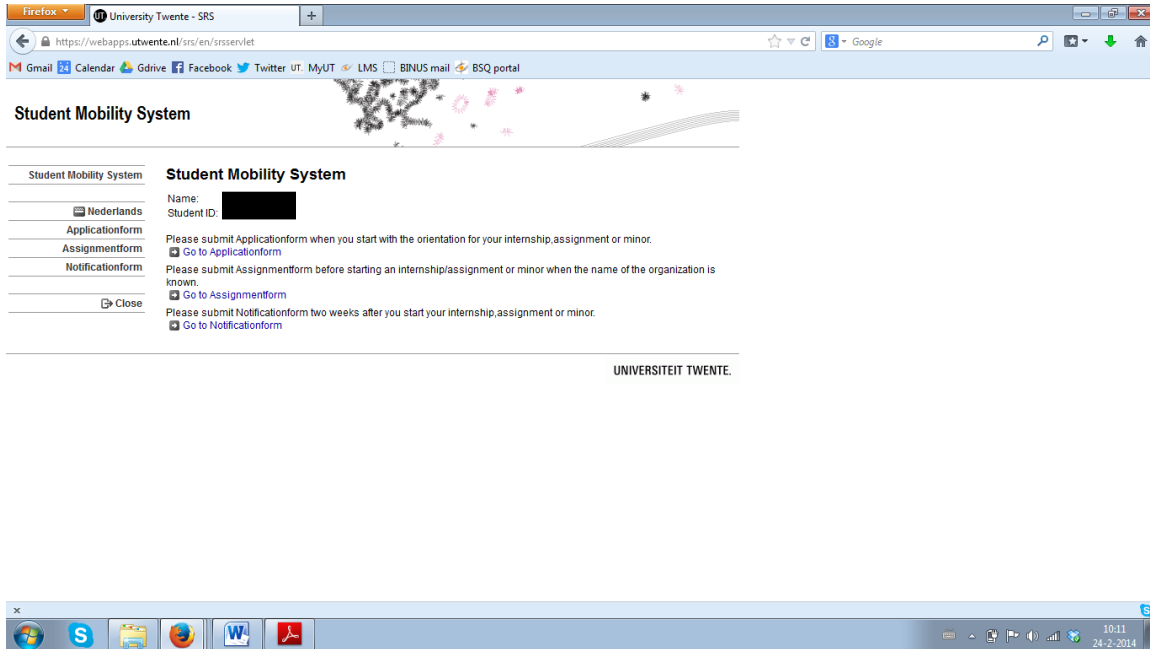


Manual for registering your BSc thesis in SMS (Student Mobility System)

1. Go to my.utwente.nl >> UT applications for students >> Click on 'SMS'
2. Log in with your ICT account (student number & password) >> Screen after logging in:



Registering your BSc thesis in SMS takes three steps (forms) needed to be done during different stages of your preparation and start with your BSc thesis. Which form do you need to fill in when?

