

# Mobility online

## Courses – students

This manual is to guide you through the Mobility Online tool used for courses.

INTERNSHIP REGISTRATION	+
COURSES ABROAD REGISTRATION	+
GRADUATION REGISTRATION	+

After the registration of your activity (only once per activity), you must *login* to continue with the procedure, edit your application data and/or follow (if applicable) the status of your scholarship application:



To register for the courses, please click on [register](#).

### COURSES ABROAD REGISTRATION

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Please [register](#) for your courses abroad in Mobility Online. After registration, please use the *Login*-button below to login in order to change details of your application.

To start your application you have to fill out the registration form.

Online Nomination of Exchange Students UNIVERSITY OF TWENTE.

All fields marked with a (\*) must be filled in.

**Application details**

Type of person  Student  Teacher \*

Type of application  Incoming  Outgoing \*

Mobility programme Courses abroad \*

Academic year 2017/2018 \*

Semester <- Please select -> \*

**Personal details**

Student number a8320148 \*

First name Teacher \*

Last name Teacher148 \*

Date of birth 12/09/1999 \*

Gender  Male  Female \*

Nationality Netherlands \*

Nationality (second) Germany \*

E-mail address v.demastudent148@student.utwente.nl \*

**Study details (at the time you will start your mobility)**

Country of the home institution Netherlands \*

Home institution BUNCHEDOL - UNIVERSITEIT TWENTE \*

Please select faculty, study level and study field at the time of your planned mobility.

Faculty BS/CS - BS/CS \*

Study level BSc \*

What year are you in  First  Second \*

Study field <- Please select -> \*

**Stay details**

I will arrange a place at a non-partner university by myself  Yes  No \*

Country of host institution (1. choice) <- Please select -> \*

Host institution (1. choice) <- Please select -> \*

Country of host institution (2. choice) <- Please select -> \*

Host institution (2. choice) <- Please select -> \*

Country of host institution (3. choice) <- Please select -> \*

Host institution (3. choice) <- Please select -> \*

Country of host institution (4. choice) <- No choice ->

Host institution (4. choice) <- No choice ->

Country of host institution (5. choice) <- No choice ->

Host institution (5. choice) <- No choice ->

Country of host institution (6. choice) <- No choice ->

Host institution (6. choice) <- No choice ->

Remarks

There are still 1000 characters available

Cancel application MOBILITY-ONLINE powered by Send application

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:

Cancel application - Please only use this if you want to cancel your application					0 / 1
<b>Before the mobility - Application and registration</b>					3 / 4
Application form filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Edit application</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	01/12/2017	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		
Confirmation e-mail from coordinator received	<input type="checkbox"/>				
<b>Before the mobility - Allocation</b>					0 / 5
Result selection procedure	<input type="checkbox"/>				
Email about selection procedure sent	<input type="checkbox"/>				
<ul style="list-style-type: none"> <li>Allocated host institution : ESPOO12 - Aalto University</li> </ul>					
Accept or reject allocated host institution	<input type="checkbox"/>				
Fill out semester start and end date	<input type="checkbox"/>				
Application checked by the coordinator	<input type="checkbox"/>				
<b>Before the mobility - Proposal form</b>					0 / 3
Course list filled out	<input type="checkbox"/>				
Course list printed	<input type="checkbox"/>				
Signed Course list uploaded	<input type="checkbox"/>				
<b>Before the mobility - Partner University</b>					0 / 2
Accepted by partner university	<input type="checkbox"/>				
Study abroad approved by coordinator	<input type="checkbox"/>				
<b>Before the mobility - Scholarship</b>					0 / 2
<p>Note:</p> <ul style="list-style-type: none"> <li>- after you've answered the 'Scholarship question' below and this answer is checked by the Scholarship Office, your workflow will continue and more steps will appear in your workflow, regardless of your answer!</li> <li>- in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks before departure! If you fail to meet this deadline, the UT reserves the right to decline your application for a scholarship. The complete scholarship procedure is also dealt with in your workflow.</li> <li>- you are <i>not eligible</i> for a scholarship if you stay in the Netherlands or if you go to the same country as your nationality.</li> </ul> <p>See <a href="http://www.utwente.nl/en/study-abroad/">www.utwente.nl/en/study-abroad/</a> for more information regarding scholarship eligibility.</p>					
Scholarship questions answered	<input type="checkbox"/>				
Scholarship questions checked	<input type="checkbox"/>				

