

## Welcome all

Spring is finally upon us and Easter has come and gone in a breeze.

We are looking forward to rising temperatures and hope you get to enjoy the nicer weather and longer days as well.

## New layout testing

As we have mentioned in previous newsletters, Mobility-Online has created a new user interface for the students.

In the past months we have been testing the different workflows – Graduation, Internship, Courses – in this new layout. Below you can see a couple of examples of different workflows / steps in the new layout. During our user group meetings we will now create a rough schedule on when to turn on the layout in the production environment. The goal is to give you time to update any manuals you may have (if you want to) while making sure the switch still happens in a reasonable time frame. You will be informed of the schedule via the faculty contact persons participating in the user group meetings.

Online application for Graduation

for exchange program Graduation - extended

UNIVERSITY OF TWENTE.

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

1 Application details

2 Personal details

3 Study details (at the time you will start your graduation assignment)

4 Details of desired activity

5 Proposal form

Application details

Type of person \*  
☒ Student ☐ Teacher

Type of application \*  
☐ Incoming ☒ Outgoing

Mobility programme \*  
Graduation - extended

Academic year \*  
2023/2024

powered by  
MOBILITY-ONLINE

Cancel application

Continue

## + - Query application work-flow

+ Cancel application - Please only use this if you want to cancel your application

0 / 1

- Before the mobility - Application and registration

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✓ Application form filled out	22/03/2024	? <a href="#">Edit application</a>
✓ Confirmation e-mail online-application	22/03/2024, Automatically generated	
✓ Online registration	22/03/2024	
✓ Confirmation e-mail received	22/03/2024, Administrator ter Maat	

- Before the mobility - Proposal form

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✓ Question regarding assignment (intern/extern) answered	22/03/2024, Administrator ter Maat	<a href="#">Indicate intern / extern</a>
✓ Proposal form filled out	22/03/2024, Administrator ter Maat	<a href="#">Display Proposal form</a>
✓ Proposal form printed	22/03/2024, Administrator ter Maat	<a href="#">Print Proposal form</a>
✓ Proposal form downloaded	22/03/2024, Administrator ter Maat	<a href="#">Download and fill out Proposal form</a>
✓ Proposal form uploaded	22/03/2024, Administrator ter Maat	<a href="#">Upload Proposal form</a>
✓ E-mail about incomplete Proposal form received	22/03/2024, Administrator ter Maat	
• Reason why the application is incomplete : test		
✓ Confirmation of the completion of the Principal form	22/03/2024, Administrator ter Maat	

## + - Query application work-flow

+ During the mobility - (foreign) address and return date

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+ During the mobility - Changes to Learning Agreement

1 / 1

+ During the mobility - Towards the end of your mobility

2 / 2

- After the mobility

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Note that in order to have your mark(s) processed in Osiris, you will have to execute your workflow until the last step!

✓ Questionnaire – Evaluation of exchange destination	07/03/2024, Daphne - Scholarship Office	<a href="#">Fill out questionnaire</a>
✓ Upload Learning Agreement (After the Mobility)	07/03/2024, Daphne - Scholarship Office	
✓ Learning Agreement (After the Mobility) marked as approved	07/03/2024, Administrator UT	
✓ Upload your completed Participant Report	07/03/2024, Daphne - Scholarship Office	<a href="#">Upload your completed Participant Report</a>

After this box has been checked by the Scholarship Office, the remaining scholarship amount will be transferred to your account within 2 weeks.

Students, please hand in the Transcript of records from your host institution to Educational Affairs Office (BOZ) in order to have your credits registered in OSIRIS

Activity finished

## Where MO data is used – why do we actually need to use a central system for registering mobilities?

While working with Mobility Online is part of our daily activities, not all of us might realise why we are entering all mobilities in this central system. There are a number of reasons for this and we would like to quickly summarize them for you.

First of all, the central report run in case of emergency – often referred to as the “calamity report” – is run from Mobility Online. This report shows the address of each student who is registered in Mobility Online (incoming and outgoing) is at that moment. The report can filter by country and thus allows us to quickly view who needs to be contacted in case of natural disasters or other ‘local’ emergencies.

Moreover, registration in one central system easily allows us to run basic statistics, such as the turnaround time for graduation assignments. Additionally, we can analyse the amount of students going abroad – across disciplines as well as per discipline or year(s).

These reports are for example used for accreditation of the study programmes as well as evaluating and reassigning budgets for the supervision of internships of thesis projects.

Furthermore, reports showing the distribution of scholarships are run. Especially for the Erasmus scholarships the data is used in multiple ways to complete all required documentation by the European Commission.

## Tips & Tricks

### Where to find the registration forms

In the past couple of weeks we have received multiple questions from back office or even students who were unable to register in Mobility-Online. Or so they thought.

They tried to enter Mobility-Online via the login page without having registered their activity beforehand. This we wanted to share again where the different registration forms can be found:

<https://www.utwente.nl/en/educational-systems/about-the-applications/mo/for-students/shortcuts-and-forms/>