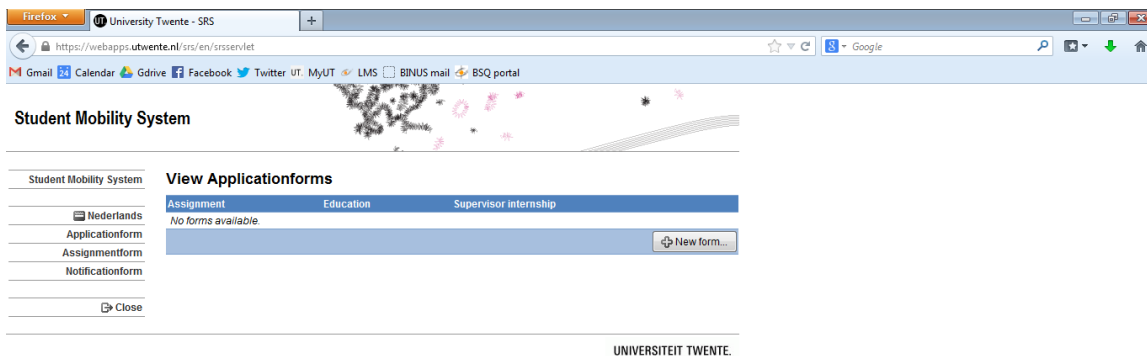
- a. When you **start with the orientation for your BSc thesis**, fill in: Application form (see p. 2-3)
 - a. *If you plan on doing your BSc thesis in Q4: fill in application form in Q3.*
- b. When you have **found a BSc thesis**, with which you will start - fill in before you start with it: Assignment form (see p. 4-5)
 - a. *If you plan on doing your BSc thesis in Q4: you found one (Q3) and you are writing the research proposal (Q3), fill in the assignment form in Q3.*
- c. Within two weeks after **you have started with your BSc thesis**, fill in: Notification form (see p. 6-8)
 - a. *If you plan on doing your BSc thesis in Q4: you have officially started with it and your research proposal is approved, fill in the notification form within two weeks after start of Q4.*

Note: only when you finished all three forms, your BSc thesis is officially registered!

When you start with the orientation for your BSc thesis, fill in: Application form

If you plan on doing your BSc thesis in Q4: fill in application form in Q3.

3. Click on 'Go to application form' >>
4. Click on '+ New form' >>



5. Application form (1/3):
 - a. For 'Education' there should be Bachelor International Business Administration
 - b. For 'Kind of assignment' choose 'Graduation'

A screenshot of the 'Student Mobility System' 'Applicationform (1/3)' page. The page title is 'Applicationform (1/3)'. Under the heading 'Student information', there are fields for 'Student ID:', 'Studentname:', 'Education:', and 'Kind of assignment:'. The 'Education:' field has a dropdown menu with 'Bachelor International Business Administration' selected. The 'Kind of assignment:' field has a dropdown menu with 'Graduation' selected. There is a note '* is required.' below the 'Kind of assignment:' field. At the bottom, there are 'Undo' and 'Next' buttons. The footer of the page says 'UNIVERSITY OF TWENTE.'

6. Click on 'Next' >>

7. Application form (2/3):

- a. For 'Supervisor internship' choose 'Mw. Drs. C. Huijs'
- b. For 'Starting/Finishing date' if you plan on doing your BSc thesis in Q4 of year 2014-2015, fill in '20-04-2015'(date of start quartile) till '02-07-2015' (date of conference)
- c. For 'The intended graduation track' fill in probable area you want to do your BSc thesis in (e.g. Finance & Accounting, Entrepreneurship etc.)
- d. For 'Preference' fill in topic/proposal you would like to do your BSc thesis in

Student Mobility System

Applicationform (2/3)

Internship

Supervisor Internship: * mw. drs. C. Huijs

Starting/Finishing date: * 22-04-2014 till: 03-07-2014 (dd-mm-yyyy)

The intended Graduation track:

Preferred internship supplier:

Company
 Health organization
 Institution
 Government
 University

Preference:

Preferred kind of assignment:

Research Development
 Application Within graduation track
 Other: _____

Preferred Location:

Preferred Country/region:

* is required

Previous Next

UNIVERSITEIT TWENTE.

8. Click on 'Next' >>

9. Application form (3/3): fill this in only if you already have an idea of where you will do your bachelor assignment (e.g. University of Twente, company)

- a. For 'Starting/Finishing date' if you plan on doing your BSc thesis in Q4 of year 2014-2015, fill in '20-04-2015'(date of start quartile) till '02-07-2015' (date of conference)

Student Mobility System

Applicationform (3/3)

Internship proposal

Please submit the following assignment information if the company is known.

Starting/Finishing date: _____ (dd-mm-yyyy)

Company: _____

City: _____

Country: -- Choose a country --

Organized by:

Chair Myself Internship
 Other: _____

Previous Send

UNIVERSITEIT TWENTE.

