

**Mobility-Online is the UT registration system for our incoming Exchange students. This manual is aimed for nomination of students by our Partners.**

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## Nomination of a student

### Step 1.

You have received via e-mail the login details for your institution. You can login via the link in the e-mail or via <https://mobility-online.utwente.nl/mobility/>

Enter your login and password:

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Language: English

Login:

Password:

Buttons: Close, Reset, Login, Forgot your password?

University of Twente | 7522 NB Enschede, Drienerloaan 5, Netherlands  
Tel (+31) 53 489 9111 | [info@utwente.nl](mailto:info@utwente.nl) | <https://www.utwente.nl/en/education/current-students/mobility-online/>

**UNIVERSITY OF TWENTE.**

Welcome to the Mobility Online 'Registration and login' portal of the University of Twente.

**Current students of the University of Twente:** before you can login, you have to register your activity (internship, courses abroad or graduation) via the link concerned as indicated on [www.utwente.nl/en/education/current-students/mobility-online/](http://www.utwente.nl/en/education/current-students/mobility-online/). A 'registration page' can be recognised by the red square (with text) at the top of the page. If no red square is visible, you are at the 'login page'. Note that for both registration as well as login you have to use your studentnumber and password, similar to all UT applications. The blue button visible above with the text 'Forgot your password?' is not applicable to you!  
In addition to the manuals offered by your own programme, you can find some general manuals [here](#).

**Staff members of the University of Twente:** please login using your UT employee number. More information regarding how to use Mobility Online can be found [here](#) (Dutch only).

**Prospective incoming exchange students for the University of Twente:** this portal will be put into use from January 2018. It is expected that the portal will be open for *student applications for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 onwards. More information regarding the application process can be found at [www.utwente.nl/en/education/exchange-students/](http://www.utwente.nl/en/education/exchange-students/) (including on how to apply for a placement).

**Staff members of our Partners:** this portal will be put into use from January 2018. It is expected that the portal will be open for *nominations for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 onwards. You will receive more information about this change in registration system as soon as possible.

### Step 2.

To continue please click on “My Mobility-Online” and “Create nomination”:

University of Twente

| Help | Logout

- ▶ **My Mobility-Online**
- My institution
- My applications
- Create nomination**
- Cancel applications
- ▶ Administration
- Change password

## Step 3.

In the following screen you have to fill out all fields marked with a \*. The form is divided into four sections. Please continue reading for more details regarding all sections and fields, what to select and what to fill out:

## Section 1: Application details

Online registration Mobility Online UNIVERSITY OF TWENTE.

All fields marked with (\*) must be completed.

Application details Open all sub groups Close all sub groups

1 Type of applicant  Incoming  Outgoing \*

Type of person  Student  Teacher \*

Nomination Programme  \*

Please select the requested exchange programme:  
 - COURSES ABROAD = 'courses only' or a combination of 'courses & a research assignment'  
 - PLACEMENT AGREEMENT = a 'research assignment only' (no courses)  
 More information can be found here:  
<https://www.utwente.nl/en/education/exchange-students>

Exchange Programme  \*

Academic year  \*

2

3

4

1+2: These fields are automatically filled out and cannot be changed.

3: Exchange programme you want to nominate the student for. There are two options:

**Courses abroad** = 'courses only' or a combination of 'courses & research assignment'

**Placement agreement** = 'research assignment only' (no courses!)

More information about the difference between those two programmes can be found here: [www.utwente.nl/en/education/exchange-students](http://www.utwente.nl/en/education/exchange-students).

Two important notes:

- if you nominate for the wrong exchange programme, the application process might be severely delayed.
- Nomination for 'Courses abroad' is only possible during *one month before the deadline for nomination*. Please see [www.utwente.nl/en/education/exchange-students/application-deadlines/](http://www.utwente.nl/en/education/exchange-students/application-deadlines/) for the deadlines of the upcoming academic year.

4: Academic Year in which the exchange should take place (select from drop down).

If you select **Courses abroad** an additional drop-down menu will appear: select the desired semester for the exchange.

**Please note:**

- First semester / Fall semester (September till January)
- Second semester / Spring semester (February till June)

## Section 2: Personal details of the nominee

5: Personal details of the nominee: last name (surname), first name, gender, date of birth, nationality. Please make sure there are correctly<sup>1</sup> spelled.

6: E-mail address of the nominee.

## Section 3: Details of home institution and nominator

The details of your Institution (country, name) are automatically filled out and cannot be changed in this form. However, if you would like to change anything, you can do this via the menu *My Mobility-Online - My institution*<sup>2</sup>.

7 Select or fill out your name.

If you have nominated a student before, your name should already exist in our system and you can choose your name in the dropdown-list:

<sup>1</sup> These attributes (together with the provided email-address) will be used by the student to login later on, so make sure they are correct.

<sup>2</sup> Please note that in our systems we use the English version / translation of the university's name. If you would like to add the full legal name of your university in your national language, please fill this out in the field 'Full Legal Name (National Language)' and *not* in the field 'Name of institution'.