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

The first step has to be done by the faculty contact person. He or she has to send you a confirmation email

Before the mobility - Application and registration					4 / 4
Application form filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Edit application</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	01/12/2017	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	01/12/2017	Test Account		

The faculty coordinator also has to check you preferences

Before the mobility - Allocation					2 / 5
Result selection procedure	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
Email about selection procedure sent	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
<ul style="list-style-type: none"> <li>Allocated host institution : ESPOO12 - Aalto University</li> </ul>					
Accept or reject allocated host institution	<input type="checkbox"/>			<a href="#">Accept or reject host institution</a>	
Fill out semester start and end date	<input type="checkbox"/>				
Application checked by the coordinator	<input type="checkbox"/>				

Acceptance Questionnaire (Tester Teststudent 146 - Courses abroad)		Insert
Here you can decide whether you would like to accept or reject the selected host institution. Please choose an option and click on the 'Create' button. After the action has been successfully completed, click on 'cancel' to go back to your workflow.		
<b>Accept/Reject Institution</b>		
Do you accept the selected host institution? <input checked="" type="radio"/> Yes <input type="radio"/> No		
<a href="#">Back to the application workflow</a>	<a href="#">Create</a>	

If no:

Cancel application - Please only use this if you want to cancel your application					1 / 1
<b>Before the mobility - Application and registration</b>					4 / 4
Application form filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Edit application</a>	<a href="#">?</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	01/12/2017	Automatically generated		<a href="#">?</a>
Online registration	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		<a href="#">?</a>
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	01/12/2017	Test Account		<a href="#">?</a>
<b>Before the mobility - Allocation</b>					4 / 4
Result selection procedure	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
Email about selection procedure sent	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
<ul style="list-style-type: none"> <li>Allocated host institution : ESPOO12 - Aalto University</li> </ul>					
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		
Institution and application rejected	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		

If yes:

Before the mobility - Allocation					3 / 5
Result selection procedure	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
Email about selection procedure sent	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
<ul style="list-style-type: none"> <li>Allocated host institution : RMIT0001 - RMIT - Royal Melbourne Institute of Technology</li> </ul>					
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		
<a href="#">▶</a> Fill out semester start and end date	<input type="checkbox"/>			<a href="#">Fill out semester start and end date</a>	
Application checked by the coordinator	<input type="checkbox"/>				

#### Stay details

Start date	<input type="text" value="01/09/2017"/> *
End date	<input type="text" value="04/02/2018"/> *
I confirm that I checked and updated (if applicable) the dates of my stay <input type="checkbox"/>	
<input type="button" value="Cancel"/> <input type="button" value="Edit"/>	

Before the mobility - Allocation					4 / 5
Result selection procedure	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
Email about selection procedure sent	<input checked="" type="checkbox"/>	01/12/2017	Test Account		
<ul style="list-style-type: none"> <li>Allocated host institution : RMIT0001 - RMIT - Royal Melbourne Institute of Technology</li> </ul>					
Accept or reject allocated host institution	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146		
Fill out semester start and end date	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Fill out semester start and end date</a>	
<a href="#">▶</a> Application checked by the coordinator	<input type="checkbox"/>				

Last name	Program	Study field	Academic year	Stay from	Stay until	Student number	Minor
Teststudent 146, Tester	Courses abroad	Chemical Engineering	2017/2018	01/09/2017	04/02/2018	s6300146	No

Showing 1 to 1 of 1 entries

Before the mobility - Proposal form					0 / 3
<a href="#">▶</a> Course list filled out	<input type="checkbox"/>			<a href="#">Fill out Course list</a>	
Course list printed	<input type="checkbox"/>				
Signed Course list uploaded	<input type="checkbox"/>				

Before the mobility - Proposal form					1 / 3
Course list filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Fill out Course list</a>	
<a href="#">▶</a> Course list printed	<input type="checkbox"/>			<a href="#">Print Course list</a>	
Signed Course list uploaded	<input type="checkbox"/>				

## Requested course list for Exchange studies

This form is to be used by the student to seek approval from the educational programme for the chosen courses during an exchange period.

