

Outbound Student Mobility Portal

(Shiv Nadar IoE)

User Guide
Version 2.0



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Release Control

Release Date	Version No:	Details	Released by	Approved by
February 2022	V1	Study Abroad Policy Presented at the VC Council meeting and was approved by the Dean, Research and Partnerships	Shiv Nadar IoE	Dean – Research and Partnerships
February 2022	V1	Process Document	SNF IT	Dean – Research and Partnerships
November 2023	V2	Process Document	SNF IT	Dean – Research and Partnerships

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1. Outbound Student Mobility Process Introduction.

This application is used to digitize the process of outbound student mobility to Universities abroad. This portal will help ease the process for Shiv Nadar IoE students going for short-term study abroad programs like summer abroad, semester abroad, research internships abroad, research summit abroad, and more.

Office of Research and Partnerships , ORP will help digitize coordination between all relevant stakeholders using auto email and reminders.

2. Outbound Student Mobility Approval Flow | Phase 1: Application

- ORP team communicates student mobility opportunities.
 - o Students are notified through emails, or they can log in to the Outbound StudentMobility application to view communications.
- Students apply through the portal with relevant documentation.
- ORP team reviews submission.
 - o If rejected, the student cannot reapply.
 - o If approved, the student communication application goes to the next approver i.e.the Dean Academics as per the workflow.
- Dean Academics Department verifies academic (CGPA).
 - o If rejected, the student cannot reapply.
 - o If approved, the student communication application goes to the next approver i.e.Dean Student Affairs as per the workflow.
- Office of Dean Student verifies ongoing disciplinary infractions.
 - o If rejected, the student cannot reapply.
 - o If approved, the student communication application goes to the next approver i.e.Student Advisor as per the workflow
- Student Advisor reviews course alignment and academic requirement details.
 - o If rejected, the student cannot reapply.
 - o If approved, the student communication application goes to the final approver i.e.ORP as per the workflow.
- ORP team shares information with the host institution.
 - o If an offer letter is received, it is uploaded on the portal by the ORP team.
- Students can choose to accept or reject the offer.
- Once the Offer Letter is accepted, the ORP team guides student for further steps.

3. Outbound Student Mobility Approval Flow | Phase 2: Credit Transfer

- Once the student is back from the study abroad programme, he/she login to the OSM portal to initiate the Credit Transfer process.
- It then goes to the Registrar’s Office and updates the student’s status on the system. An intimation email goes to all stakeholders informing the same.
- Once the student’s status is updated in the system by the Registrar’s office, it goes to the ORP which enables the Credit Transfer form for the student.
- It then goes to the student, who then fills in the relevant details and shares it with the UG Advisor.
- UG Advisor reviews submission.
 - o UG Advisor fills in the other details.
 - o He/She can refer back to the student in case of any queries.
 - o He/She then approves it and the application goes to the next approver i.e. the Dean Academics as per the workflow.
- Dean Academics Department verifies submission.
 - o If approved, forward it to the next approver i.e. Controller of Examination Office as per the workflow.
 - o In case of any queries, Dean Academics can refer back to the UG Advisor.
- Controller of Examination verifies submission.
 - o If approved, an intimation email goes to all that the credit transfer process has been completed.
 - o In case of any queries, the Controller of Examination can refer back to the Dean Academics.

4. Email Matrix

Event	TO	CC	Remarks
Add Activity	Students		Once a new communication is created by the ORP Team
Approve Activity	Approver		
Refer Back Activity	Student	ORP Team	
Reject Activity	Student	ORP Team	

