
<input type="checkbox"/> Student accepted by the partner university - Study abroad not yet approved by the coordinator	(0)		?
<input type="checkbox"/> Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(0)		?
<input type="checkbox"/> When incomplete: E-mail sent to the student - Application documents not yet corrected by the student	(0)		?
<input type="checkbox"/> When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as approved	(0)		?
<input type="checkbox"/> When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as incomplete again	(0)		?
<b>Before the mobility - Scholarship questions</b>			
<input type="checkbox"/> Study abroad approved - Scholarship questions not yet answered	(0)		?
<b>Before the mobility - Applications rejected by students</b>			
<input type="checkbox"/> Applications cancelled by students - Informal not yet sent	(0)		?
<input type="checkbox"/> Informal sent to students who cancelled	(0)		?
<b>Before the mobility - Students rejected by partner</b>			
<input type="checkbox"/> Students rejected by partner - Informal not yet sent	(0)		?
<input type="checkbox"/> Informal sent to students rejected by partner	(0)		?
<b>General queries</b>			
<input checked="" type="checkbox"/> Application not yet marked as 'Application rejected'	(1)	Mark applications as 'Application rejected'	?
<input type="checkbox"/> Rejected applications	(0)		?
<input checked="" type="checkbox"/> Application not yet marked as 'Mobility interrupted'	(1)	Mark applications as 'Mobility interrupted'	?
<input type="checkbox"/> Interrupted mobilities	(0)		?
<input checked="" type="checkbox"/> Application not yet marked as 'Application cancelled'	(1)	Mark applications as 'Application cancelled'	?
<input type="checkbox"/> Cancelled applications	(0)		?
<input type="checkbox"/> Applications rejected by student	(0)		?
<input type="checkbox"/> Applications not accepted by partner university	(0)		?
<input type="checkbox"/> Application allocated to partner institution	(0)		?
<input checked="" type="checkbox"/> Modify country and name of host organisation	(1)	Adjust information on application	?
<input checked="" type="checkbox"/> Step for additional adjustments - Supervisors (Coordinators)	(1)	Adjust information on application	?
<input checked="" type="checkbox"/> Step for adjustments of semester dates	(1)	Change semester dates	?
<input checked="" type="checkbox"/> Recalculation of scholarship (without instalment)	(1)	Recalculate Scholarships (without instalment)	?
<input checked="" type="checkbox"/> Recalculation of scholarship (with instalment)	(1)	Recalculate Scholarships (with instalment)	?

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<input type="checkbox"/> Confirmation e-mail was sent - The host institution has not been allocated yet	(0)		?
<input type="checkbox"/> Host institution has been allocated - Institution not yet accepted/rejected by the student	(0)		?
<input type="checkbox"/> Institution accepted by the student - End and start date not yet entered by the student	(0)		?
<input type="checkbox"/> Start and end date filled out by the student - Applications not yet checked by the coordinator	(0)		?
<input type="checkbox"/> Applications checked by the coordinator - Course list not yet filled out by the student	(0)		?
<input type="checkbox"/> Course list filled out by the student - Signed Course list not yet uploaded	(0)		?
<input type="checkbox"/> Signed Course list not yet uploaded - Acceptance by partner university not yet confirmed by the student	(0)		?
<input type="checkbox"/> Student accepted by the partner university - Study abroad not yet approved by the coordinator	(0)		?
<input type="checkbox"/> Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(0)		?
<input type="checkbox"/> When incomplete: E-mail sent to the student - Application documents not yet corrected by the student	(0)		?
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<input type="checkbox"/> When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as incomplete again	(0)		?
<b>Before the mobility - Scholarship questions</b>			
<input type="checkbox"/> Study abroad approved - Scholarship questions not yet answered	(0)		?
<b>Before the mobility - Applications rejected by students</b>			
<input type="checkbox"/> Applications cancelled by students - Informal not yet sent	(0)		?
<input type="checkbox"/> Informal sent to students who cancelled	(0)		?
<b>Before the mobility - Students rejected by partner</b>			
<input type="checkbox"/> Students rejected by partner - Informal not yet sent	(0)		?
<input type="checkbox"/> Informal sent to students rejected by partner	(0)		?

Last name	Program	Study field	Academic year	Stay from	Stay until	Student number	Minor
Teststudent_146_Testar	Courses abroad	Business & IT	2017/2018	01/09/2017	04/02/2018	s6300146	No

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## E-mail was sent

Before the mobility - Proposal Form		
Confirmation e-mail was sent - The host institution has not been allocated yet	(1)	<a href="#">Allocate the institution selected by the lot</a>
Host institution has been allocated - Institution not yet accepted/rejected by the student	(0)	
Institution accepted by the student - End and start date not yet entered by the student	(0)	
Start and end date filled out by the student - Applications not yet checked by the coordinator	(0)	
Applications checked by the coordinator - Course list not yet filled out by the student	(0)	
Course list filled out by the student - Signed Course list not yet uploaded	(0)	
Signed Course list not yet uploaded - Acceptance by partner university not yet confirmed by the student	(0)	
Student accepted by the partner university - Study abroad not yet approved by the coordinator	(0)	
Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(0)	
When incomplete: E-mail sent to the student - Application documents not yet corrected by the student	(0)	
When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as approved	(0)	
When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as incomplete again	(0)	