### The Student

Last name	Teststudent 146	First name	Tester
Date of birth	16.09.1999	Nationality	Netherlands
Student number	s6300146	Academic year	2017/2018
E-mail	v.demostudent146@student.utwente.nl	Study field	Chemical Engineering

### The Receiving Institution

Name	RMIT - Royal Melbourne Institute of Technology	Country	Australia
Erasmus code (if applicable)		Study field	Chemical Engineering

### Selected courses

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Number of ECTS credits (*)
	bla blabla	5,00
		Total: 5,00

(\*) to be awarded by the receiving institution upon successful completion

### Signature

<b>Student University of Twente</b> Name: Tester Teststudent 146		<b>Representative University of Twente</b> Name: Job title: .....	
.....	.....	.....	.....
date (dd-mm-yyyy))	(Signature)	date (dd-mm-yyyy))	(Signature)

Before the mobility - Proposal form					2 / 3
<input type="checkbox"/>	Course list filled out	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Fill out Course list</a>
<input type="checkbox"/>	Course list printed	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Print Course list</a>
<input type="checkbox"/>	Signed Course list uploaded	<input type="checkbox"/>			<a href="#">Upload signed Course list</a>

Before the mobility - Partner University					0 / 2
<input type="checkbox"/>	Accepted by partner university	<input type="checkbox"/>			<a href="#">Please indicate if you have been accepted by the partner university</a>
<input type="checkbox"/>	Study abroad approved by coordinator	<input type="checkbox"/>			

**Accepted by partner**

Have you been accepted by the partner institution?  Yes  No

[Back to the application workflow](#) [Create](#)

Before the mobility - Partner University					2 / 3
<input type="checkbox"/>	Accepted by partner university	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	<a href="#">Please indicate if you have been accepted by the partner university</a>
<input type="checkbox"/>	Confirmation of acceptance	<input checked="" type="checkbox"/>	01/12/2017	Tester Teststudent 146	
<input type="checkbox"/>	Study abroad approved by coordinator	<input type="checkbox"/>			

### Incomplete:

<input type="checkbox"/>	When rejected: Application documents marked as rejected - E-Mail with the reason received	<input checked="" type="checkbox"/>	01/12/2017	Test Account	
<input type="checkbox"/>	When incomplete: Corrections and new uploads confirmed	<input type="checkbox"/>			<a href="#">Confirm the correction and the new upload</a>

**Internal**

I confirm that I have now completed the Proposal form

[Cancel](#) [Edit](#)

**Before the mobility - Scholarship** 0 / 2

Note:  
 - after you've answered the 'Scholarship question' below and this answer is checked by the Scholarship Office, your workflow will continue and more steps will appear in your workflow, regardless of your answer!  
 - in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks before departure! If you fail to meet this deadline, the UT reserves the right to decline your application for a scholarship. The complete scholarship procedure is also dealt with in your workflow.  
 - you are *not eligible* for a scholarship if you stay in the Netherlands or if you go to the same country as your nationality.  
 See [www.utwente.nl/en/study-abroad/](http://www.utwente.nl/en/study-abroad/) for more information regarding scholarship eligibility.

Scholarship questions answered  [Answer scholarship questions](#)

Scholarship questions checked  ?

**Scholarship form**

Do you wish to apply for a scholarship  Yes  No \*

**Scholarship form**

Do you wish to apply for a scholarship  Yes  No \*

Communication language at the host institution  \*

Language skills in the communication language at the host institution  A1  A2  B1  B2  C1  C2 \*

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 \*

**Before the mobility - Scholarship** 1 / 2

Note:  
 - after you've answered the 'Scholarship question' below and this answer is checked by the Scholarship Office, your workflow will continue and more steps will appear in your workflow, regardless of your answer!  
 - in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks before departure! If you fail to meet this deadline, the UT reserves the right to decline your application for a scholarship. The complete scholarship procedure is also dealt with in your workflow.  
 - you are *not eligible* for a scholarship if you stay in the Netherlands or if you go to the same country as your nationality.  
 See [www.utwente.nl/en/study-abroad/](http://www.utwente.nl/en/study-abroad/) for more information regarding scholarship eligibility.

Scholarship questions answered  01/12/2017 Tester Teststudent 146

Scholarship questions checked  ?