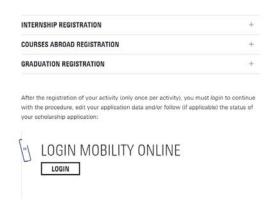
Mobility Online

Graduation - Student

This manual is to guide you through the Mobility Online tool used for graduation: standard and extended.



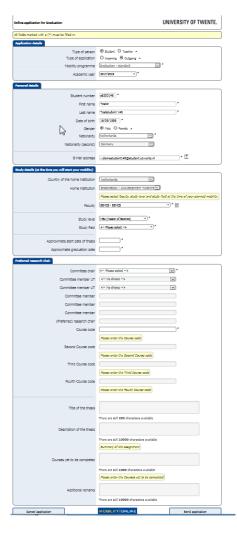
It depends on your faculty if you should apply in the standard or extended graduation. In this manual the graduation – standard will be discussed first and then the graduation – extended.

Extended registration: register here

Standard registration: register here

Graduation - standard

To start your application in graduation – standard you have to fill out this form. This form can be found by clicking on the 'register here' link.



After filling out this form you will be able to log in with you student number and password. The log in link can be found on the website:



After you logged in in the mobility tool, you will see this overview:



It is important that you log in on a regular basis to check if you have to undertake action.

The first step you have to undertake is 'download application form'. You will receive a form that looks like this:

UNIVERSITY OF TWENTE. APPLICATION FORM – GRADUATION

STUDENT			
Last name(s)	Teststudent 146		
First name(s)	Tester		
Student number	s6300146		
Faculty	EEMCS		
Research chair/group			
Study field	Computer Science		
Start date assignment	20/11/2017		
ASSIGNMENT COMMITTEE			
1. Commitee Chair	aan de Stegge, Myrthe		
2. Committee member UT			
3. Committee member UT			
4. Additional member(s)			
ASSIGNMENT DESCRIPTION			
Title of the Thesis			
Assignment description			
Additional Remarks			
COURSE CODE(S)			
Course Code	112345667		
Second Course Code			
Third Course Code			
Fourth Course Code			
	Twonto	Signature Chairma	n University of Twente
SIGNATURE			
Signature student University of Name: Tester Teststudent 146		Name: aan de Steg	gge, mylule
Signature student University of		Name: aan de Steg	gge, myrune
Signature student University of		Name: aan de Steg	gge, myrune

This form has to be signed by your chairman.

The signed form needs to be uploaded in mobility online.

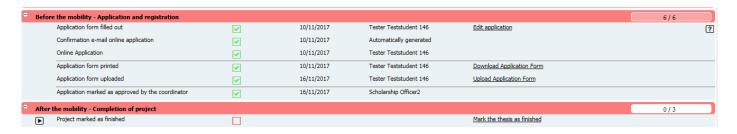




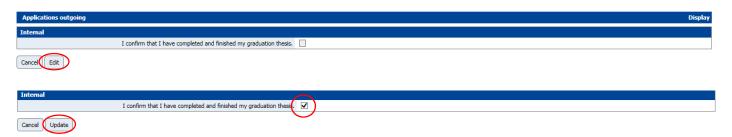
Your faculty contact person has to check the file. It is possible that your file is not sufficient enough. You will receive an email if that is the case. If you have to change your document it is possible to upload the file in mobility online.



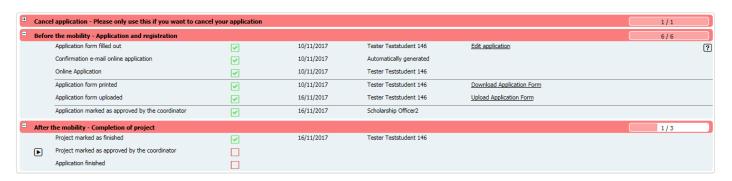
By pressing the + it is possible to add another document. When your document has been approved the box will be checked. The next step is to mark your thesis as finished.



By checking the box you can finish this step. First press edit to be able to check the box and then press update.



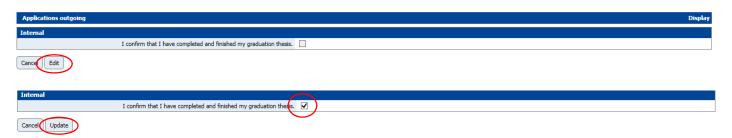
The faculty contact person needs to mark your project as approved.



If the faculty contact person has marked your application as incomplete, you will receive an email. It is possible to confirm the correction of your project.



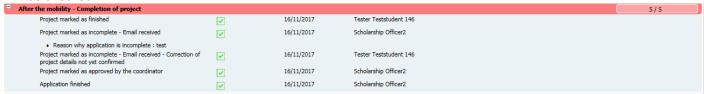
By checking the box you can finish this step. First press edit to be able to check the box and then press update.



The faculty contact person now has to undertake action and check your project. If the project is marked as approved the box will be checked.



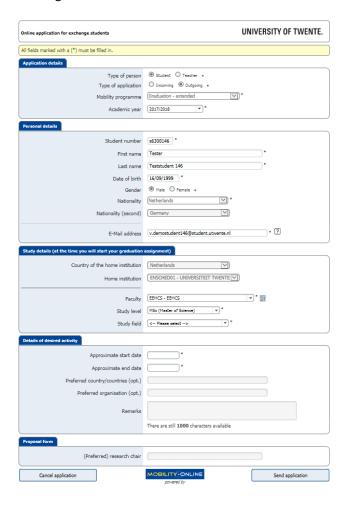
In the last step the faculty contact person also has to undertake action. If the application is marked as finished the box will be checked.



If you have any questions regarding this form please contact your faculty contact person.