10. Click on 'Send' >>

When you have found a BSc thesis, with which you will start - fill in before you start with it: Assignment form

If you plan on doing your BSc thesis in Q4: you found one (Q3) and you are writing the research proposal (Q3), fill in the assignment form in Q3.

3. Click on 'Go to assignment form' >>
4. Click on '+ New form' >>
5. Assignment form (1/3):
 - a. For 'Education' there should be Bachelor International Business Administration
 - b. For 'Kind of assignment' choose 'Graduation'

Student Mobility System

Assignmentform (1/3)

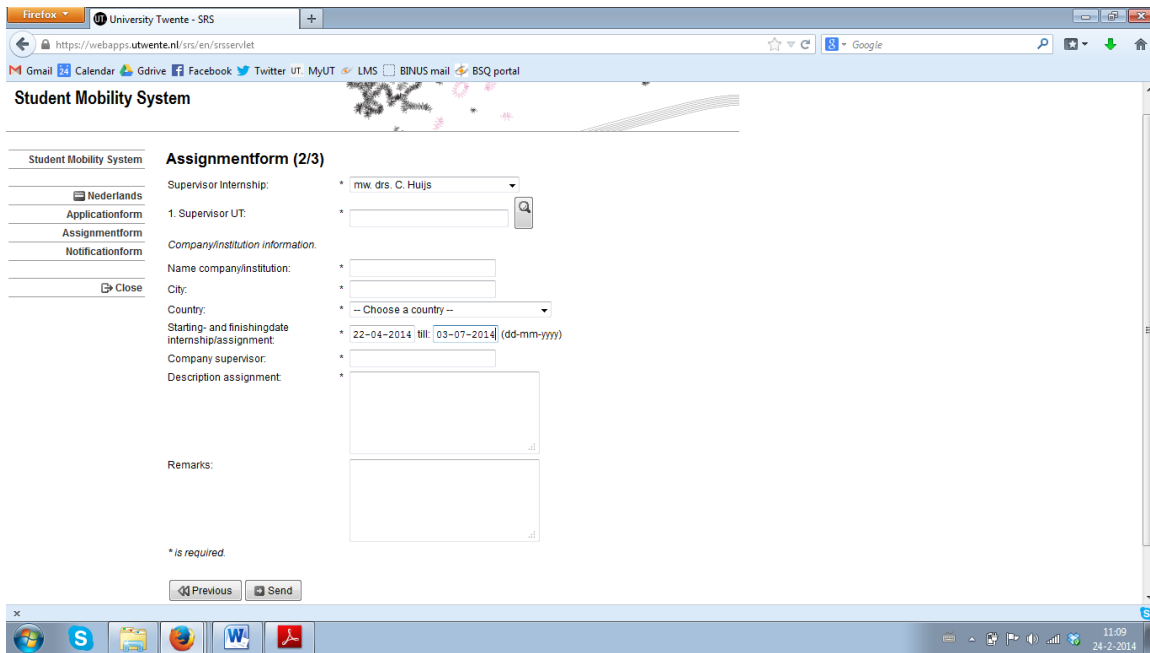
Student details

Student ID:
Studentname:
Education: * Bachelor International Business Administration ▼
Kind of assignment: * Graduation ▼
* is required.

