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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INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
DELHI NCR

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.
    - Students are notified through emails, or they can log in to the Outbound Student Mobility application to view communications.
- Students apply through the portal with relevant documentation.
- ORP team reviews submission.
    - If rejected, the student cannot reapply.
    - 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).
    - If rejected, the student cannot reapply.
    - 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.
    - If rejected, the student cannot reapply.
    - 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.
    - If rejected, the student cannot reapply.
    - 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.
    - 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 portalto 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 UGAdvisor.
- UG Advisor reviews submission.
    - UG Advisor fills in the other details.
    - He/She can refer back to the student in case of any queries.
    - He/She then approves it and the application goes to the next approver i.e. the DeanAcademics as per the workflow.
- Dean Academics Department verifies submission.
    - If approved, forward it to the next approver i.e. Controller of Examination Office asper the workflow.
    - In case of any queries, Dean Academics can refer back to the UG Advisor.
- Controller of Examination verifies submission.
    - If approved, an intimation email goes to all that the credit transfer process has beencompleted.
    - In case of any queries, the Controller of Examination can refer back to the DeanAcademics.

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	

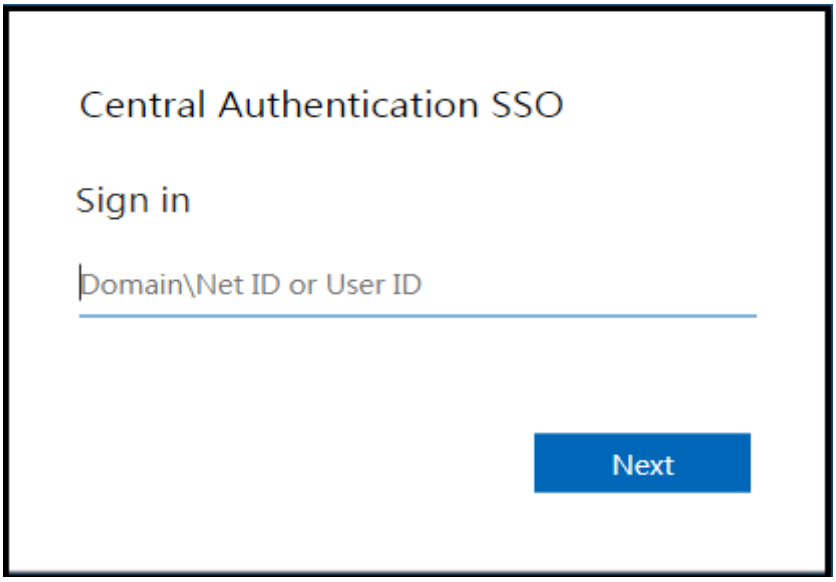
5. Steps to Log in to the Application

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

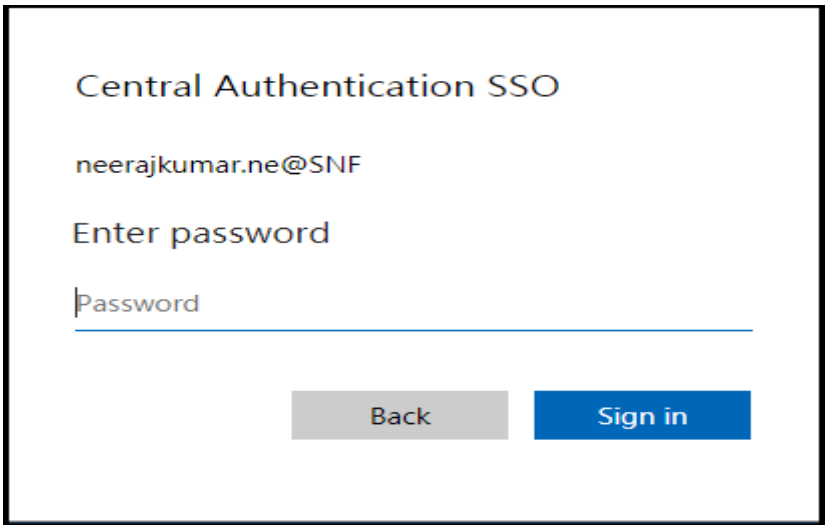
Step 1: Open the SNU links page and click on “Login” button at the top (if you have not logged in already).

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’**



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



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

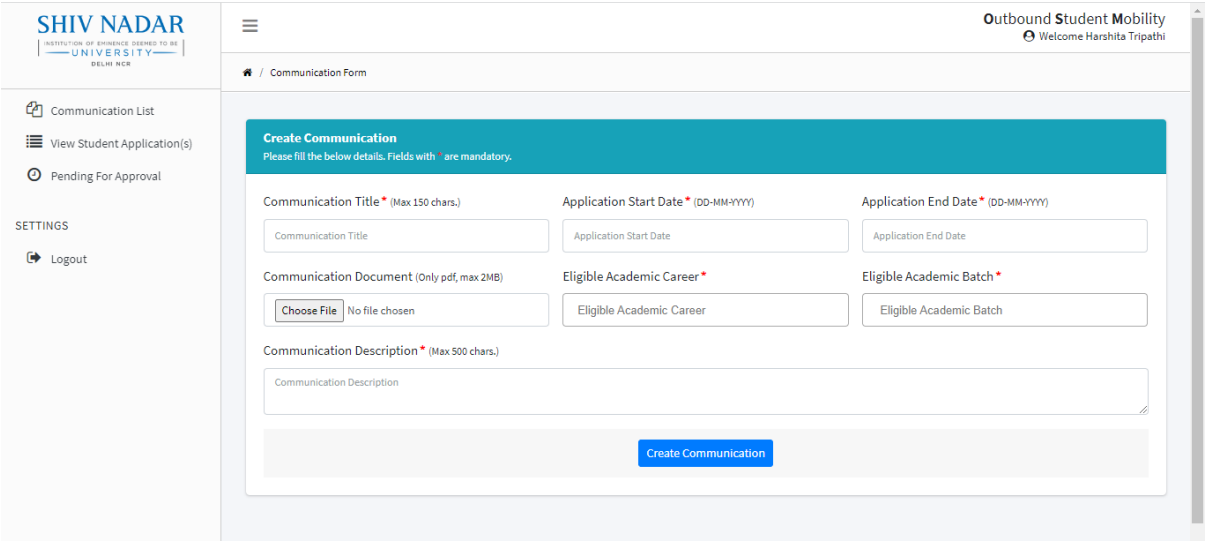
Step 4: Click on **'Outbound Student Mobility Portal'** icon available on this SNU links page to open theapplication.