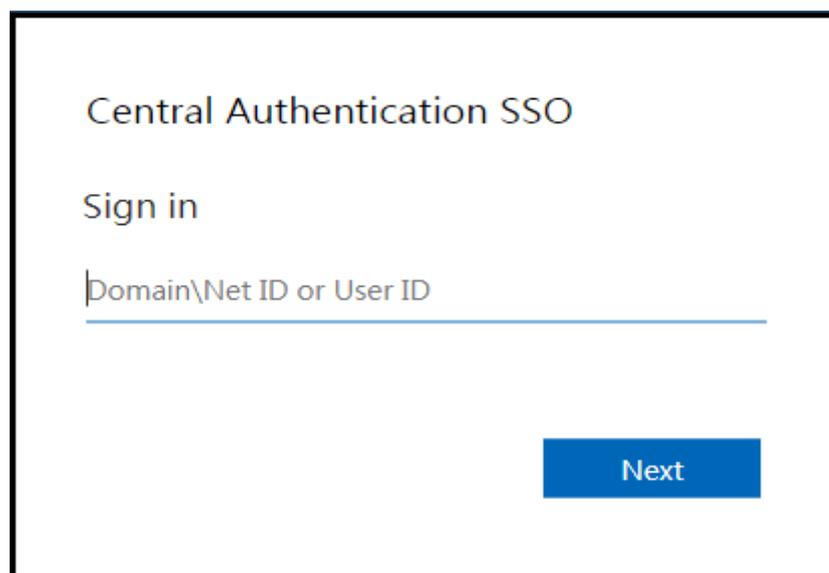
5. Steps to Log in to the Application

To access the Outbound Student Mobility Portal, user must have an active SNIOE Net ID and Password. Below are the steps to log inn:

Step 1: Open the SNU links page and click on “Login” button at the top (if you have not logged in already).

Step 2: Enter Net ID with the relevant domain as “Domain\NetID” or “NetID@Domain” and click on ‘Next’ button.

E.g. If User’s net- Id is ‘**amit.kumar**’ and domain is ‘**snu**’ then he/she needs to enter the User ID as ‘**snu\amit.kumar**’ or ‘**amit.kumar@snu**’



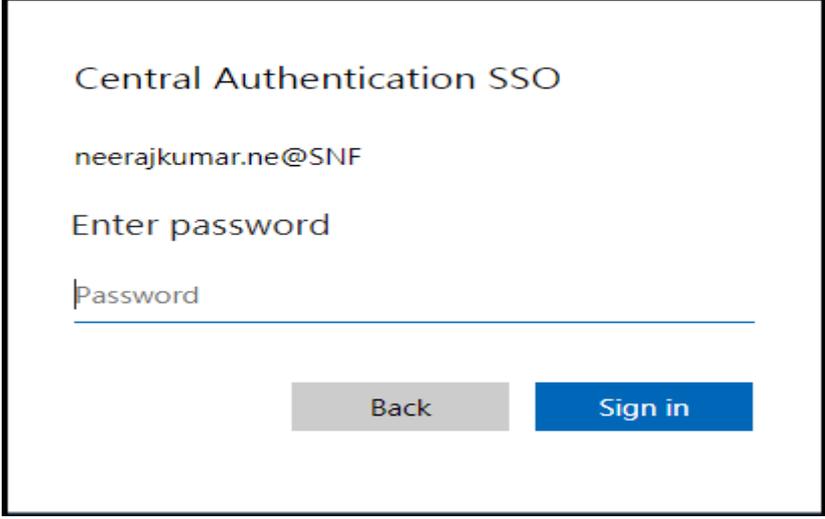
Central Authentication SSO

Sign in

Domain\Net ID or User ID

Next

Step 3: Enter Net ID Password and click on ‘Sign in’ button.



Central Authentication SSO

neerajkumar.ne@SNF

Enter password

Password

Back Sign in

After successful login, user will be redirected to SNU Links web page where all relevant applications will be visible.

Step 4: Click on ‘**Outbound Student Mobility Portal**’ icon available on this SNU links page to open the application.

Notes:

For Login, a central authentication system has been implemented. If user has already logged into an application (that supports central authentication), then this application does not ask for user id and password for login, in the same browser. User automatically lands on the home page of the application.

Step 1: ORP

ORP creates communication for students (UG/PG/Ph.D.) Students are notified through automated emails.

Outbound Student Mobility Portal– USER MANUAL

The screenshot shows the 'Create Communication' form in the Outbound Student Mobility Portal. The form is titled 'Create Communication' and includes a sub-header 'Please fill the below details. Fields with * are mandatory.' The form fields are:

- Communication Title* (Max 150 chars.)
- Application Start Date* (DD-MM-YYYY)
- Application End Date* (DD-MM-YYYY)
- Communication Document (Only pdf, max 2MB)
- Eligible Academic Career*
- Eligible Academic Batch*
- Communication Description* (Max 500 chars.)