Graduation - extended

To start your application in graduation – extended you have to fill out this form. This form can be found by clicking on the 'register here' link.



After filling out this form you will be able to log in with you student number and password. The log in link can be found on the website:

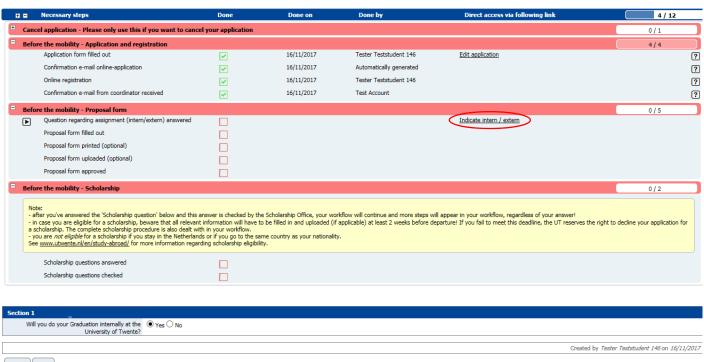


After you logged in in the mobility tool, you will see this overview:



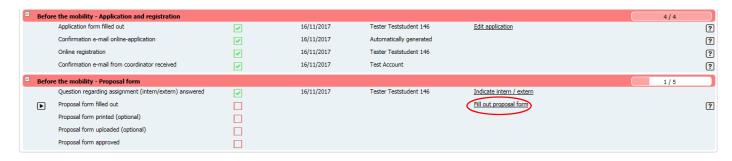
It is important that you log in on a regular basis to check if you have to undertake action.

First the faculty contact person will check your application. You will receive an email. After this you have to indicate if you will do an internal or external graduation

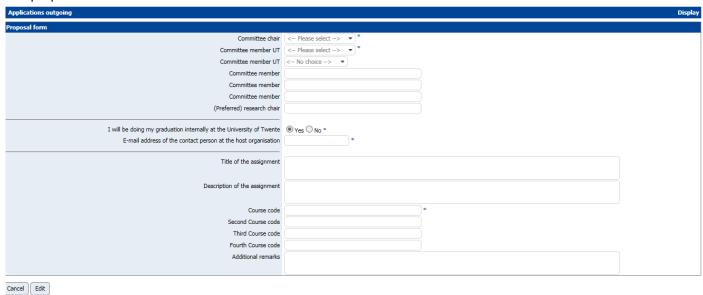


Cancel Save

After this you will have to fill out the proposal form



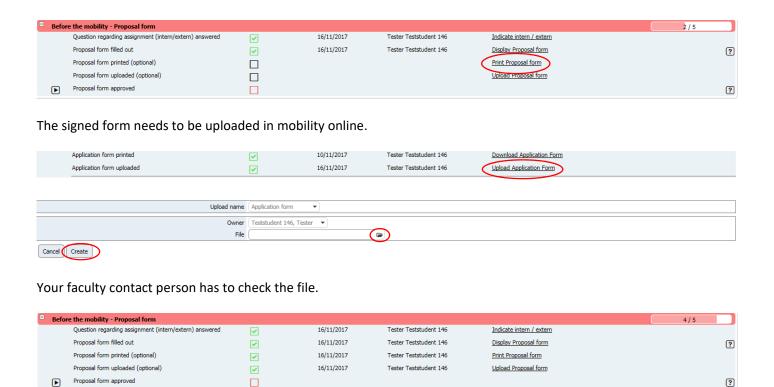
The proposal form looks like this:



If you will do your graduation external, you have to fill out additional information:



The next step is to print the proposal form and let is sign by your chairman.

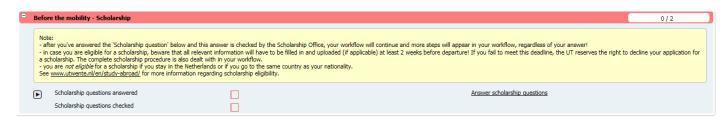


It is possible that your file is not sufficient enough. You will receive an email if that is the case. If you have to change your document it is possible to upload the file in mobility online.



By pressing the + it is possible to add another document. When your document has been approved the box will be checked.

After this you have to fill out the scholarship questions.



First you have to make a choice if you want to apply for the scholarship or not.



It is possible not to apply for a scholarship. You will not have to fill out information. It is also possible that you are not applicable for a scholarship, because, for example, you will graduate internal or in the Netherlands. If you want to apply for a scholarship you have to fill out the scholarship questions.

Scholarship form	
Do you wish to apply for a scholarship	
Communication language at the host institution	*
Language skills in the communication language at the host institution	OA1 OA2 OB1 OB2 OC1 OC2 *
Expected number of ECTS credits during the mobility	*
Expected additional compensation	*
	Please indicate the total amount of financial compensation you expect from e.g. benefits, scholarship not offered by the UT etc. Note that you do not need to include the DUO travel card compensation.
How many ECTS credits have you obtained until now?	*
Number of completed higher education study years	*
I will study full-time at the host institution	○ Yes ● No *
During the entire exchange period I will both live and study in the host country	○ Yes ● No *
Cancel Undate	

Note: please do not forget to fill out the last two questions. If you are not staying at the host institute or live in the host country you will not be able to apply for a scholarship.

If you apply for a scholarship it is possible to receive the Twente Mobility Fund, Erasmus+ or Holland Scholarship. The mobility online tool will allocate you to the correct scholarship based on your scholarship questions. It is also possible to be allocated to the pipeline 'without scholarship' if you do not fit the requirements or delivered your application passed the deadline.

If you have questions regarding the scholarship, you can contact the scholarship officers: studyabroad@utwente.nl

If you are allocated to one of the scholarships, you can use the TMF, Erasmus+ and Holland Scholarship manuals for these steps.