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 passwordfor login, in the same browser. User automatically lands on the home page of the application.

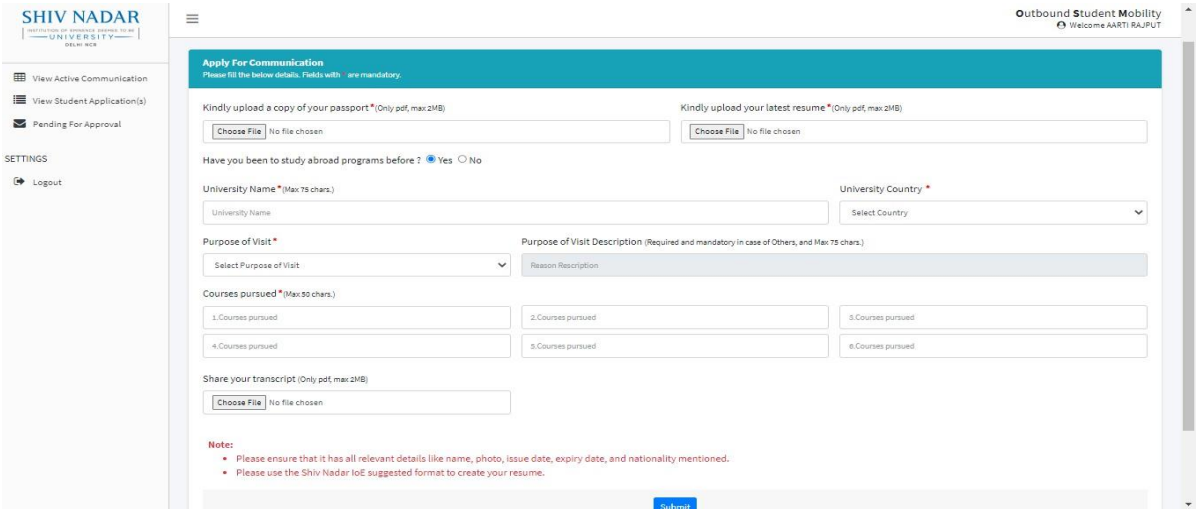
Step 1: ORP

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



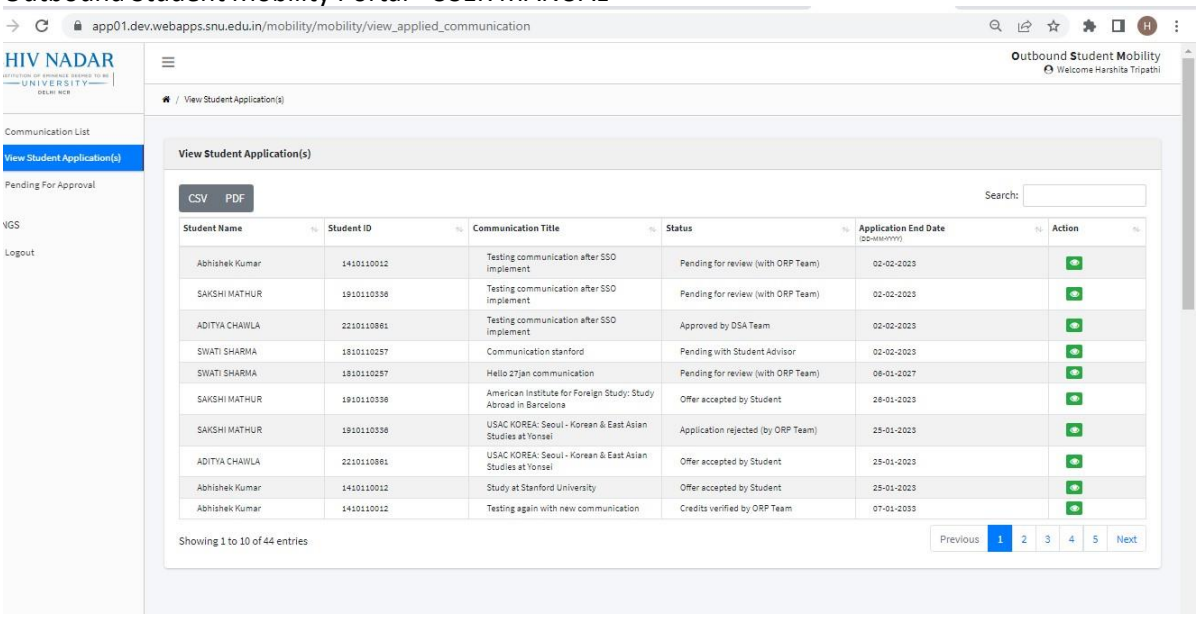
Step 2: Student

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



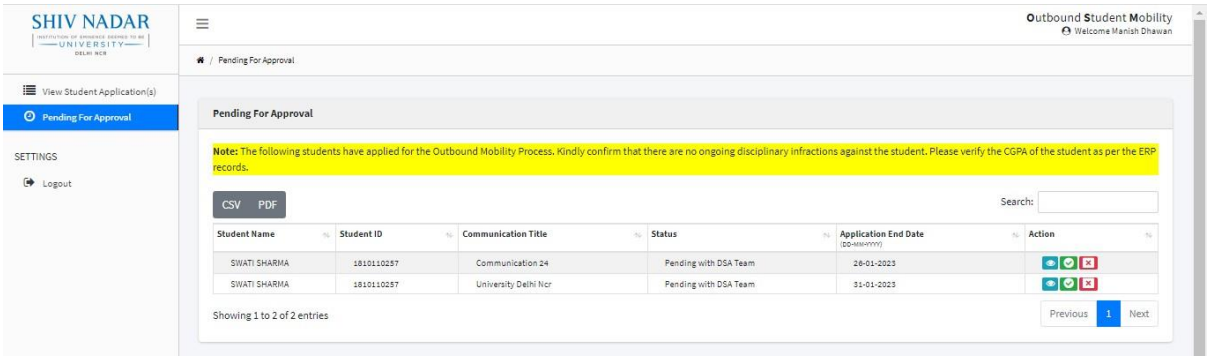
Step 3: ORP

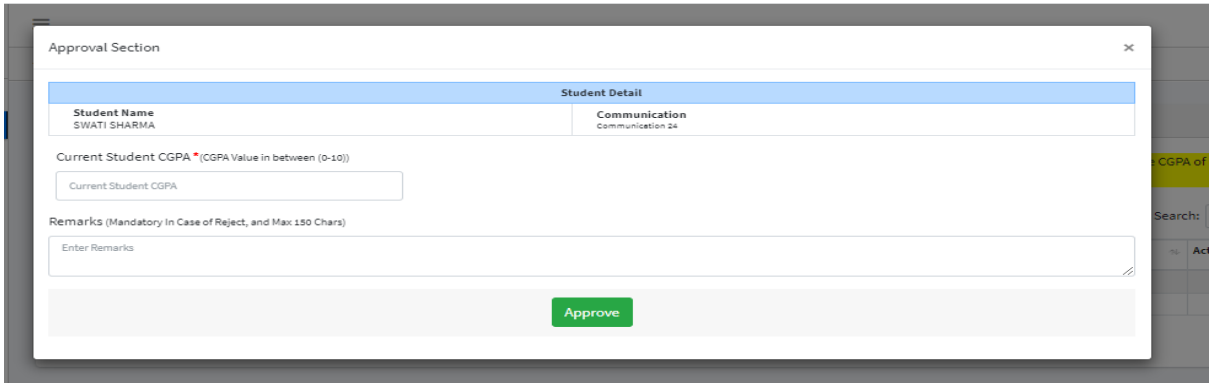
ORP reviews the submissions by students and approves or rejects applications. If approved, the application istransferred to Dean's Academic Office.


app01.dev.webapps.snu.edu.in/mobility/mobility/view_applied_communication
HIV NADAR
UNIVERSITY
DELHI NCR
Outbound Student Mobility
Welcome Harshita Tripathi
Communication List
View Student Application(s)
Pending For Approval
NGS
Logout
/ View Student Application(s)
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 SSO implement Pending for review (with ORP Team) 02-02-2023
SAKSHI MATHUR 1910110336 Testing communication after SSO implement Pending for review (with ORP Team) 02-02-2023