A 'Create Communication' button is located at the bottom right of the form.

Step 2: Student

Students apply through the portal, sharing all relevant documents like resumes and passport Copies.

The screenshot shows the 'Apply For Communication' form in the Outbound Student Mobility Portal. The form is titled 'Apply For Communication' and includes a sub-header 'Please fill the below details. Fields with * are mandatory.' The form fields are:

- Kindly upload a copy of your passport* (Only pdf, max 2MB)
- Kindly upload your latest resume* (Only pdf, max 2MB)
- Have you been to study abroad programs before? Yes No
- University Name* (Max 75 chars.)
- University Country*
- Purpose of Visit*
- Purpose of Visit Description (Required and mandatory in case of Others, and Max 75 chars.)
- Courses pursued* (Max 20 chars.)
- Share your transcript (Only pdf, max 2MB)

A 'Submit' button is located at the bottom right of the form.

Step 3: ORP

ORP reviews the submissions by students and approves or rejects applications. If approved, the application is transferred to Dean's Academic Office.

Outbound Student Mobility Portal– USER MANUAL

app01.dev.webapps.snu.edu.in/mobility/mobility/view_applied_communication

SHIV NADAR UNIVERSITY DELHI NCR

Outbound Student Mobility
Welcome Harshita Tripathi

View Student Application(s)

Communication List
View Student Application(s)
Pending For Approval
VGS
Logout

View Student Application(s)

CSV PDF Search:

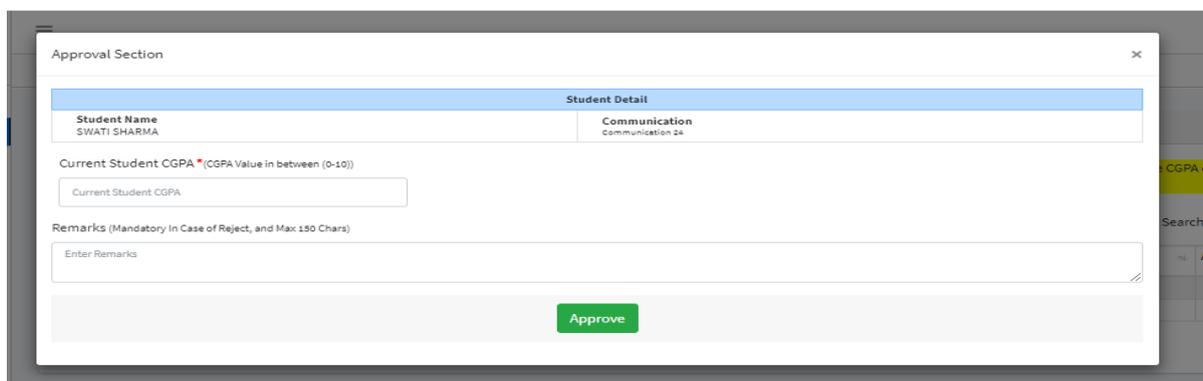
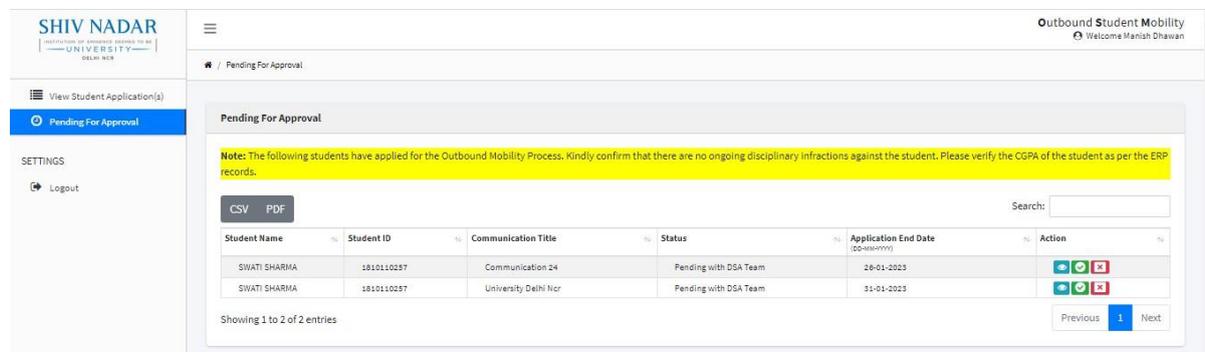
Student Name	Student ID	Communication Title	Status	Application End Date (DD-MM-YYYY)	Action
Abhishek Kumar	1410110012	Testing communication after SSD implement	Pending for review (with ORP Team)	02-02-2023	
SAKSHI MATHUR	1910110336	Testing communication after SSD implement	Pending for review (with ORP Team)	02-02-2023	
ADITYA CHAWLA	2210110861	Testing communication after SSD implement	Approved by DSA Team	02-02-2023	
SWATI SHARMA	1810110257	Communication stanford	Pending with Student Advisor	02-02-2023	
SWATI SHARMA	1810110257	Hello 27Jan communication	Pending for review (with ORP Team)	06-01-2027	
SAKSHI MATHUR	1910110336	American Institute for Foreign Study: Study Abroad in Barcelona	Offer accepted by Student	28-01-2023	
SAKSHI MATHUR	1910110336	USAC KOREA: Seoul - Korean & East Asian Studies at Yonsei	Application rejected (by ORP Team)	25-01-2023	
ADITYA CHAWLA	2210110861	USAC KOREA: Seoul - Korean & East Asian Studies at Yonsei	Offer accepted by Student	25-01-2023	
Abhishek Kumar	1410110012	Study at Stanford University	Offer accepted by Student	25-01-2023	
Abhishek Kumar	1410110012	Testing again with new communication	Credits verified by ORP Team	07-01-2023	

