

How To - Faculty check / Course approval incoming students

In the section “Before Mobility – Faculty check” there are 2 steps:

Before Mobility - Faculty check			Total (3)
▶ Application completed by the student - Courses approval not yet approved	2	Evaluate course list	?
▶ II. IF INCOMPLETE: Mail sent to student - Course list not yet modified by student	1	Display applications	?

Within the first step, there are several actions to be taken. Click on the document icon first:

Applications incoming Generate serial letters

Preselection
Preselection

Show further search fields No bulk action Search Reset all filters

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Search	<-- Please select -->
Last name, First name, Degree				Result of course approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test1, test1	<-- No choice -->
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test123, test123	<-- No choice -->

Action 1: evaluating each course

Show 20 entries Display all records Showing 1 to 2 of 2 entries First Previous 1 Next Last

Back to the application overview Evaluate course list

This will open the next window. Here you can approve or reject each individual course:

Edit learning agreement

Outgoing regular students: you can select courses from the host university equivalent to more than 30 ECTS credits, but after return the equivalent of maximum 30 ECTS will be registered in Osiris.

Last name	test1	First name	test1
Home institution	Dit is een test instituut voor de test nominator	Country of the home institution	Australia
Host institution	Faculty of Science and Technology	Country of host institution	Netherlands
Academic year	2023/2024	Name of Semester	1st semester

All original courses 55,00 Credits total for 4 courses

Show further search fields Search Reset all filters

Course no./host	Course unit title at the host institution	Number of credits at the host university	Starting block	Approved	Reason for approval	Reason for rejection
654	TEst 4	10,00	1B	<input type="checkbox"/>		
EX1	Example 1	15,00	2B	<input type="checkbox"/>		
EX2	Example 2	15,00	2B	<input type="checkbox"/>		
EX3	Example 3	15,00	1A	<input type="checkbox"/>		

Action 2: Click on the green box to approve the course or on the red box to reject the course.

Show 20 entries Display all records Showing 1 to 4 of 4 entries First Previous 1 Next Last

All added courses 0,00 Credits total for 0 courses

All deleted courses 0,00 Credits total for 0 courses

Close Add courses

A pop-up will open to give you the chance to enter a comment and do the final approval / rejection. This is done for each course individually.

Approve course

You hereby accept the course. Of course, you have the option later to cancel the acceptance of the course by resetting the rejection or acceptance of the course. A separate icon is available for each course for resetting.

Room to enter a comment.

Close

Approve course

Reject course

Herewith you reject the course. It is possible to make comments on the rejection of the course. You will have the option to cancel the rejection by resetting the rejection icon ↺.

If you are rejecting this course because (1) the course code is incorrect or (2) the course naming is incorrect, but the student is generally allowed to do so. Make sure to state that the student needs to add this course again with the correct course code / naming!

Close

Reject course

If, for whatever reason, you need to change an approval into a rejection or vice versa, use the arrow icon.

Show further search fields

Search Reset all filters

Course no./host	Course unit title at the host institution	Number of credits at the host university	Starting block	Approved	Reason for approval	Reason for rejection
654	Test 4	10,00	1B	Rejected		If you are rejecting this course because (1) the course code is incorrect or (2) the course naming is incorrect, but the student is generally allowed to do so. Make sure to state that the student needs to add this course again with the correct course code / naming.
EX1	Example 1	15,00	2B	Approved		
EX2	Example 2	15,00	2B			

Using the arrow icon, you can revert the approval / rejection and re-evaluate the course.

When you are done evaluating all submitted courses, you have to select whether or not this application is “complete” or “incomplete”.

If any courses have been rejected, the application has to be considered “Incomplete” so that the student will be able to make the required adjustments.

Select the application by marking the box in the front of the row and then click on “Evaluate course list”. This will trigger an email notification for the student and will move the application into the next step.

- (a) If the application is marked as **incomplete**, it will move into the second step. Here it will remain until the student has submitted the changes to the courses.

After the student has confirmed that he/she has made the changes, the application will re-appear in this pipeline step and the same actions as described above need to be taken.