ADITYA CHAWLA 2210110861 Testing communication after SSO 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 26-01-2023
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 07-01-2033
Showing 1 to 10 of 44 entries
Previous 1 2 3 4 5 Next

Step 4: Dean Academics

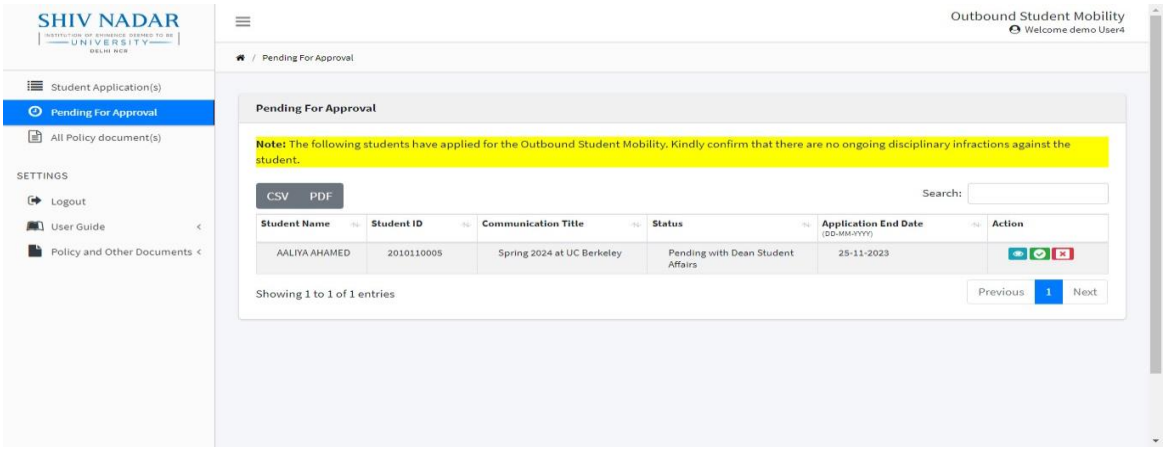
DSA verifies students' CGPA. Following this, the application may be approved or rejected. If approved, the application is moved to the Dean Students.





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.


SHIV NADAR
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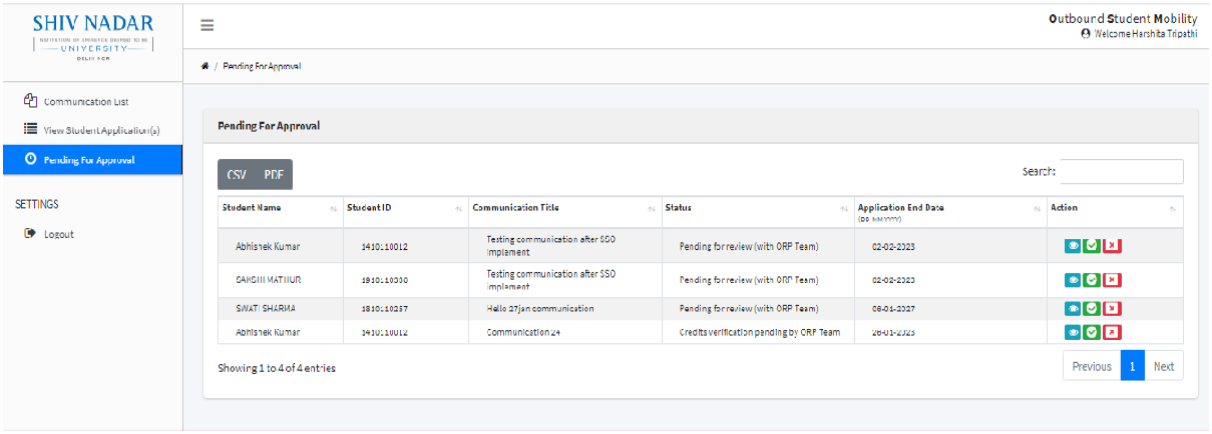
Outbound Student Mobility
Welcome demo User4
Pending For Approval
Student Application(s)
Pending For Approval
All Policy document(s)
SETTINGS
Logout
User Guide
Policy and Other Documents
Pending For Approval
Note: The following students have applied for the Outbound Student Mobility. Kindly confirm that 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
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 academicrequirements. If approved, the application is transferred to ORP team.