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Step 4: Dean Academics

DSA verifies students’ CGPA. Following this, the application may be approved or rejected. If approved, the application is moved to the Dean Students.



Step 5: Dean Students

Dean Students verifies disciplinary infractions against students. Following this, the application may be approved or rejected. If approved, the application is moved to the Student Advisor.

Outbound Student Mobility Portal– USER MANUAL

SHIV NADAR
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UNIVERSITY
DELHI NCR

Outbound Student Mobility
Welcome demo User4

Pending For Approval

Note: The following students have applied for the Outbound Student Mobility. Kindly confirm that there are no ongoing disciplinary infractions against the student.

CSV PDF Search:

Student Name	Student ID	Communication Title	Status	Application End Date (DD-MM-YYYY)	Action
AALIYA AHAMED	2010110005	Spring 2024 at UC Berkeley	Pending with Dean Student Affairs	25-11-2023	+ - x

Showing 1 to 1 of 1 entries

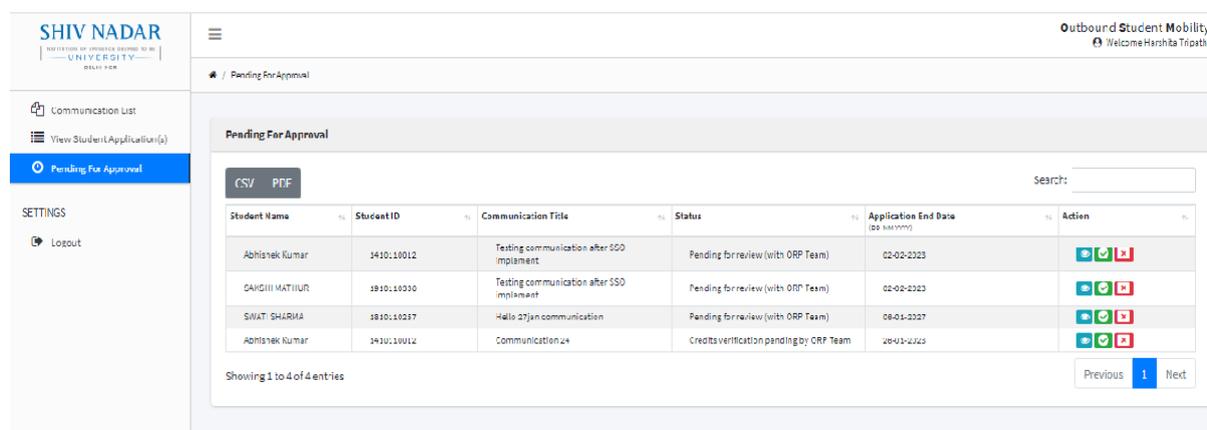
Previous 1 Next

Step 6: Student Advisor

Student Advisor approves or rejects the application based on the course alignment and other academic requirements. If approved, the application is transferred to ORP team.

