

# Mobility Online

## Graduation - Student

This manual is to guide you through the Mobility Online tool used for graduation: standard and extended.

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:



It depends on your faculty if you should apply in the standard or extended graduation. In this manual the graduation – standard will be discussed first and then the graduation – extended.

Extended registration: [register here](#)

Standard registration: [register here](#)

# Graduation – standard

To start your application in graduation – standard you have to fill out this form. This form can be found by clicking on the 'register here' link.

Online application for Graduation 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: Graduation - standard  
Academic year: 2017/2018

**Personal details**

Student number: 46222145  
First name: Tjebbe  
Last name: van der Meulen  
Date of birth: 18/08/1992  
Gender:  Male  Female  
Nationality: Netherlands  
Nationality (second): Germany  
E-Mail address: j.vandermeulen45@student.utwente.nl

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

Country of the home institution: Netherlands  
Home institution: Universiteit Twente  
Faculty: 0103 - 0103  
Study level: BSc (Bachelor of Science)  
Study field: Please select  
Approximate start date of thesis:   
Approximate graduation date:   
Please enter faculty, study level and study field at the time of your planned mobility.

**Preferred research chair**

Committee chair: Please select  
Committee member LT: No ethics  
Committee member RT: No ethics  
Committee member:   
Committee member:   
Committee member:   
(Preferred) research chair:   
Course code: Please enter the Course code  
Second Course code: Please enter the Second Course code  
Third Course code: Please enter the Third Course code  
Fourth Course code: Please enter the Fourth Course code  
Title of the thesis:   
Description of the thesis: There are still 200 characters available  
There are still 10000 characters available  
Summary of the assignment  
Courses yet to be completed: There are still 1000 characters available  
Please enter the Courses yet to be completed  
Additional remarks: There are still 10000 characters available

Cancel application MOBILITY ONLINE 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					1 / 1
Warning!! You can cancel your application at any given time, but please note that this action is <i>irreversible!</i>					
Online-Application	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146		
Before the mobility - Application and registration					3 / 6
Application form filled out	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	<span>?</span>
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10/11/2017	Automatically generated		
Online Application	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146		
▶ Application form printed	<input type="checkbox"/>			<a href="#">Download Application Form</a>	
Application form uploaded	<input type="checkbox"/>				
Application marked as approved by the coordinator	<input type="checkbox"/>				
After the mobility - Completion of project					0 / 3
Project marked as finished	<input type="checkbox"/>				
Project marked as approved by the coordinator	<input type="checkbox"/>				
Application finished	<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 you have to undertake is 'download application form'. You will receive a form that looks like this:

UNIVERSITY OF TWENTE.

**APPLICATION FORM – GRADUATION**

STUDENT	
Last name(s)	Teststudent 146
First name(s)	Tester
Student number	s6300146
Faculty	EEMCS
Research chair/group	
Study field	Computer Science
Start date assignment	20/11/2017

ASSIGNMENT COMMITTEE	
1. Committee Chair	aan de Stegge, Myrthe
2. Committee member UT	
3. Committee member UT	
4. Additional member(s)	..

ASSIGNMENT DESCRIPTION	
Title of the Thesis	
Assignment description	
Additional Remarks	

COURSE CODE(S)	
Course Code	112345667
Second Course Code	
Third Course Code	
Fourth Course Code	

SIGNATURE	
Signature student University of Twente Name: Tester Teststudent 146	Signature Chairman University of Twente Name: aan de Stegge, Myrthe
..... (date (dd-mm-yyyy)) (Signature)	..... (date (dd-mm-yyyy)) (Signature)

1

This form has to be signed by your chairman.

The signed form needs to be uploaded in mobility online.

Application form printed	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Download Application Form</a>
Application form uploaded	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Upload Application Form</a>

Upload name: Application form

Owner: Teststudent 146, Tester

File:  

Cancel **Create**


Your faculty contact person has to check the file. It is possible that your file is not sufficient enough. You will receive an email if that is the case. If you have to change your document it is possible to upload the file in mobility online.