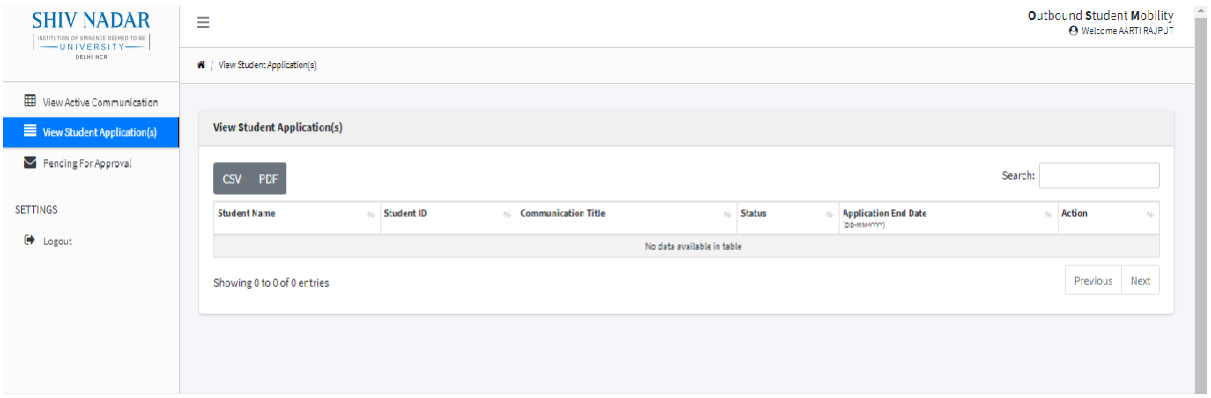
Step 6: ORP

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

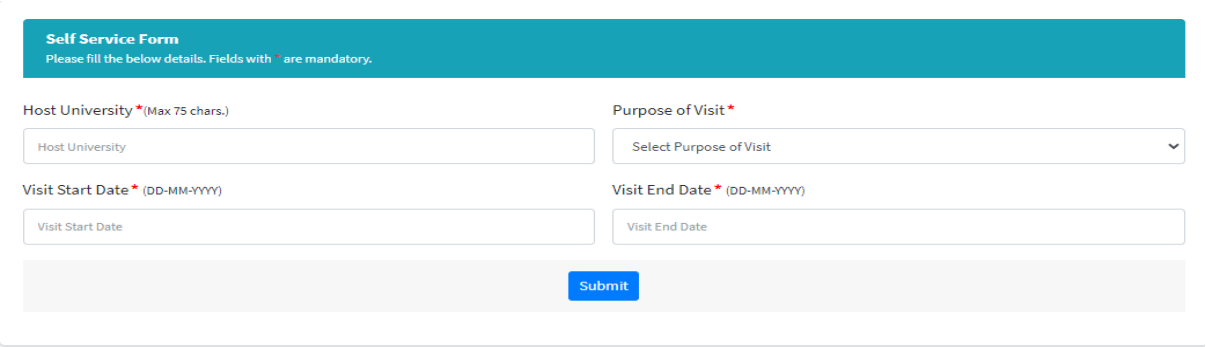
Student may choose to accept or reject the offer letter.