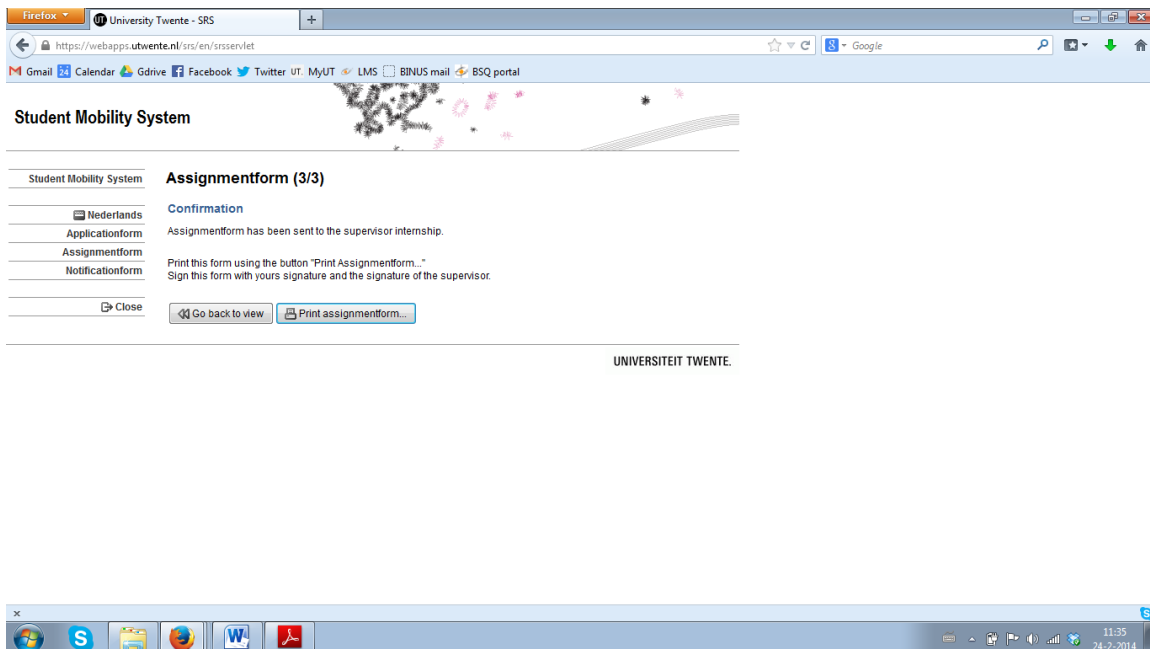
Cancel Next

UNIVERSITY OF TWENTE.

6. Click on 'Next' >>
7. Assignment form (2/3):
 - a. For 'Supervisor internship' choose 'Mw. Drs. C. Huijs'
 - b. For '1 Supervisor UT'
 - i. Fill in last name of the teacher who will supervise you >> click on the 'search button'
 - ii. Choose the right teacher who will supervise you from the appeared list
 - c. For 'Starting/Finishing date' if you plan on doing your BSc thesis in Q4 of year 2014-2015, fill in '20-04-2015' (date of start quartile) till '02-07-2015' (date of conference)
 - d. *If you do an internal assignment of the UT and not external at a company, you could write a '-' in the field 'Company supervisor'*
 - e. Fill in all remaining fields



8. Click on 'Send' >>
9. Assignment form (3/3):
 - a. Print assignment form
 - b. Sign it yourself
 - c. Go to your supervisor of the UT and let him/her sign the form
 - d. **Bring/send the printed and signed form to BOZ, Mrs. Uzi Wandt, Ravelijn 3262**



Within two weeks after you have started with your BSc thesis, fill in: Notification form

If you plan on doing your BSc thesis in Q4: you have officially started with it and your research proposal is approved, fill in the notification form within two weeks after start of Q4.

3. Click on 'Go to notification form' >>
4. Click on '+ New form' >>
5. Notification form (1/4):
 - a. For 'Education' there should be Bachelor International Business Administration
 - b. For 'Kind of assignment' choose 'Graduation'