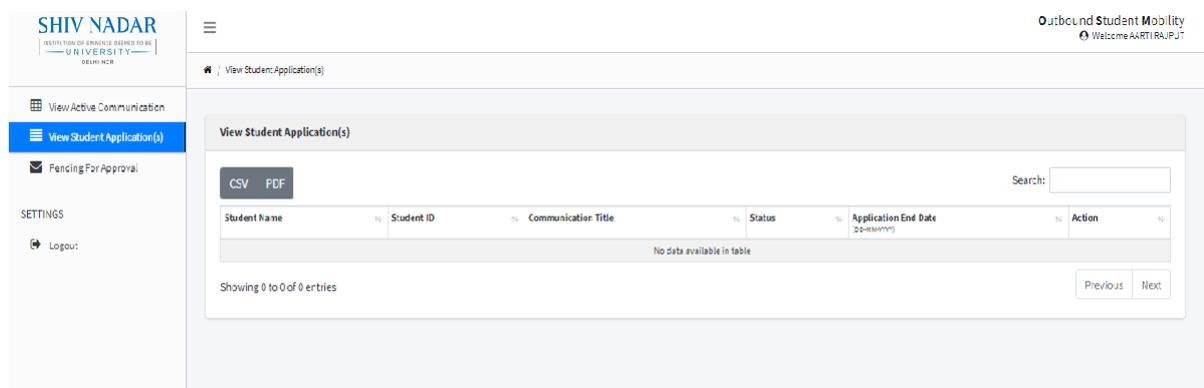
Step 6: ORP

ORP team collates all information and shares it with the host institution over email. Once the offer letter is received from the host institution, the ORP team shares it with the student through the portal.



Step 7: Applicant

Student may choose to accept or reject the offer letter.



PHASE 2: Credit Transfer

Step 1: Applicant

Once the student is back on campus, he/she initiates the credit transfer process on the portal. It goes to the Registrar for approval.

Self Service Form
 Please fill the below details. Fields with * are mandatory.

Host University* (Max 75 chars.) <input type="text" value="Host University"/>	Purpose of Visit* <input type="text" value="Select Purpose of Visit"/>
Visit Start Date* (DD-MM-YYYY) <input type="text" value="Visit Start Date"/>	Visit End Date* (DD-MM-YYYY) <input type="text" value="Visit End Date"/>

Submit

Step 2: Registrar's Office

Registrar's office updates the status on ERP informing others that the student has arrived back on campus.



Outbound Student Mobility
 Welcome Sudhanshu Singh

CSV PDF

Student Name	Student ID	Communication Title	Status	Application End Date (DD-MM-YYYY)	Action
AALIYA AHAMED	2010110005	University of sociology	Student ERP profile activation pending with Registrar	04-11-2023	<input type="button" value="👁️"/> <input type="button" value="🗑️"/>

Showing 1 to 1 of 1 entries

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Outbound Student Mobility
 Welcome Sudhanshu Singh

Approval Section
✕

Student Details	
Student Name AALIYA AHAMED	Communication University of sociology
Credit Transfer Details	
Host University Name University of Economics	Purpose of visit Semester Abroad
Visit Start Date (DD-MM-YYYY) 16-11-2023	Visit End Date (DD-MM-YYYY) 16-11-2023
Credit Transfer Documents	
No details provided	
Remarks (Max 150 Chars) <input type="text" value="Enter Remarks"/>	

Approve

Step 3: Student Fill the credit transfer form after registrar office active student in ERP.

Credit Transfer Form
Please fill the below details. Fields with * are mandatory.