PHASE 2: Credit Transfer

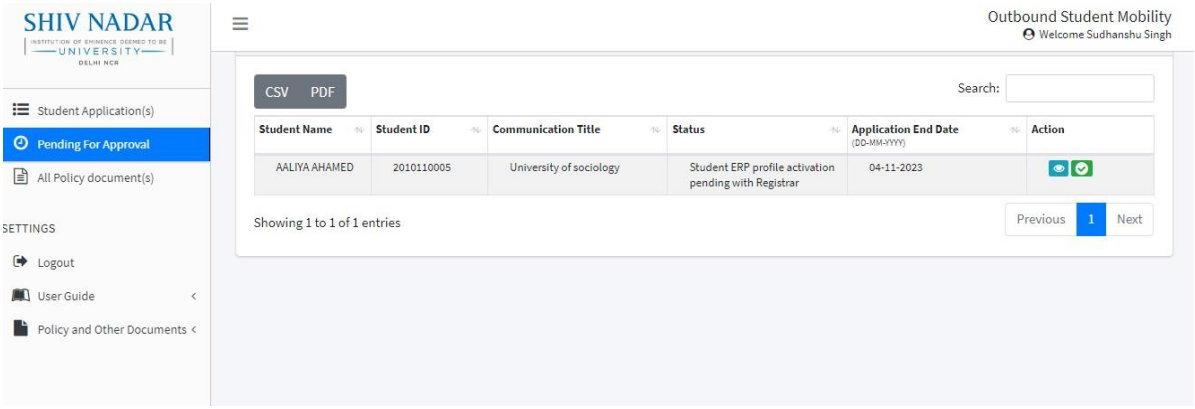
Step 1: Applicant

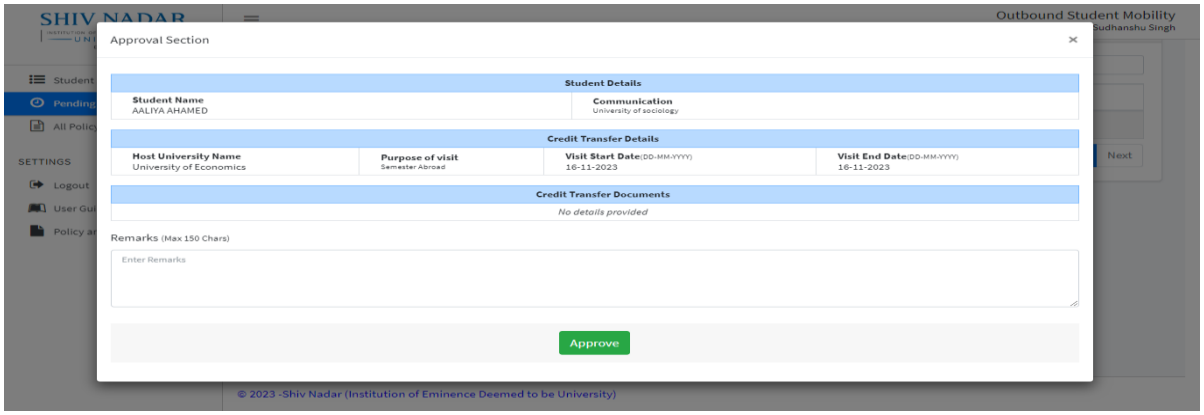
Once the student is back on campus, he/she initiates the credit transfer process on the portal.It goes to the Registrar for approval.