Last name	Host.Inst.	Study field	Months															
Goornhuis, Patrick	<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Chalmers University of Technology</td><td>Monash University</td><td>RMIT - Royal Melbourne Institute of Technology</td><td></td><td></td> </tr> <tr> <td>6</td><td>7</td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	Chalmers University of Technology	Monash University	RMIT - Royal Melbourne Institute of Technology			6	7				Construction Management and Engineering	7
1	2	3	4	5														
Chalmers University of Technology	Monash University	RMIT - Royal Melbourne Institute of Technology																
6	7																	
Mus, Anja	<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Technical University of Lodz</td><td>University of Stavanger</td><td>University of Porto</td><td></td><td></td> </tr> <tr> <td>6</td><td>7</td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	Technical University of Lodz	University of Stavanger	University of Porto			6	7				Civil Engineering and Management	7
1	2	3	4	5														
Technical University of Lodz	University of Stavanger	University of Porto																
6	7																	
Sloot, Noud	<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Chalmers University of Technology</td><td>RMIT - Royal Melbourne Institute of Technology</td><td>University of Campinas</td><td></td><td></td> </tr> <tr> <td>6</td><td>7</td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	Chalmers University of Technology	RMIT - Royal Melbourne Institute of Technology	University of Campinas			6	7				Construction Management and Engineering	7
1	2	3	4	5														
Chalmers University of Technology	RMIT - Royal Melbourne Institute of Technology	University of Campinas																
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Teststudent_146_Testar	<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Aalto</td><td>Telecom</td><td>Aristotle</td><td></td><td></td> </tr> </table>	1	2	3	4	5	Aalto	Telecom	Aristotle			Business & IT	5					
1	2	3	4	5														
Aalto	Telecom	Aristotle																

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## When student rejects organization:

Before the mobility - Applications rejected by students		
Applications cancelled by students - Infomail not yet sent	(1)	<a href="#">Send Infomail</a>
Infomail sent to students who cancelled	(0)	

Last name	Program	Study field	Academic year	Stay from	Stay until	Student number	Minor
Teststudent 146_ Tester	Courses abroad	Business & IT	2017/2018	01/09/2017	04/02/2018	96300146	No

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Before the mobility - Applications rejected by students		
▶ Applications cancelled by students - Infomail not yet sent	(0)	<a href="#">?</a>
▶ Infomail sent to students who cancelled	(1)	<a href="#">Display applications</a> <a href="#">?</a>

## When accepts:

Before the mobility - Proposal Form		
▶ Confirmation e-mail was sent - The host institution has not been allocated yet	(0)	<a href="#">?</a>
▶ Host institution has been allocated - Institution not yet accepted/rejected by the student	(0)	<a href="#">?</a>
▶ Institution accepted by the student - End and start date not yet entered by the student	(0)	<a href="#">?</a>
▶ Start and end date filled out by the student - Applications not yet checked by the coordinator	(1)	<a href="#">Confirm accepted applications</a> <a href="#">?</a>
▶ Applications checked by the coordinator - Course list not yet filled out by the student	(0)	<a href="#">?</a>
▶ Course list filled out by the student - Signed Course list not yet uploaded	(0)	<a href="#">?</a>
▶ Signed Course list not yet uploaded - Acceptance by partner university not yet confirmed by the student	(0)	<a href="#">?</a>
▶ Student accepted by the partner university - Study abroad not yet approved by the coordinator	(0)	<a href="#">?</a>
▶ Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(0)	<a href="#">?</a>

Before the mobility - Proposal Form		
▶ Confirmation e-mail was sent - The host institution has not been allocated yet	(0)	<a href="#">?</a>
▶ Host institution has been allocated - Institution not yet accepted/rejected by the student	(0)	<a href="#">?</a>
▶ Institution accepted by the student - End and start date not yet entered by the student	(0)	<a href="#">?</a>
▶ Start and end date filled out by the student - Applications not yet checked by the coordinator	(0)	<a href="#">?</a>
▶ Applications checked by the coordinator - Course list not yet filled out by the student	(1)	<a href="#">Display applications</a> <a href="#">?</a>
▶ Course list filled out by the student - Signed Course list not yet uploaded	(0)	<a href="#">?</a>
▶ Signed Course list not yet uploaded - Acceptance by partner university not yet confirmed by the student	(0)	<a href="#">?</a>
▶ Student accepted by the partner university - Study abroad not yet approved by the coordinator	(0)	<a href="#">?</a>
▶ Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(0)	<a href="#">?</a>

▶ Student accepted by the partner university - Study abroad not yet approved by the coordinator	(1)	<a href="#">Approve study abroad</a> <a href="#">?</a>
▶ Student accepted by the partner university - Study abroad not yet marked as incomplete by the coordinator	(1)	<a href="#">Mark as incomplete</a> <a href="#">?</a>

## Incomplete:

**Additional updates**

Reason why the study abroad is incomplete:

There are still 100000 characters available

Last name	Date of birth	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until
Teststudent 146_ Tester	16/09/1999	Courses abroad	Chemical Engineering	ENSCHED01	RMIT0001	2017/2018	01/09/2017	04/02/2018

**1 Record found!** [Back to the application overview](#) [Mark as incomplete](#)

▶ When incomplete: E-mail sent to the student - Application documents not yet corrected by the student	(0)	<a href="#">?</a>
▶ When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as approved	(0)	<a href="#">?</a>
▶ When incomplete: Application documents not yet corrected by the student - Application documents not yet marked as incomplete again	(0)	<a href="#">?</a>

## Incomplete or complete the application form

## Complete:

Before the mobility - Scholarship questions		
▶ Study abroad approved - Scholarship questions not yet answered	(1)	<a href="#">Display applications</a> <a href="#">?</a>