Upload name	Owner	Filename	Created by	Created on	Modified by	Modified on
Application Form	Teststudent 146 - Tester	application_test.pdf	s6300146	Nov 16, 2017 15:17:10		

Navigation: << First Previous (1 Record found) Next Last >>

Buttons: Back Upload/search

By pressing the + it is possible to add another document. When your document has been approved the box will be checked. The next step is to mark your thesis as finished.

Before the mobility - Application and registration					6 / 6
Application form filled out	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10/11/2017	Automatically generated		
Online Application	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146		
Application form printed	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Download Application Form</a>	
Application form uploaded	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Upload Application Form</a>	
Application marked as approved by the coordinator	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2		
After the mobility - Completion of project					0 / 3
Project marked as finished	<input type="checkbox"/>			<a href="#">Mark the thesis as finished</a>	

By checking the box you can finish this step. First press edit to be able to check the box and then press update.

**Applications outgoing** Display

**Internal**

I confirm that I have completed and finished my graduation thesis.


Cancel **Edit**

**Internal**

I confirm that I have completed and finished my graduation thesis.

Cancel **Update**

The faculty contact person needs to mark your project as approved.

Cancel application - Please only use this if you want to cancel your application					1 / 1
Before the mobility - Application and registration					6 / 6
Application form filled out	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	
Confirmation e-mail online application	<input checked="" type="checkbox"/>	10/11/2017	Automatically generated		
Online Application	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146		
Application form printed	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Download Application Form</a>	
Application form uploaded	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Upload Application Form</a>	
Application marked as approved by the coordinator	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2		
After the mobility - Completion of project					1 / 3
Project marked as finished	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146		
Project marked as approved by the coordinator	<input type="checkbox"/>				
Application finished	<input type="checkbox"/>				

If the faculty contact person has marked your application as incomplete, you will receive an email. It is possible to confirm the correction of your project.

After the mobility - Completion of project				2 / 5
Project marked as finished	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	
Project marked as incomplete - Email received	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	
• Reason why application is incomplete : test				
Project marked as incomplete - Email received - Correction of project details not yet confirmed	<input type="checkbox"/>			<a href="#">Confirm correction of project details</a>
Project marked as approved by the coordinator	<input type="checkbox"/>			
Application finished	<input type="checkbox"/>			

By checking the box you can finish this step. First press edit to be able to check the box and then press update.

Applications outgoing	Display
<b>Internal</b>	
I confirm that I have completed and finished my graduation thesis. <input type="checkbox"/>	

Cancel | **Edit**

<b>Internal</b>	
I confirm that I have completed and finished my graduation thesis. <input checked="" type="checkbox"/>	

Cancel | **Update**

The faculty contact person now has to undertake action and check your project. If the project is marked as approved the box will be checked.

After the mobility - Completion of project				4 / 5
Project marked as finished	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	
Project marked as incomplete - Email received	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	
• Reason why application is incomplete : test				
Project marked as incomplete - Email received - Correction of project details not yet confirmed	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	
Project marked as approved by the coordinator	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	
Application finished	<input type="checkbox"/>			

In the last step the faculty contact person also has to undertake action. If the application is marked as finished the box will be checked.

After the mobility - Completion of project				5 / 5
Project marked as finished	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	
Project marked as incomplete - Email received	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	
• Reason why application is incomplete : test				
Project marked as incomplete - Email received - Correction of project details not yet confirmed	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	
Project marked as approved by the coordinator	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	
Application finished	<input checked="" type="checkbox"/>	16/11/2017	Scholarship Officer2	

If you have any questions regarding this form please contact your faculty contact person.

# Graduation – extended

To start your application in graduation – extended you have to fill out this form. This form can be found by clicking on the 'register here' link.

Online application for 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  \*

Academic year  \*

**Personal details**

Student number  \*

First name  \*

Last name  \*

Date of birth  \*

Gender  Male  Female \*

Nationality  \*

Nationality (second)  \*

E-Mail address  \*

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

Country of the home institution  \*

Home institution  \*

Faculty  \*

Study level  \*

Study field  \*

**Details of desired activity**

Approximate start date  \*

Approximate end date  \*

Preferred country/countries (opt.)