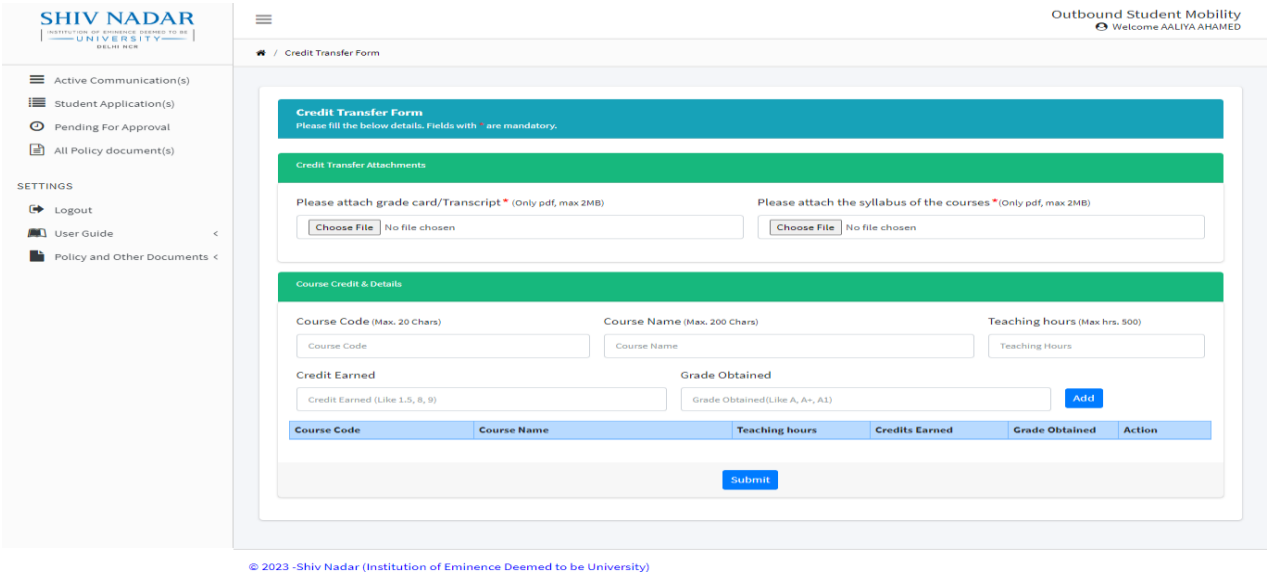
Step 2: Registrar's Office

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



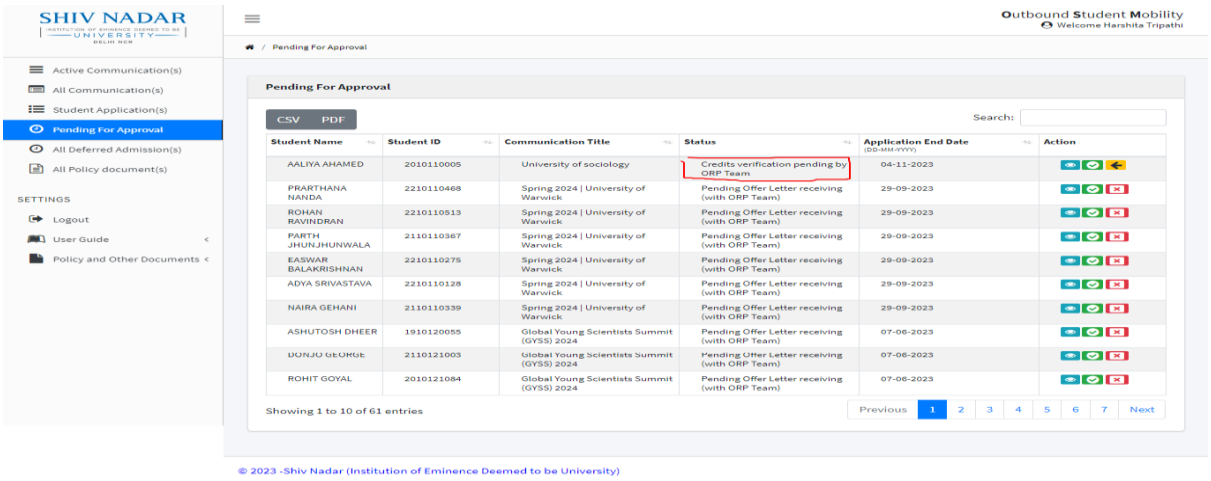


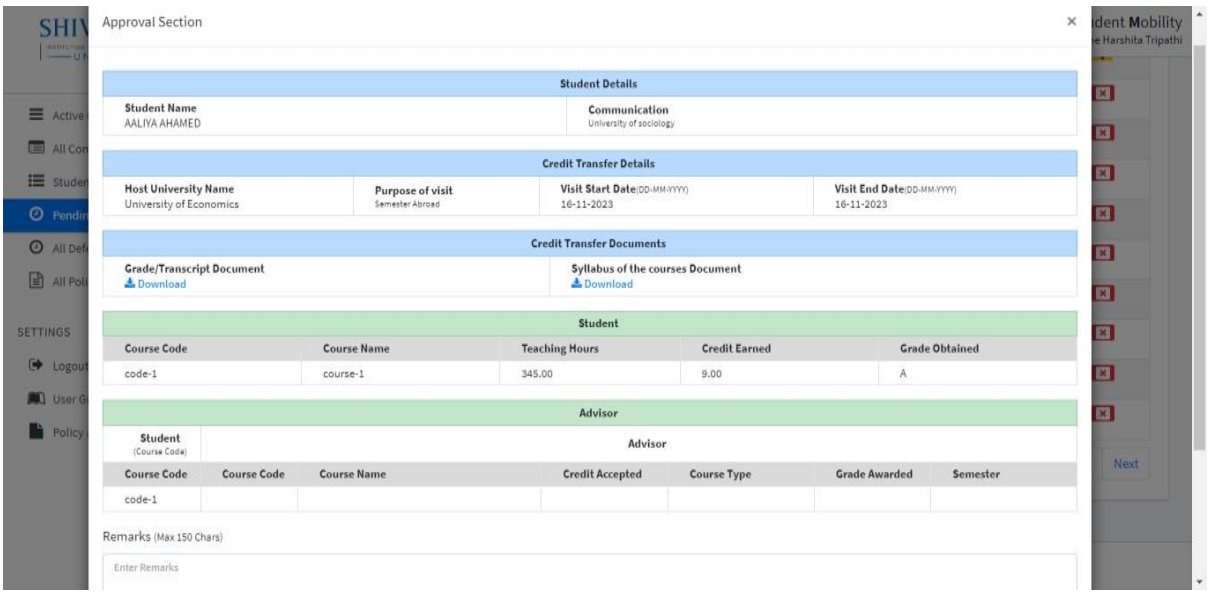
Step 3: Student Fill the credit transfer form after registrar office active student in ERP.



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.