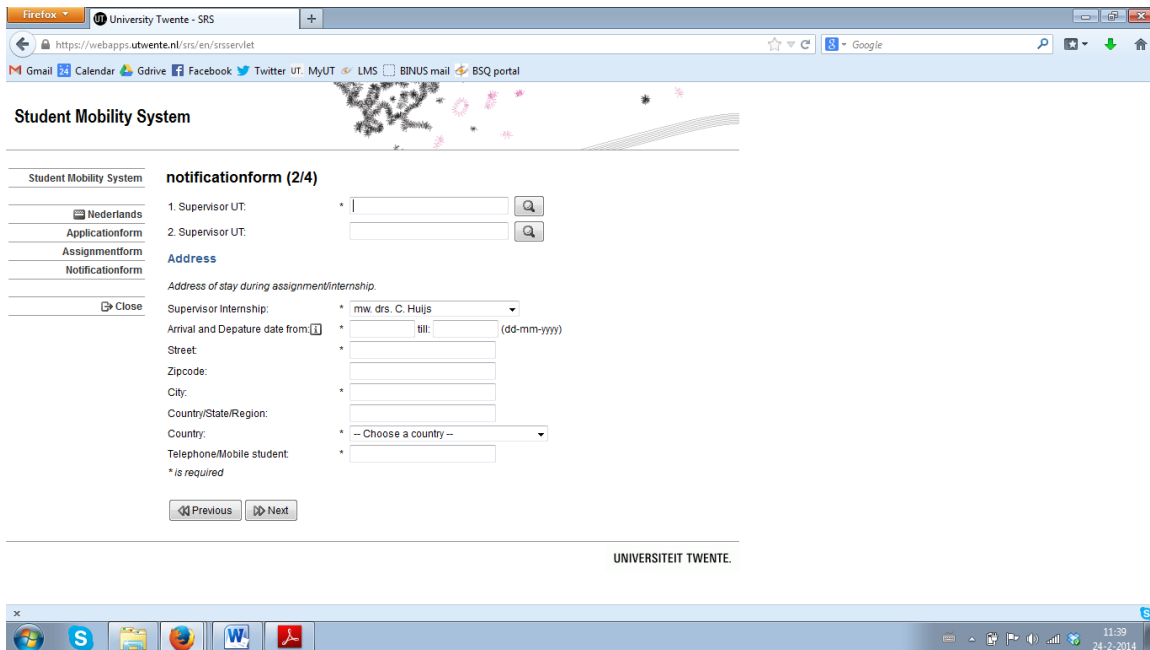
Student Mobility System



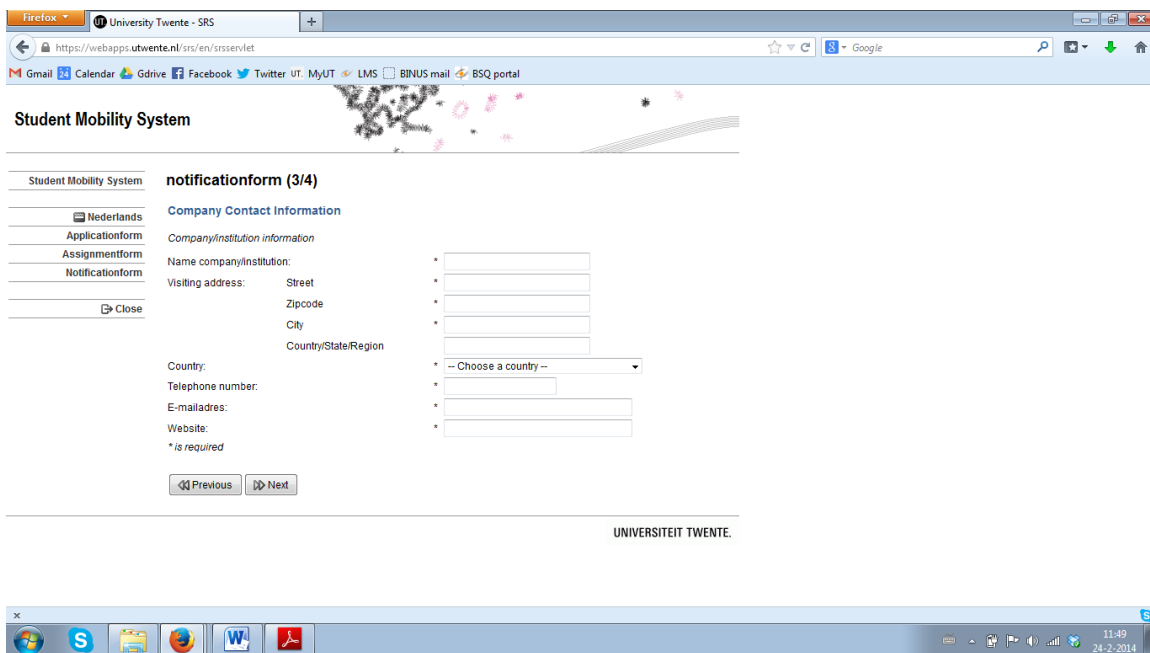
Student Mobility System	Notificationform (1/4)
<ul style="list-style-type: none">NederlandsApplicationformAssignmentformNotificationform <p>Close</p>	<p>Student information</p> <p>Student ID:</p> <p>Studentname:</p> <p>Education: * Bachelor International Business Administration ▼</p> <p>Kind of assignment: * Graduation ▼</p> <p><i>* required field.</i></p> <p>Undo Next</p>

