

CHECKLIST FOR THE BACHELOR ASSIGNMENT REGISTRATION IN MOBILITY ONLINE

Before the Mobility:

FIRST STEP: REGISTRATION DURING MODULE 8 OR AT THE LATEST 9 MONTHS PRIOR TO THE INTENDED START OF THE BACHELOR ASSIGNMENT:

- Start the procedure through registration in [Mobility Online](#) or <https://www.utwente.nl/en/education/student-services/educational-services-procedures/educational-systems/>
- Choose for “Graduation Registration” by clicking on the + sign and after that on ‘**Extended registration**’
- Log in with your student number and password (attention: use lowercase s and not a capital letter S for your student number)
- You will receive an automatic confirmation of registration by e-mail

Next step:

- Fill in the Application Form in Mobility Online:
Be aware of the fact that you have to choose for the academic year in which you will execute your assignment and not for the academic year that you are currently enrolled in.
Don’t forget to fill in the name of the department where you want to execute your assignment: Water, Traffic or Construction, in the text field ‘**Preferred research chair**’
- Use the button ‘Send Application’ after filling in all the required information
- You will receive a confirmation of application by mail when the coordinator has given the approval for your application
- Shortly after this mail you can expect further instructions for your application such as a preparatory assignment for the intake with the coordinator of the department of your choice.
- After the above mentioned steps do not register again. For further access in Mobility Online you have to use the **LOGIN** button [Mobility Online](#)

Steps to take if an assignment is found:

- First answer the question if your assignment is an internal or an external assignment (most of the time it will be an external assignment because this is an obligatory aspect of the Bachelor Assignment of Civil Engineering)
- Second, complete the Proposal Form in Mobility Online by using the Edit button (it is not necessary to download and to print the Proposal Form and to ask for a signature of the UT supervisor). For your information: in the field behind Committee chair you have to fill in the name of your supervising lecturer and in the field behind Committee member you have to fill in the name of the second examiner (if it is still unknown who will act as second examiner then also fill in this field the name of your supervising lecturer)
In the field behind Course code, fill in the Osiris course code of the Bachelor Assignment
Don’t forget to fill in a (work)title and a short description of your assignment and the language of your report
- Answer the question “Do you wish to apply for a Scholarship” in case you are doing an assignment abroad and you want to apply for a Scholarship.
Note: a scholarship is only possible in case of an assignment abroad and not in your home country. For instance, if your nationality is German and you are going to perform an assignment in Germany, a scholarship is not possible.
- If you are eligible for a scholarship you will receive an approval from the International Office
- Complete all the forms concerning the scholarship application if you are qualified for a scholarship

During the Mobility:

- Fill in the (residential) address at which you will be staying during the execution of your assignment and the expected last day at the external organization or in case of an assignment abroad the expected return date in the Netherlands (2 steps to make) on the Notification Form in Mobility Online **as soon as possible but at the latest on the first day of your assignment.**
- **Very Important:**
Answer the question if you want to change anything in your application (Notification of changes) always with “no” even if there are changes. In case of changes you have to pass them immediately via e-mail to the coordinator e.d.vanoosterzee@utwente.nl

After the Mobility:

Hand in the required deliverables in the way as agreed with the program and check the “required deliverables marked as sent box” in Mobility Online.

The coordinator will check the deliverables for completeness and if that is the case your assignment will be registered as finished and the credits will be registered in Osiris.

Be aware of the fact that it is mandatory to complete all the above mentioned steps in Mobility Online so the rounding off of your Bachelor Assignment will not be delayed.