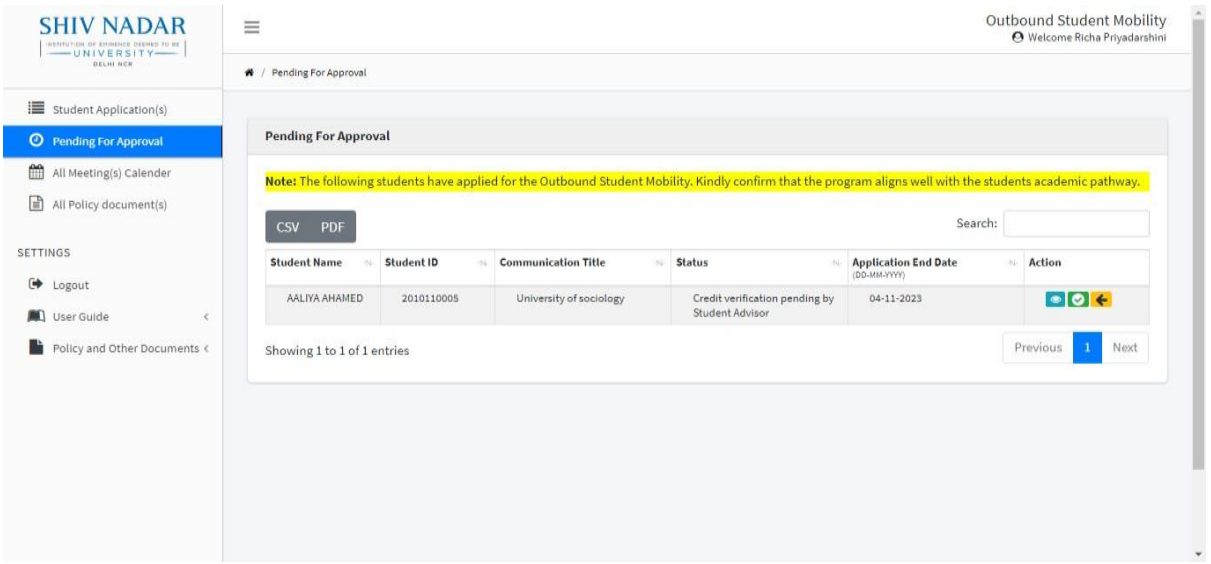


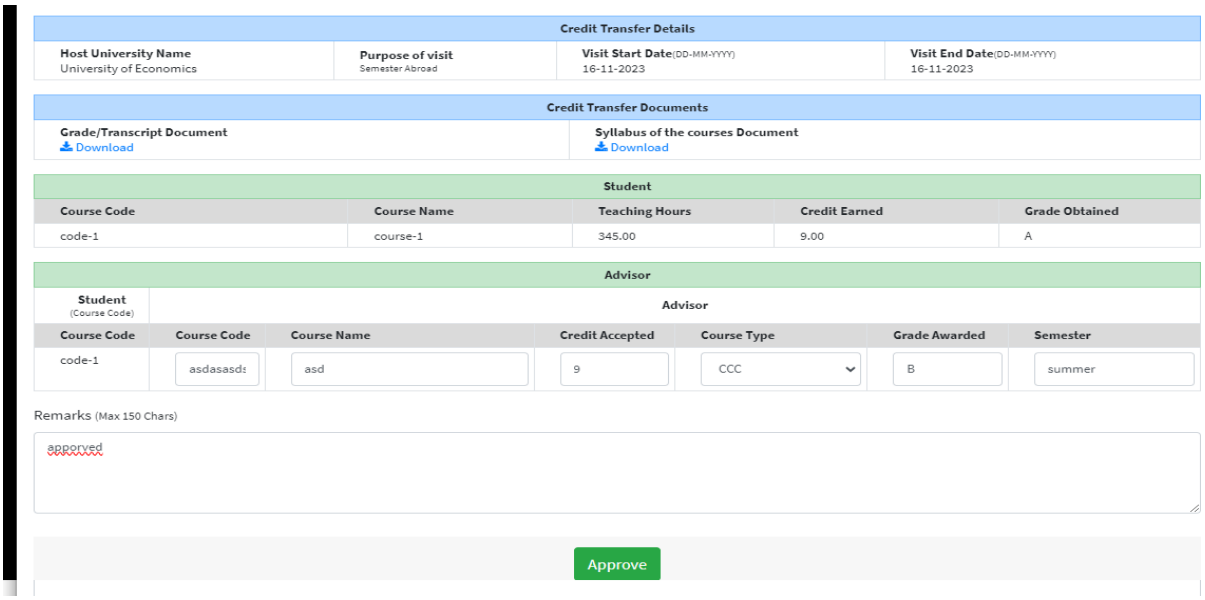


ORP Team verified the details and share it with the Advisor.

Step 5: Advisor

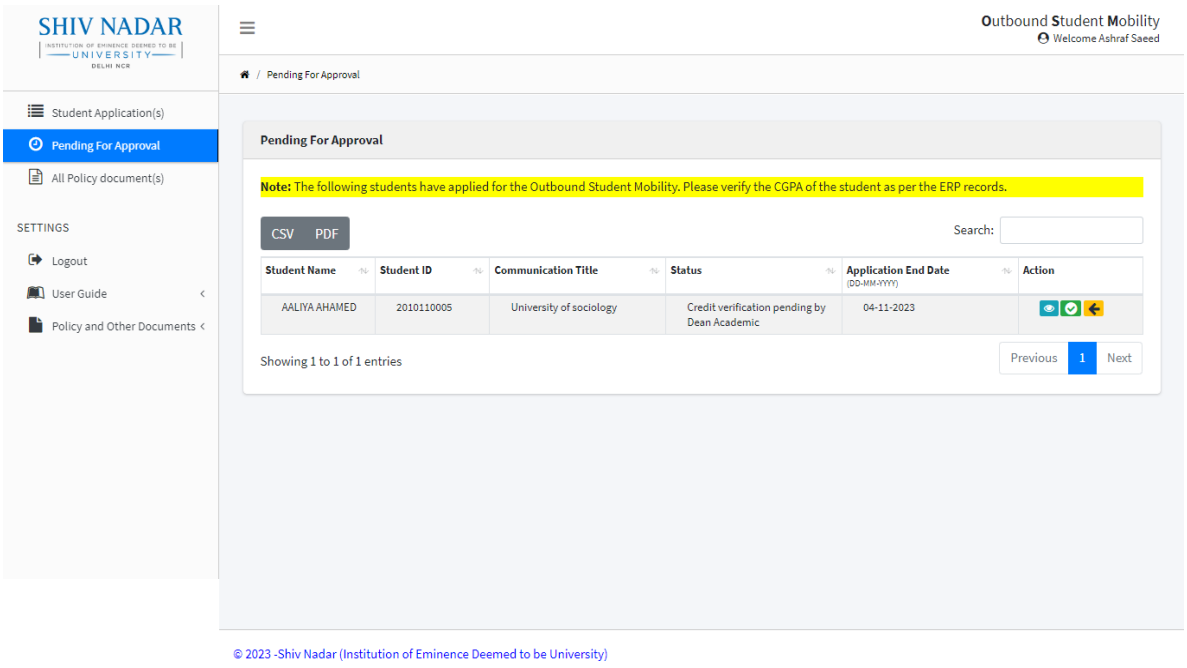
Advisor filling in the other details and shares the completed form with the Dean Academics Office for review.