The screenshot shows a form titled "Sending institution and current studies". The fields are:
 

- Country of the home institution: Spain \*
- Home institution: SEVILLA03 - PABLO DE OLAVIDE UNIVERSITY
- Nominating person at home institution: A dropdown menu is open, showing options like "<-- No choice -->", "Last Name, First Name", and "Person, Nominating test, testwq3232". A red arrow points to the "<-- No choice -->" option.
- First Name of the nominating person at home institution: \*
- Last Name of the nominating person at home institution: \*
- Gender of the nominating person at home institution: \*
- Email of the nominating person at home institution: \*

The details will be updated:

The screenshot shows the same form, but the dropdown menu for "Nominating person at home institution" is now set to "Lastname, Firstname".

If this is your first nomination in our system, you should not select any name (“No choice”) but instead fill in your First Name, Last Name, gender and email-address:

The screenshot shows the form with the following details filled in:
 

- Country of the home institution: Spain \*
- Home institution: SEVILLA03 - PABLO DE OLAVIDE UNIVERSITY
- Nominating person at home institution: <-- No choice -->
- First Name of the nominating person at home institution: Test \*
- Last Name of the nominating person at home institution: Test \*
- Gender of the nominating person at home institution: Male  Female  \*
- Email of the nominating person at home institution: test@test.nl \*

The next time you nominate a student, your name should also appear in the dropdown list.

## Section 3: The planned studies

The screenshot shows a web form titled "The planned studies" with the following fields and callouts:

- 8:** Host country (Netherlands) and Receiving institution (ENSCHED01 - University of Twente).
- 9:** Study field dropdown menu.
- 10:** Study level dropdown menu.
- 11:** Radio buttons for special programmes: IS Link, GE3, ECIU Mechanical Engineering minor programme, IEP, Other, and No.
- 12:** Radio buttons for home university scholarship: Erasmus KA 103, Other, and No.
- 13:** Radio buttons for University of Twente scholarship: Erasmus KA 107, Other, and No.
- 14:** Remarks (optional) text area.

Buttons at the bottom are "Cancel application" and "Send application".

8: These fields are automatically filled out and cannot be changed.

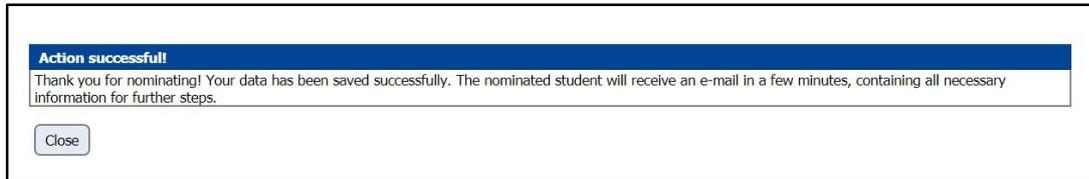
9+10: The selection of the Study field and the Study level should correspond with the educational programme the student is going to participate in at the UT, which is *not* necessarily the same as the educational programme the student is currently enrolled in at your university. If you are not sure about this, then fill out the same study field and level as the student is currently enrolled in at your university.

E.g.: a student currently enrolled in a master's programme in Chemical Engineering who is interested in courses in Sustainable Energy Technology, should be nominated for Sustainable Energy Technology, MSc level.

- 11: If your student should participate in one of the special programmes indicated in this list, please indicate this here. If not or unknown, please select 'No'.
- 12: If your student will receive a scholarship from your university, please indicate this here. If not or unknown, please select 'No'.
- 13: If your student is expected to receive a scholarship from the UT, please indicate this here. If not or unknown, please select 'No'.
- 14: If you have chosen the option 'other' in item 12 or 13, please specify the correct details here. You can also put other relevant remarks regarding the nomination (form) in this text field.

## Step 4.

Following message appears on your screen. You successfully nominated one of your students.



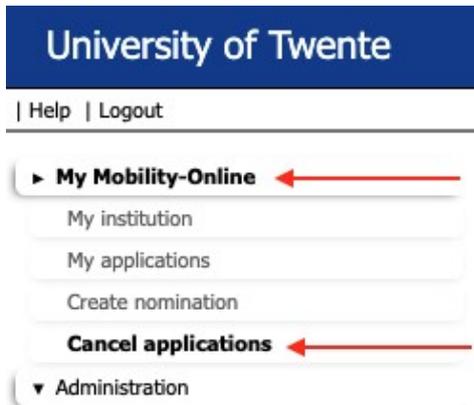
## Step 5.

An automated e-mail will now be sent to the nominee in order for him/her to continue with the application..

## Cancel Applications

### Step 1.

You can cancel the applications when necessary. Choose in the left menu for “Cancel applications”:



### Step 2.

Select the student of whom you have to cancel the application and click on “Cancel selected applications”:

<input checked="" type="checkbox"/>	Teschoff, Marion	23/04/2000	Courses abroad	Incoming	01/09/2018	03/02/2019	No	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Zerwes, Moritz	14/08/1996	Courses abroad	Outgoing	18/09/2018	24/01/2019	No	<input type="checkbox"/>

16 Records found!

Cancel Cancel selected applications

## Change application data

### Step 1.

You can change the data of the students. Click in the left menu on “My Mobility-Online” and “My applications”.