Preferred organisation (opt.)

Remarks

There are still 1000 characters available

**Proposal form**

(Preferred) research chair

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:

Necessary steps	Done	Done on	Done by	Direct access via following link	0 / 12
<b>Cancel application - Please only use this if you want to cancel your application</b> 0 / 1					
<b>Before the mobility - Application and registration</b> 3 / 4					
Application form filled out	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	<a href="#">?</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	16/11/2017	Automatically generated		<a href="#">?</a>
Online registration	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146		<a href="#">?</a>
Confirmation e-mail from coordinator received	<input type="checkbox"/>				<a href="#">?</a>
<b>Before the mobility - Proposal form</b> 0 / 5					
Question regarding assignment (intern/extern) answered	<input type="checkbox"/>				
Proposal form filled out	<input type="checkbox"/>				
Proposal form printed (optional)	<input type="checkbox"/>				
Proposal form uploaded (optional)	<input type="checkbox"/>				
Proposal form approved	<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. See <a href="http://www.utwente.nl/en/study-abroad/">www.utwente.nl/en/study-abroad/</a> for more information regarding scholarship eligibility.</li> </ul>					
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.

First the faculty contact person will check your application. You will receive an email. After this you have to indicate if you will do an internal or external graduation

Necessary steps	Done	Done on	Done by	Direct access via following link	4 / 12
<b>Cancel application - Please only use this if you want to cancel your application</b> 0 / 1					
<b>Before the mobility - Application and registration</b> 4 / 4					
Application form filled out	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	<a href="#">?</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	16/11/2017	Automatically generated		<a href="#">?</a>
Online registration	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146		<a href="#">?</a>
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	16/11/2017	Test Account		<a href="#">?</a>
<b>Before the mobility - Proposal form</b> 0 / 5					
Question regarding assignment (intern/extern) answered	<input type="checkbox"/>			<a href="#">Indicate intern / extern</a>	
Proposal form filled out	<input type="checkbox"/>				
Proposal form printed (optional)	<input type="checkbox"/>				
Proposal form uploaded (optional)	<input type="checkbox"/>				
Proposal form approved	<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. See <a href="http://www.utwente.nl/en/study-abroad/">www.utwente.nl/en/study-abroad/</a> for more information regarding scholarship eligibility.</li> </ul>					
Scholarship questions answered	<input type="checkbox"/>				
Scholarship questions checked	<input type="checkbox"/>				

**Section 1**

Will you do your Graduation internally at the University of Twente?  Yes  No

Created by Tester Teststudent 146 on 16/11/2017

Cancel Save

After this you will have to fill out the proposal form

Before the mobility - Application and registration					4 / 4
Application form filled out	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Edit application</a>	<a href="#">?</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	16/11/2017	Automatically generated		<a href="#">?</a>
Online registration	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146		<a href="#">?</a>
Confirmation e-mail from coordinator received	<input checked="" type="checkbox"/>	16/11/2017	Test Account		<a href="#">?</a>
Before the mobility - Proposal form					1 / 5
Question regarding assignment (intern/extern) answered	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Indicate intern / extern</a>	<a href="#">?</a>
<a href="#">▶</a> Proposal form filled out	<input type="checkbox"/>			<a href="#">Fill out proposal form</a>	<a href="#">?</a>
Proposal form printed (optional)	<input type="checkbox"/>				
Proposal form uploaded (optional)	<input type="checkbox"/>				
Proposal form approved	<input type="checkbox"/>				

The proposal form looks like this:

Applications outgoing Display

Proposal form

Committee chair	<-- Please select --> *
Committee member UT	<-- Please select --> *
Committee member UT	<-- No choice -->
Committee member	
Committee member	
Committee member	
(Preferred) research chair	
I will be doing my graduation internally at the University of Twente <input checked="" type="radio"/> Yes <input type="radio"/> No *	
E-mail address of the contact person at the host organisation	*
Title of the assignment	
Description of the assignment	
Course code	*
Second Course code	
Third Course code	
Fourth Course code	
Additional remarks	

Cancel
Edit

If you will do your graduation external, you have to fill out additional information:

I will be doing my graduation internally at the University of Twente	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Country of organisation	<-- Please select --> *
Name of organisation	<-- Please select --> *
Name of organisation	*
Street	*
Outer-most country/region	<-- No choice -->
Postal code	*
City	*
Website of organisation	*
E-mail of the organisation	*
Telephone number of organisation	*
Size of organisation	<-- Please select --> *
Type of organisation	<-- Please select --> *
Legal status	<input checked="" type="radio"/> Private <input type="radio"/> Public *
Commercial orientation	<input checked="" type="radio"/> Profit <input type="radio"/> Non-Profit *
Contact person at the host organisation	<-- No choice -->
Title and position of the contact person at the host organisation	*
First name of the contact person at the host organisation	*
Last name of the contact person at the host organisation	*
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual *
Phone number of the contact person at the host organisation	*
Is the supervisor a different person than the contact person?	<input type="radio"/> Yes <input checked="" type="radio"/> No *

The next step is to print the proposal form and let it sign by your chairman.



Before the mobility - Proposal form					2 / 5
Question regarding assignment (intern/extern) answered	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Indicate intern / extern</a>	
Proposal form filled out	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Display Proposal form</a>	<a href="#">?</a>
Proposal form printed (optional)	<input type="checkbox"/>			<a href="#">Print Proposal form</a>	
Proposal form uploaded (optional)	<input type="checkbox"/>			<a href="#">Upload proposal form</a>	
▶ Proposal form approved	<input type="checkbox"/>				<a href="#">?</a>

The signed form needs to be uploaded in mobility online.

Application form printed	<input checked="" type="checkbox"/>	10/11/2017	Tester Teststudent 146	<a href="#">Download Application Form</a>
Application form uploaded	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Upload Application Form</a>

Upload name: Application form

Owner: Teststudent 146, Tester

File:  

Cancel

Your faculty contact person has to check the file.

Before the mobility - Proposal form					4 / 5
Question regarding assignment (intern/extern) answered	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Indicate intern / extern</a>	
Proposal form filled out	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Display Proposal form</a>	<a href="#">?</a>
Proposal form printed (optional)	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Print Proposal form</a>	
Proposal form uploaded (optional)	<input checked="" type="checkbox"/>	16/11/2017	Tester Teststudent 146	<a href="#">Upload Proposal form</a>	
▶ Proposal form approved	<input type="checkbox"/>				<a href="#">?</a>

It is possible that your file is not sufficient enough. You will receive an email if that is the case. If you have to change your document it is possible to upload the file in mobility online.

Upload name	Owner	Filename	Created by	Created on	Modified by	Modified on
Application Form	Teststudent 146 - Tester	application_test.pdf	s6300146	Nov 16, 2017 15:17:10		

Back Upload/search

By pressing the + it is possible to add another document. When your document has been approved the box will be checked.

After this you have to fill out the scholarship questions.

Before the mobility - Scholarship		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"/>	<a href="#">Answer scholarship questions</a>
Scholarship questions checked	<input type="checkbox"/>	

First you have to make a choice if you want to apply for the scholarship or not.

Scholarship form

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

Cancel Edit

It is possible not to apply for a scholarship. You will not have to fill out information. It is also possible that you are not applicable for a scholarship, because, for example, you will graduate internal or in the Netherlands. If you want to apply for a scholarship you have to fill out the scholarship questions.

**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 \*

**Note:** please do not forget to fill out the last two questions. If you are not staying at the host institute or live in the host country you will not be able to apply for a scholarship.

If you apply for a scholarship it is possible to receive the Twente Mobility Fund, Erasmus+ or Holland Scholarship. The mobility online tool will allocate you to the correct scholarship based on your scholarship questions. It is also possible to be allocated to the pipeline 'without scholarship' if you do not fit the requirements or delivered your application passed the deadline.

If you have questions regarding the scholarship, you can contact the scholarship officers: [studyabroad@utwente.nl](mailto:studyabroad@utwente.nl)

If you are allocated to one of the scholarships, you can use the TMF, Erasmus+ and Holland Scholarship manuals for these steps.