UNIVERSITY OF TWENTE.

6. Click on 'Next' >>
7. Notification form (2/4):
 - a. For '1 Supervisor UT' (and '2 Supervisor UT' if you already know who your second supervisor will be)
 - i. Fill in last name of the teacher who will supervise you >> click on the 'search button'
 - ii. Choose the right teacher who will supervise you from the appeared list
 - b. For 'Supervisor internship' choose 'Mw. Drs. C. Huijs'
 - c. For 'Arrival and departure date from' fill in the exact dates you leave and return for your bachelor assignment.
 - i. In case you stay in Enschede/at the UT and don't move, fill in start and end date of your BSc thesis.
 - l. If you plan on doing your BSc thesis in Q4 of year 2014-2015, fill in '20-04-2015'(date of start quartile) till '02-07-2015' (date of conference)
 - d. Fill in all remaining fields

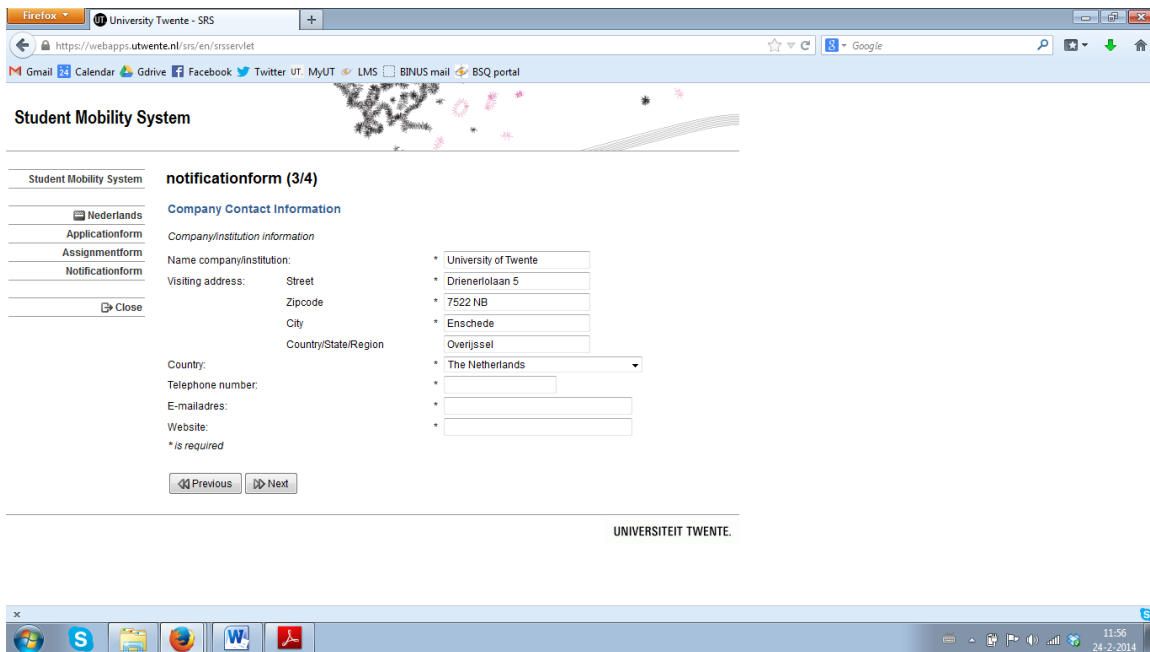


8. Click on 'Next' >>
9. Notification form (3/4):
 - a. Fill in all fields (company contact information)



b. Only in case you do an internal assignment on the UT, fill in:

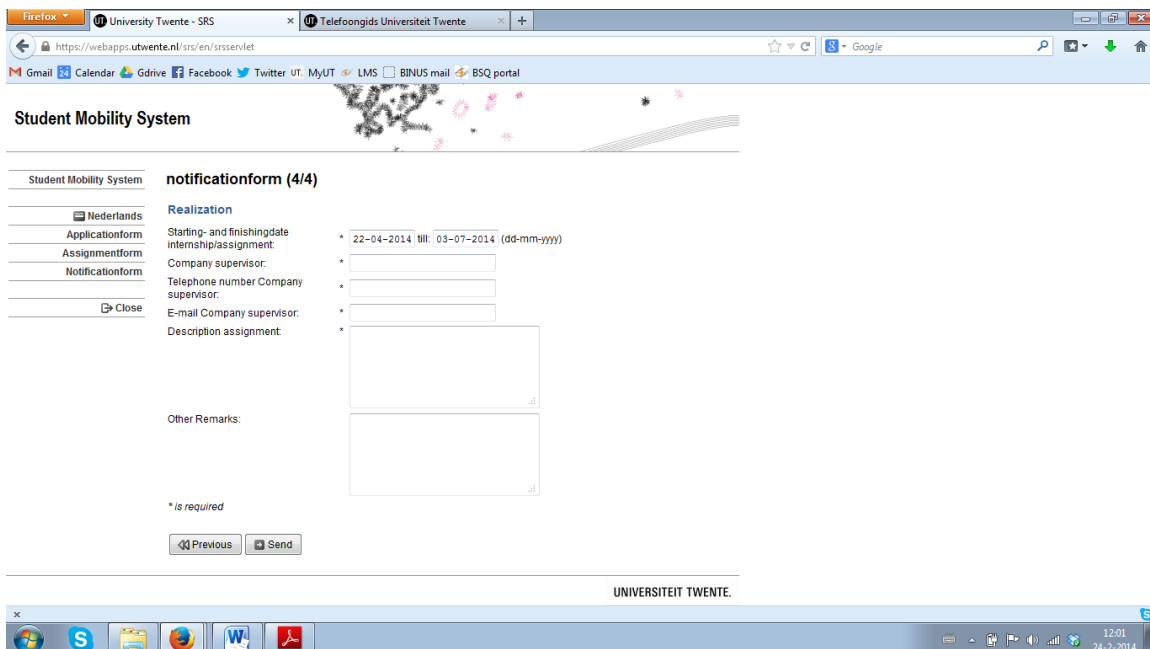
- i. Fill in for 'Telephone number' the telephone number of your supervisor, you could use the UT telephone book to look it up: <http://webapps.utwente.nl/telefoongids/nl/telgidsservlet>
- ii. Fill in for 'E-mail address' the e-mail address of your supervisor
- iii. Fill in for website the page on the UT website of your supervisor



10. Click on 'Next' >>

11. Notification form (4/4):

- For 'Starting/Finishing date' if you plan on doing your BSc thesis in Q4 of year 2014-2015, fill in '20-04-2015'(date of start quartile) till '02-07-2015' (date of conference)
- For contact information of your company supervisor, **in case you do an internal assignment at the UT and not external at a company**, fill in contact details of your UT supervisor.
- Fill in all remaining fields



12. Click on 'Send' >>

13. Print notification form

- Bring/send the printed form to BOZ, Mrs. Uzi Wandt, Ravelijn 3262