Credit Transfer Attachments

Please attach grade card/Transcript* (Only pdf, max 2MB) Please attach the syllabus of the courses* (Only pdf, max 2MB)

No file chosen No file chosen

Course Credit & Details

Course Code (Max. 20 Chars) Course Name (Max. 200 Chars) Teaching hours (Max hrs. 500)

Credit Earned Grade Obtained

Credit Earned (Like 1.5, 8, 9) Grade Obtained(Like A, A-, A1)

Course Code	Course Name	Teaching hours	Credits Earned	Grade Obtained	Action
<input type="button" value="Submit"/>					

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Step 4: ORP

ORP Team will review and if approved, sends it to the Student Advisor. In case of any queries, ORP Team may also refer it back to the Student.

Pending For Approval

CSV PDF Search:

Student Name	Student ID	Communication Title	Status	Application End Date (DD-MM-YYYY)	Action
AALIYA AHAMED	2010110005	University of sociology	Credits verification pending by ORP Team	04-11-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
PRARTHANA NANDA	2210110468	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
ROHAN RAVINDRAN	2210110513	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
PARTH JHUNJHUNWALA	2110110367	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
EASWAR BALAKRISHNAN	2210110275	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
ADVA SRIVASTAVA	2210110128	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
NAIRA GEHANI	2110110339	Spring 2024 University of Warwick	Pending Offer Letter receiving (with ORP Team)	29-09-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
ASHUTOSH DHEER	1910120055	Global Young Scientists Summit (GYSS) 2024	Pending Offer Letter receiving (with ORP Team)	07-06-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
DUNJU GEURGE	2110121003	Global Young Scientists Summit (GYSS) 2024	Pending Offer Letter receiving (with ORP Team)	07-06-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>
ROHIT GOYAL	2010121084	Global Young Scientists Summit (GYSS) 2024	Pending Offer Letter receiving (with ORP Team)	07-06-2023	<input type="button" value="Refresh"/> <input type="button" value="Close"/>

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Outbound Student Mobility Portal– USER MANUAL

Approval Section

Student Details						
Student Name AALIYA AHAMED	Communication University of sociology					
Credit Transfer Details						
Host University Name University of Economics	Purpose of visit Semester Abroad	Visit Start Date:(DD-MM-YYYY) 16-11-2023	Visit End Date:(DD-MM-YYYY) 16-11-2023			
Credit Transfer Documents						
Grade/Transcript Document Download	Syllabus of the courses Document Download					
Student						
Course Code	Course Name	Teaching Hours	Credit Earned	Grade Obtained		
code-1	course-1	345.00	9.00	A		
Advisor						
Student (Course Code)	Advisor					
Course Code	Course Code	Course Name	Credit Accepted	Course Type	Grade Awarded	Semester
code-1						

Remarks (Max 150 Chars)
Enter Remarks

ORP Team verified the details and share it with the Advisor.

Step 5: Advisor

Advisor filling in the other details and shares the completed form with the Dean Academics Office for review.

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INSTITUTION OF EXCELLENCE DESIGNED TO BE DELHI NEXT

Outbound Student Mobility
Welcome Richa Priyadarshini

Pending For Approval

Note: The following students have applied for the Outbound Student Mobility. Kindly confirm that the program aligns well with the students academic pathway.

CSV PDF Search:

Student Name	Student ID	Communication Title	Status	Application End Date	Action
AALIYA AHAMED	2010110005	University of sociology	Credit verification pending by Student Advisor	04-11-2023	📧 🔄 👉

Showing 1 to 1 of 1 entries

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Outbound Student Mobility Portal– USER MANUAL

Credit Transfer Details						
Host University Name University of Economics	Purpose of visit Semester Abroad	Visit Start Date(DD-MM-YYYY) 16-11-2023	Visit End Date(DD-MM-YYYY) 16-11-2023			
Credit Transfer Documents						
Grade/Transcript Document Download		Syllabus of the courses Document Download				
Student						
Course Code	Course Name	Teaching Hours	Credit Earned	Grade Obtained		
code-1	course-1	345.00	9.00	A		
Advisor						
Student (Course Code)	Advisor					
Course Code	Course Code	Course Name	Credit Accepted	Course Type	Grade Awarded	Semester
code-1	asdasasd	asd	9	CCC	B	summer
Remarks (Max 150 Chars)						
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>APPROVED</p> </div>						
<div style="background-color: #28a745; color: white; padding: 5px 15px; display: inline-block; border-radius: 5px;">Approve</div>						

Step 6: Dean Academics office

Dean Academics office will review and if approved, sends it to the Controller of Examination. In case of any queries, Dean Academics may also refer it back to the Advisor.