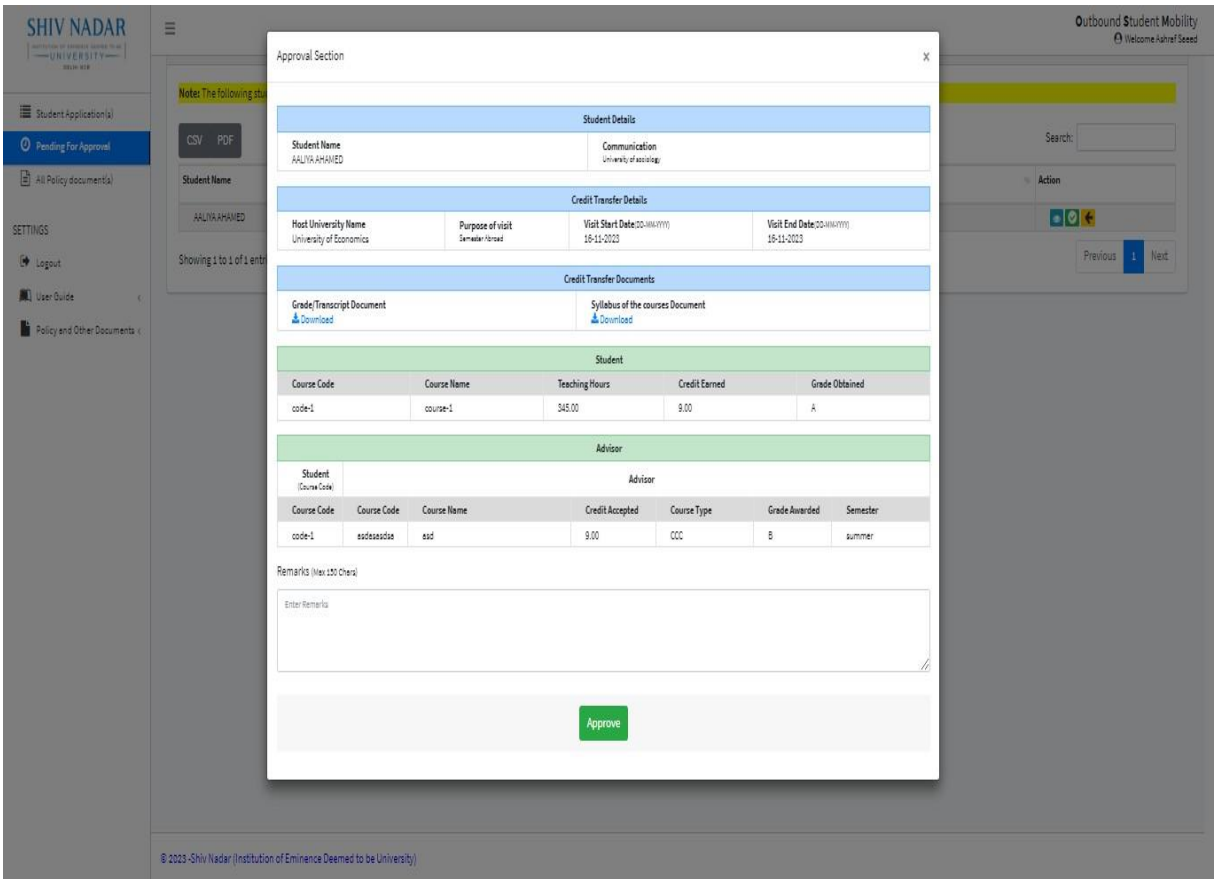




Step 6: Dean Academics office

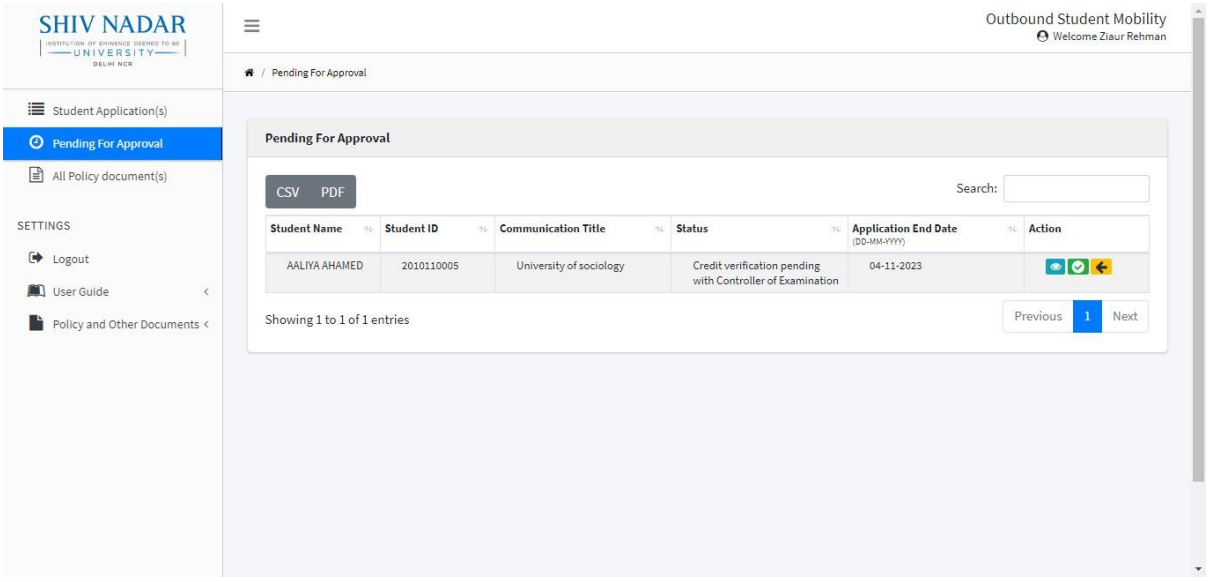
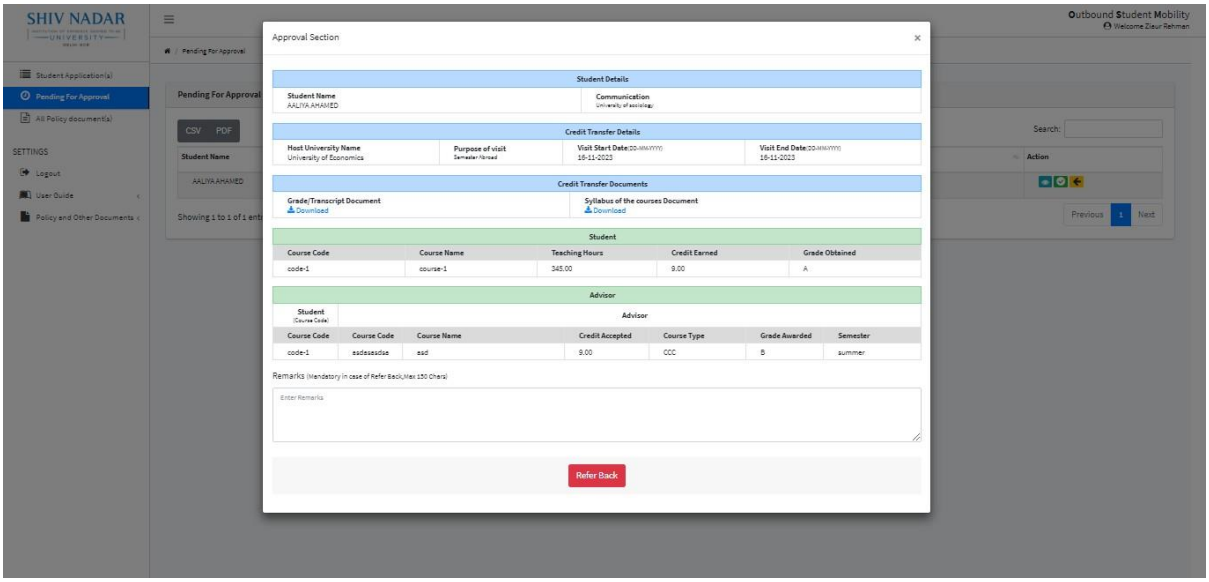
Dean Academics office will review and if approved, sends it to the Controller of Examination. In case of any queries, Dean Academics may also refer it back to the Advisor.





Step 7: Controller of Examination

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



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