- (b) When the application is **approved**, it will move on to the second SAS check:

For the student the following changes:

While the courses are being evaluated, the student can see what is approved / rejected.

All courses

50,00 Credits total for 4 courses

Show further search fields

Search

Reset all filters

Search	Search	Search	<-- No...	<-- No...	Search	Search
Course no./host	Course unit title at the host institution	Number of credits at the host university	Starting block	Approved	Reason for approval	Reason for rejection
123	Test 1	15,00	1A	Approved	Good job	
456	Test 2	20,00	1A	Rejected		Wrong block
6987	Course 4	7,00	1A	Approved	attaboy	
789	Test 3	8,00	1A	Approved		

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Back

Once the evaluation is finalized, and marked as completed, this is what the student sees.

Outcome course approval

Show outcome

Last name

test1

Home institution

Dit is een test instituut voor de test nominator

Host institution

Faculty of Science and Technology

Academic year

2023/2024

First name

test1

Country of the home institution

Australia

Country of host institution

Netherlands

Name of Semester

1st semester

All courses

55,00 Credits total for 4 courses

Show further search fields

Search

Reset all filters

Course no./host	Course unit title at the host institution	Number of credits at the host university	Starting block	Approved	Reason for approval	Reason for rejection	
654	Test 4	10,00	1B	Rejected		If you are rejecting this course because (1) the course code is incorrect or (2) the course naming is incorrect, but the student is generally allowed to do so. Make sure to state that the student needs to add this course again with the correct course code / naming.	
EX1	Example 1	15,00	2B	Approved			
EX2	Example 2	15,00	2B	Rejected			Not meeting the pre-requisites.
EX3	Example 3	15,00	1A	Approved			

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Back

In case the course selection was marked as incomplete, the student sees this:

Before the mobility - Faculty check					2 / 3		
Course list marked as incomplete by the faculty		21/02/2023		admin (ical)			
Outcome course approval		21/02/2023		admin (ical)		Show outcome/Edit courses	
New course selection submitted						Submit new course selection	

If your courses are incomplete: Please go back to the actio link [Show outcome/Edit courses](#) above to see the comments of the coordinator. Please note that you cannot edit existing courses, you can only add new courses to your course list.

Once you adjusted your course list use the action link [Submit new course selection](#) above to confirm that you have changed your list of courses.

When clicking on Show outcome/Edit courses, the student can read the comments and add new courses.

Edit learning agreement

Outgoing regular students: you can select courses from the host university equivalent to more than 30 ECTS credits, but after return the equivalent of maximum 30 ECTS will be registered in Osiris.

Last name	Test_FEB6	First name	Test_K
Home institution	Ruhr University Bochum (RUB)	Country of the home institution	Germany
Host institution	Faculty of Behavioural, Management and Social Sciences	Country of host institution	Netherlands
Academic year	2023/2024	Name of Semester	1st semester

All courses
62,00 Credits total for 7 courses

Course unit title at the host institution	Course no./host	Acad.-year	Semester	Credits	Approved	Reason for approval	Reason
test 2	456879845	2023/2024	1st semester	10,00	Rejected		Not the
test 3	741258963	2023/2024	1st semester	5,00	Approved	...	
test 4	321456987	2023/2024	1st semester	5,00	Rejected		This cou in 1A. Pl starting to take t
test 5	09887644	2023/2024	1st semester	10,00	Approved		
test 6	4567899	2023/2024	1st semester	10,00	Approved		
Test 7	123	2023/2024	1st semester	12,00			
test1	123456	2023/2024	1st semester	10,00	Approved	test	

Show 20 entries Display all records
Showing 1 to 7 of 7 entries
First Previous 1 Next Last

Back
Add courses

Once the student is happy with the adjusted course list, he/she will click on the below shown link to submit the new selection to be evaluated by the ECO.

New course selection submitted
Submit new course selection

Additional information

I confirm I have modified the course list

Created by Katharina ter Maat (m7702454) on 06/02/2023 11:43:29 AM, last modified by admin (ical) on 21/02/2023 03:16:40 PM

Back
Edit