

CHECKLIST FOR THE BACHELOR ASSIGNMENT REGISTRATION IN MOBILITY ONLINE

Before the Mobility:

FIRST STEP: REGISTRATION IN MOBILITY ONLINE :

- It is very important to register in Mobility Online at least 6 to 8 months for the beginning of module 11 so that you can start the search process for a suitable assignment in time with the result to have found an assignment before the start of short after the start of module 11
- Start the procedure through registration via <https://www.utwente.nl/en/education/student-services/educational-services-procedures/educational-systems>
- Scroll down the page to “Mobility Online” and 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.

The official starting date of the Bachelor Assignment is week 9 of module 11 and the end date will be approximately ten weeks later. For students doing their assignment in quartile 4 that will be somewhere at the end of June or at the beginning of July and for students doing their assignment in quartile 2 the end date will be somewhere at the end of January or the beginning of February. But in the end it all depends on the approval (the green light) of your proposal that you will work on during module 11. The green light will be given by your UT supervisor.

Important: 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 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 future access in Mobility Online you only have to use the **LOGIN button** that you can find at <https://www.utwente.nl/en/education/student-services/educational-services-procedures/educational-systems>

Steps to be taking when an assignment is found:

- After you have received approval from the department coordinator about the content of your assignment and after the assigning of your UT supervisor you can fill out the proposal form in Mobility Online
- First, answer the question if your assignment is an internal or an external assignment, 99% 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.

For your information: both in the field behind Committee chair and Committee member you have to fill in the name of your UT supervisor. If the name of the second assessor is known, that name will be entered in the field behind Committee member.

- In the field behind Course code, fill in the Osiris course code 202000089 of the Bachelor Assignment Don't forget to fill in a (work)title and a short description of your assignment and the language in which you will write your report

Attention: it is not necessary to download and to print the Proposal Form and to ask for a signature of the UT supervisor!

- 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 Scholarship 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.
Answer the question if you want to change anything on your proposal form 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.

The coordinator will check the deliverables for completeness and after that your assignment will be registered as finished and credits and grade 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.