An overview of all nominations/applications is shown on the right side:

Last name	Date of birth	Program	Study field	Home Inst.	Host Inst.	Academic year	St
Achternachme(Meerderel)amen, Vosnaam	08/05/2000	Courses abroad	Business Administration	SEVILLA03	ENSCHED01	2018/2019	03
Birkman, Benie	04/05/1983	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	04
Eurooacan, Marlon	08/05/2000	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	04
Kötter, Trema	08/05/2000	Courses abroad	European Public Administration	SEVILLA03	ENSCHED01	2018/2019	01
Neter, Brand	14/05/2000	Courses abroad	International Business Administration	SEVILLA03	ENSCHED01	2018/2019	01
Park, Streepje	08/05/2000	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	04
Ruiz Vinquera, Ana Maria	16/08/1998	Courses abroad	European Public Administration	SEVILLA03	ENSCHED01	2018/2019	01
Test, Ellen1	17/07/2000	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	01
Test, Ellen2	17/07/1999	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	04
Test, Jibke	16/04/2000	Courses abroad	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Test, Marion	20/04/2000	Placement nominated	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01
Test, Sara	01/05/1983	Placement nominated	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Test, Shabnam1	17/07/2000	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	03
Test, Shabnam2	17/07/1999	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	01
Test, Tim	01/01/1999	Courses abroad	Courses abroad	SEVILLA03	ENSCHED01	2018/2019	04
Testknie, Jibke	18/04/1999	Courses abroad	Computer Science	SEVILLA03	ENSCHED01	2018/2019	03
Testmerion, Test	02/05/2000	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01
Testmüder, Test	02/05/1999	Placement nominated	Computer Science	SEVILLA03	ENSCHED01	2018/2019	01
Teststudent, Caradine	25/04/1998	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	03
Teststudent, Cariseen	25/04/2000	Courses abroad	Computer Science & Engineering	SEVILLA03	ENSCHED01	2018/2019	01

If you want to change something in the master data of the nomination, click on the name of the student. Once you are in the master data of the student, click on “Edit”.

## Password lost

### Step 1.

If you have forgotten your password, click on “Forgot your password”:

UNIVERSITY OF TWENTE.**MOBILITY-ONLINE**

Language

Login

Password

Close Reset Login

Forgot your password?

University of Twente | 7522 NB Enschede, Drienerlolaan 5, Netherlands  
Tel +31 (0)53-489 5577 | [mobility-online@utwente.nl](mailto:mobility-online@utwente.nl) | <https://www.utwente.nl/en/education/current-students/mobility-online/>

## UNIVERSITY OF TWENTE.

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**Staff members of our Partners** : this portal is open for *nominations for course exchange (regarding Fall semester 2018/2019)* from the 15th of March 2018 till the 15th of April. You should have received more information about this new nomination system in January 2018. If you haven't received any information but you need to nominate students, please contact [erasmus-agreements@utwente.nl](mailto:erasmus-agreements@utwente.nl).

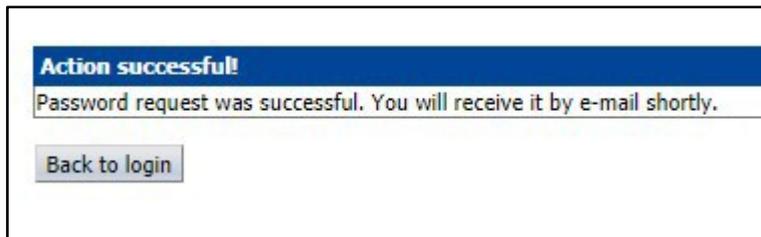
For any problems regarding technical difficulties you can contact the ICT through this emailaddress: **[mobility-online@utwente.nl](mailto:mobility-online@utwente.nl)**

You can choose for “Login” name or “e-mail address”.

If you choose for the “e-mail address” on which the account was created, fill in the e-mail address and the Organization:



The screenshot shows a web form for requesting a password. At the top, a blue banner contains the text: "You have forgotten your password? Please enter your user name or your email address which you have entered during the application process and you will receive an e-mail with a new password in few minutes." Below this, there are two input fields: "Login" and "E-mail address". The "E-mail address" field contains the text "m.a.bakker@utwente.nl". To the right of the "E-mail address" field is a dropdown menu for "Organisation" with the text "<-- Please select -->". The dropdown menu is open, showing a list of options, with "University of Twente" selected and highlighted in blue. Below the form, there are two buttons: "Back to login" and "Request password".



The screenshot shows a confirmation message. At the top, a blue banner contains the text: "Action successful!". Below this, the message reads: "Password request was successful. You will receive it by e-mail shortly." At the bottom of the message, there is a button labeled "Back to login".

A new password will be sent to the contact person of the institution.