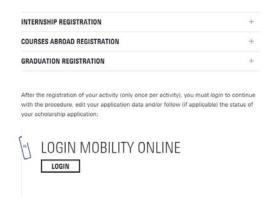
Mobility online

Courses – students

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

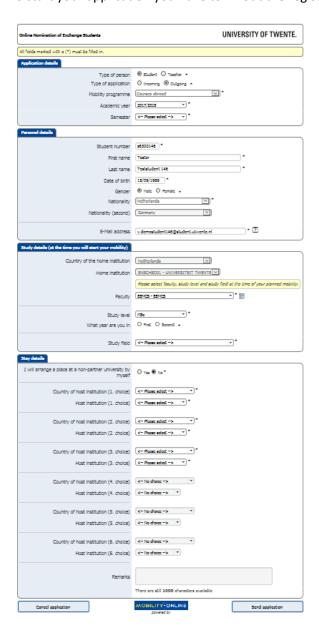


To register for the courses, please click on register.

COURSES ABROAD REGISTRATION

Please <u>register</u> 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.



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:

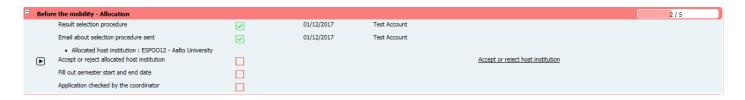


It is important that you log in on a regular basis to check if you have to undertake action.

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



The faculty coordinator also has to check you preferences





If no:

E Cance	el application - Please only use this if you want to cancel	your application				1/1
Befor	e the mobility - Application and registration					4/4
	Application form filled out	V	01/12/2017	Tester Teststudent 146	Edit application	?
	Confirmation e-mail online-application	✓	01/12/2017	Automatically generated		?
	Online registration	V	01/12/2017	Tester Teststudent 146		?
	Confirmation e-mail from coordinator received	V	01/12/2017	Test Account		?
□ Befor	e the mobility - Allocation					4/4
	Result selection procedure	V	01/12/2017	Test Account		
	Email about selection procedure sent	✓	01/12/2017	Test Account		
	Allocated host institution : ESPOO12 - Aalto University					
	Accept or reject allocated host institution	✓	01/12/2017	Tester Teststudent 146		
	Institution and application rejected	~	01/12/2017	Tester Teststudent 146		
If yes	:					
□ Befor	e the mobility - Allocation					3/5
	Result selection procedure	✓	01/12/2017	Test Account		
	Email about selection procedure sent	✓	01/12/2017	Test Account		
	Allocated host institution : RMIT0001 - RMIT - Royal Me	bourne Institute of Techno				
	Accept or reject allocated host institution	✓	01/12/2017	Tester Teststudent 146		
▶	Fill out semester start and end date				Fill out semester start and end date	
	Application checked by the coordinator					
Stay det	in the					
Stay uc	alis					
		Star	t date 01/09/2017 *			
		End	d date 04/02/2018 *			
	I confirm that I checked and updated (i	applicable) the dates of m	y stay			
Cancel	Edit					
Cancer	Euit					
□ Befor	e the mobility - Allocation					4/5
□ Befor	e the mobility - Allocation Result selection procedure	▽	01/12/2017	Test Account		4/5
□ Befor	Result selection procedure Email about selection procedure sent	<u> </u>	01/12/2017	Test Account Test Account		4/5
■ Befor	Result selection procedure Email about selection procedure sent • Allocated host institution : RMIT0001 - RMIT - Royal Mel	bourne Institute of Technol	01/12/2017 logy	Test Account		4/5
□ Befor	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146		4/5
	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date	bourne Institute of Technol	01/12/2017 logy	Test Account	Fill out semester start and end date	4/5
□ Befor	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146	Fill out semester start and end date	4/5
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	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146	Fill out semester start and end date	4/5
	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146	Fill out semester start and end date	4/5
	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146	Fill out semester start and end date	4/5
Þ	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date	bourne Institute of Technol	01/12/2017 logy 01/12/2017	Test Account Tester Teststudent 146	Fill out semester start and end date	< No choice> ▼
	Result selection procedure Email about selection procedure sent • Allocated host institution : RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search < No choice> ¢	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017 \$\delta\$ < No choice>	Test Account Tester Teststudent 146 Tester Teststudent 146	÷ <u> </u>	
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Þ	Result selection procedure Email about selection procedure sent • Allocated host institution : RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146 Stay from	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor
Q Q	Result selection procedure Email about selection procedure sent • Allocated host institution : RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146 Stay from	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor
Q \	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search Last name Program Teststudent 146, Tester Courses abroad	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor No
Q Show 10	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search Last name Program Courses abroad Teststudent 146, Tester Courses abroad	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146 Stay from	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor
Q Show 10	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search Last name Program Teststudent 146, Tester Courses abroad	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor No
Q Show 10	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search Last name Program Courses abroad Teststudent 146, Tester Courses abroad	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until \$\displays \frac{\text{Search}}{\text{Student number}}	< No choice> ▼ Minor No
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Q 2 2 3 5 Show 10 Back to	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until Student number	
Q Show 10 Back to	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until Student number	
Q Show 10 Back to	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT0001 - RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146 \$\times\$ \$\frac{1}{\text{Stay from}} \times\$ \$\times\$ \$\text{Stay from}\$ \$\text{01/09/2017}\$	Stay until Student number	✓ No choice> ▼ Minor No First Previous 1 Next Last 0/3
Q Show 10 Back to	Result selection procedure Email about selection procedure sent • Allocated host institution: RMIT - Royal Mel Accept or reject allocated host institution Fill out semester start and end date Application checked by the coordinator Search Course abroad Courses abroad	bourne Institute of Technol	01/12/2017 logy 01/12/2017 01/12/2017	Test Account Tester Teststudent 146 Tester Teststudent 146	Stay until 04/02/2018 Stay until 04/02/2018 Student number s6300146 Fill out Course list	✓ No choice> ▼ Minor No First Previous 1 Next Last 0/3

