

Dear partner,

please note that our mobility platform "MobilityOnline" (MobO) is the only avenue through which we can accept your nominations. Nominating students in MobO requires you to register an account once. You will be able to use this account for each subsequent nomination.

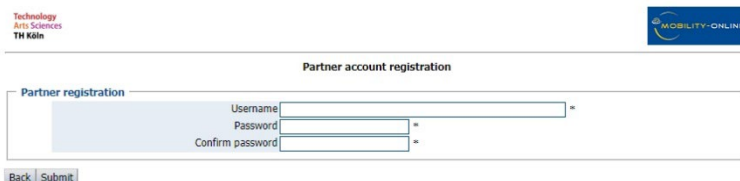
1. How do I register on MobilityOnline?

All of our nomination contacts should have received an invitation email titled "D KOLN04_Your nominations for 2024 are welcome!" from us. Please also search your spam folder if necessary. You will find a registration link at the very end of this email.

If you haven't received our invitation email, please let us know by sending an email with your relevant information to incomings-exchange@th-koeln.de.

After clicking on the registration link, you can set up your account with a login name and password. We suggest that you use the Erasmus Code of your university as your username. Once registered, you can login and nominate your students in the system.

The registration page will look like this:



The screenshot shows the 'Partner account registration' page. At the top left is the TH Köln logo (Technology, Arts, Sciences) and at the top right is the 'MOBILITY-ONLINE' logo. The main heading is 'Partner account registration'. Below it is a form with three input fields: 'Username', 'Password', and 'Confirm password'. Each field has a small asterisk icon to its right. At the bottom left of the form is a 'Back' button and at the bottom right is a 'Submit' button.

2. I clicked on the registration link, but it doesn't open the registration page.

If the registration link leads you to MobilityOnline's front page instead of the registration page, it means that someone already set up an account for your email address. It is not possible to create more than one account with the same email.

Please use the existing account to make your nomination. To do so, go to ["4. I forgot my login credentials!"](#) and request a new password.

3. I have registered an account in the past, but I don't remember how to log in!

Please open www.th-koeln.de/mobility in your web browser and bookmark this page for future reference. You can switch to English and open the login page in the top right corner.



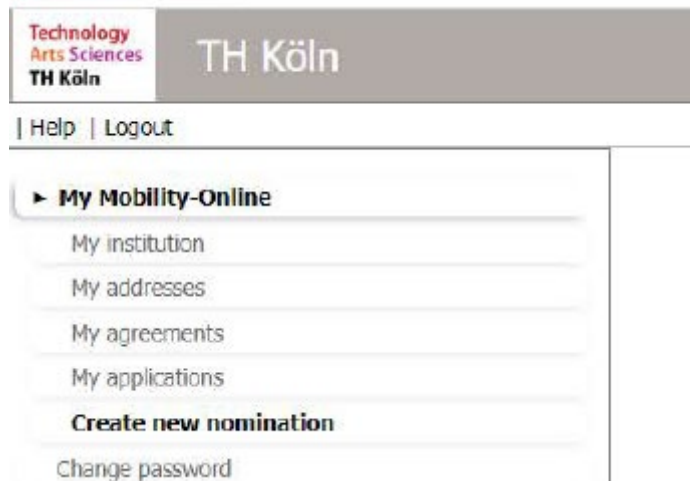
4. I forgot my login credentials!

If you forgot your username, please let us know by sending an email with your relevant information to incomings-exchange@th-koeln.de. If you forgot your password, please go to MobO's login page (see 2. above), then click on "Forgot your password?" and enter your user name OR your email address to request a new password.



5. I have logged into MobilityOnline - now what?

Please use the left column to navigate to "Create new nomination". Afterwards, a nomination form will open. Please fill and save a separate form for each student you are nominating.



6. In the nomination form, I get stuck / I cannot find the options I am looking for.

As a general rule, please fill in the form from top to bottom. What you enter at the beginning of the form will determine the options you see further below. Fields marked by an asterisk * are obligatory.

Some known stumbling blocks are:

- Exchange program: All students that are not visiting us as part of the Erasmus program will be classified as "Global Mobility".
- Date of birth: Please make sure to enter the correct date of birth for each student you are nominating. Your students will need to match that date to complete their applications.
- Faculty at the host institution: If you are unsure which faculty to select, or if the faculty you are looking for does not appear on the form, please contact us at incomings-exchange@th-koeln.de. Please DO NOT select a faculty just to complete the form - this might cause significant delays, confusion, and even the rejection of your nomination.
- Level: Unless otherwise agreed with the faculty, exchange students at the Bachelor/undergraduate level can only take Bachelor courses at TH Köln. Exchange students at the Master/graduate level can take courses at the Bachelor **or** Master level. When in doubt, please contact us at incomings-exchange@th-koeln.de.
- Program: Unless otherwise agreed with the faculty, exchange students will need a minimum proficiency level of B1 (CEFR) in the language of instruction. To find out which study program is taught in which language, please refer to [this list](#) or ask us at incomings-exchange@th-koeln.de.

If none of those points are helpful, please send a description of the problem to incomings-exchange@th-koeln.de. If possible, please include screenshots that show your entries in the nomination form. This can help us identify the problem.

7. I successfully nominated one or more students, but now there's an error when I try to nominate the next one!

MobilityOnline keeps count of the mobility numbers, so you might have used up the agreed-upon number of exchange spots. Please check the relevant inter-institutional agreement to find out how

many mobilities you can allocate. If you think there might be something wrong with our count, or if you would like to arrange an exception, please contact us at incomings-exchange@th-koeln.de .