Outbound Student Mobility
Welcome Ashraf Saeed

Home / Pending For Approval

Pending For Approval

Note: The following students have applied for the Outbound Student Mobility. Please verify the CGPA of the student as per the ERP records.

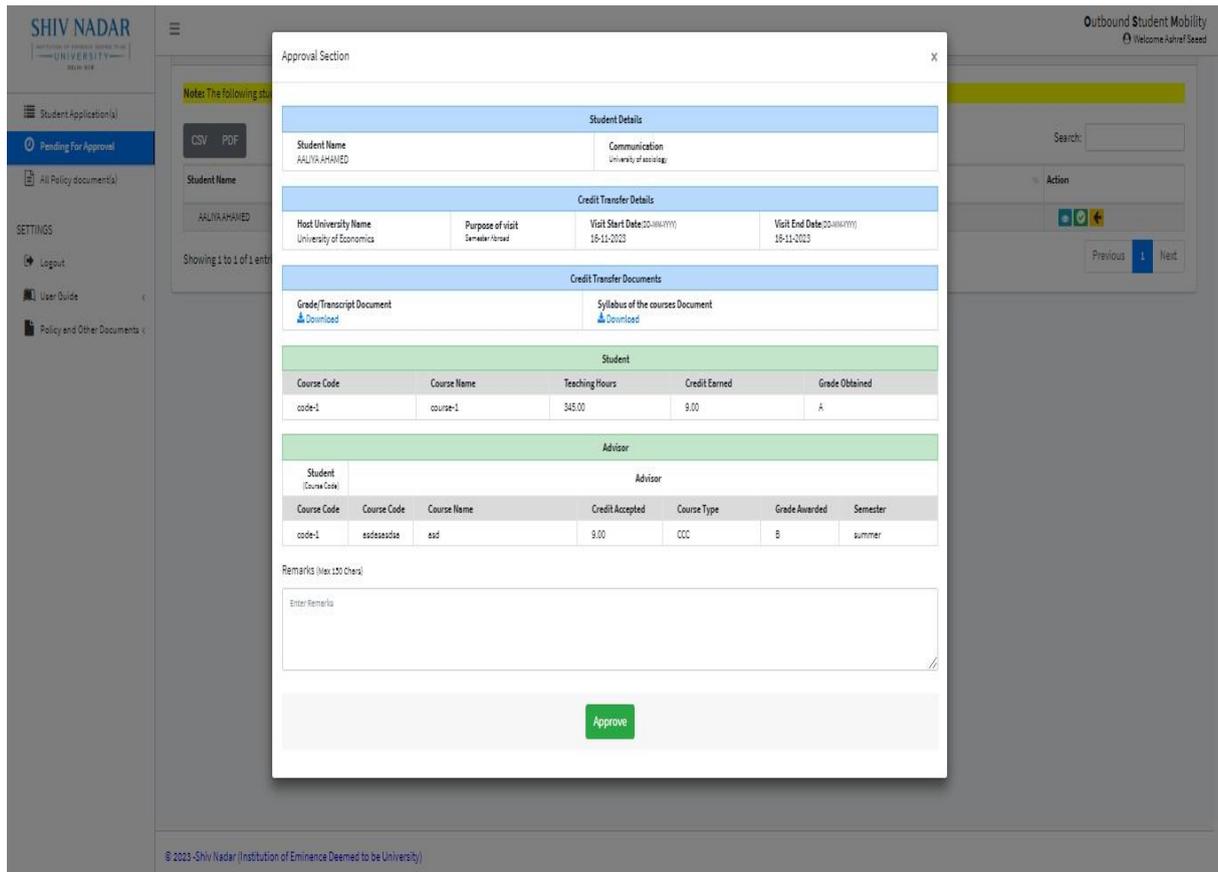
CSV PDF

Student Name	Student ID	Communication Title	Status	Application End Date (DD-MM-YYYY)	Action
AALIYA AHAMED	2010110005	University of sociology	Credit verification pending by Dean Academic	04-11-2023	👁 🗑 🔙