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

g							
Student University o	f Twente	Representative University of Twente					
Name: Tester Test	student 146	Name:					
		Job title:					
date (dd-mm-yyyy))	(Signature)	date (dd-mm-yyyy))	(Signature)				

□ Befor	e the mobility - Proposal form					2/3
	Course list filled out	V	01/12/2017	Tester Teststudent 146	Fill out Course list	
	Course list printed	✓	01/12/2017	Tester Teststudent 146	Print Course list	
▶	Signed Course list uploaded				Upload signed Course list	
∃ Befor	e the mobility - Partner University					0 / 2
▶	Accepted by partner university				Please indicate if you have been accepted by the partner university	
	Study abroad approved by coordinator					
Accepted	by partner					
Have you	been accepted by the partner institution? Yes No					
Back to t	ne application workflow Create					
□ Befor	e the mobility - Partner University					2/3
	Accepted by partner university	✓	01/12/2017	Tester Teststudent 146	Please indicate if you have been accepted by the partner university	
	Confirmation of acceptance	✓	01/12/2017	Tester Teststudent 146		
▶	Study abroad approved by coordinator					
Incor	nplete:					

	When rejected: Application documents marked as rejected - E-Mail with the reason received	✓	01/12/2017	Test Account	
	 Reason why the proposal form/courses are incomplete: i a 	agree			
▶	When incomplete: Corrections and new uploads confirmed				Confirm the correction and the new upload

Internal	
I confirm that I have now completed the Pro	posal form

Cancel Edit

□ Be	fore the mobility - Scholarship		0/2		
f		ship Office, your workflow will continue and more steps will appear in your workflow, regardless of your answerl t in and uploaded (if applicable) at least 2 weeks before departure! If you fail to meet this deadline, the UT reserves the rig	ht to decline your application		
•	Scholarship questions answered Scholarship questions checked	Answer scholarship questions	?		
	Scholarshy Questions Checked				
Schola	arship form				
	Do you wish to apply for a scholarship	○ Yes ® No *			
Cancel	Edit				
Schol	arship 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	OA1 OA2 OB1 OB2 OC1 OC2 *			
	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 et include the DUO travel card compensation.	. Note that you do not need to		
	United Services and the large services are th	*			
	How many ECTS credits have you obtained until now: Number of completed higher education study years	*			
	Number of completed higher education study year.				
	I will study full-time at the host institution	○ Yes			
	During the entire exchange period I will both live and study in the host country	○ Yes			
Cance	I Update				
= в	efore 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.tuvente.nlefts.dud-sbroad for more information regarding scholarship eligibility.				
	Scholarship questions answered	01/12/2017 Tester Teststudent 146	?		
(F			?		
			· ·		