Showing 1 to 1 of 1 entries

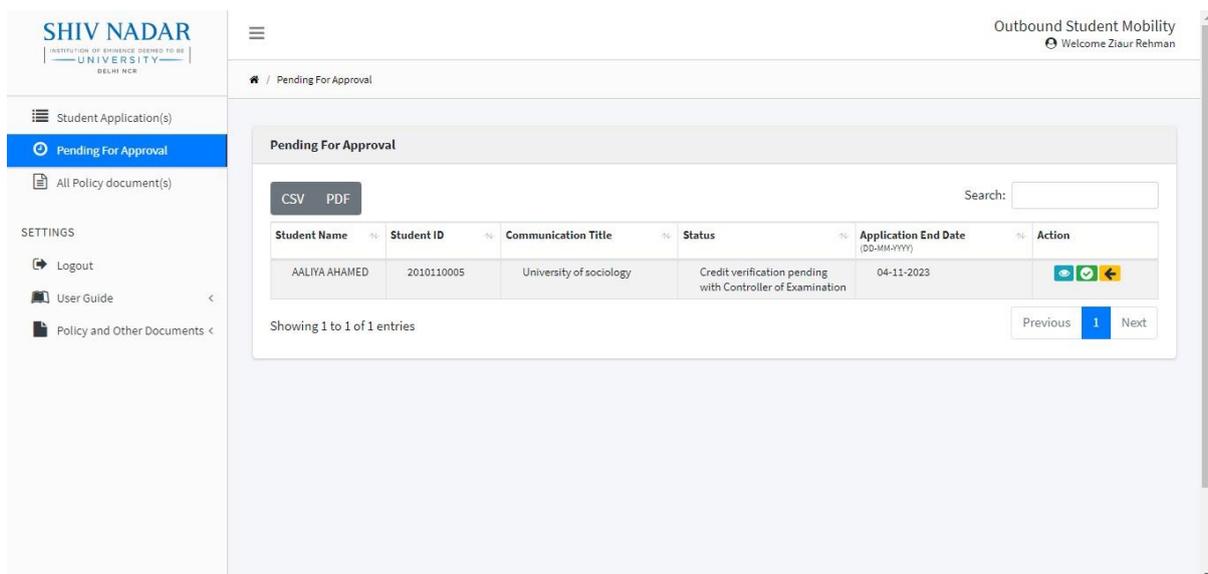
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Outbound Student Mobility Portal– USER MANUAL



Step 7: Controller of Examination

COE updates the details on the portal. Once the credit transfer process is completed, an intimation email goes to all stakeholders.



Outbound Student Mobility Portal– USER MANUAL

In case of any queries, COE may also refer it back to the Dean Academics Office.

The screenshot displays the 'Approval Section' of the Shiv Nadar University Outbound Student Mobility Portal. The interface includes a sidebar with navigation options like 'Student Application(s)', 'Pending For Approval', and 'All Policy documents(s)'. The main content area shows a form for a student named AALIYA AHMED, who is a Communication student at Shiv Nadar University. The form details a semester transfer to the University of Economics, starting on 19-11-2022 and ending on 20-11-2022. It lists a credit transfer document for 'course-1' with 345.00 teaching hours and 9.00 credits earned, resulting in a grade of 'A'. An advisor table shows that the student has accepted 9.00 credits in a CCC course type, receiving a grade of 'B' in the summer semester. A 'Refer Back' button is located at the bottom of the form.

Student				
Course Code	Course Name	Teaching Hours	Credit Earned	Grade Obtained
code-1	course-1	345.00	9.00	A

Student		Advisor					
Course Code	Course Name	Credit Accepted	Course Type	Grade Awarded	Semester		
code-1	codecourse	9.00	CCC	B	summer		