

# Mobility Online

## Graduation Extended – Employee

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

<b>Before the mobility - Application form</b>			<b>Total (8)</b>
▶ New application – check application form	(8)	<a href="#">Check application and send confirmation e-mail to student</a>	?
<b>Before the mobility - Learning Agreement/Proposal Form</b>			<b>Total (27)</b>
▶ Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	?
▶ Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	?
▶ Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	?
▶ Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<a href="#">Check new supervisor for the host organisation</a>	?
▶ Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
▶ Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?
<b>Before the mobility - Proposal form incomplete</b>			<b>Total (0)</b>
▶ Proposal form incomplete: E-mail has been sent to the student to complete the proposal form	(0)		?
▶ Proposal form completed again by the student - Proposal form still incomplete	(0)		?
▶ Proposal form completed again by the student - Proposal complete	(0)		?
<b>Before the mobility - Scholarship questions</b>			<b>Total (0)</b>
▶ Scholarship questions not yet answered	(0)		?
▶ Students doing Graduation internally - Proposal form complete - Students not yet allocated to No-scholarship PL	(0)		?
<b>General queries</b>			<b>Total (35)</b>
▶ Cancelled applications	(0)		?
▶ Application not yet marked as 'Application rejected'	(35)	<a href="#">Mark applications as 'Application rejected'</a>	?
▶ Rejected applications	(0)		?
▶ Application not yet marked as 'Mobility interrupted'	(35)	<a href="#">Mark applications as 'Mobility interrupted'</a>	?
▶ Interrupted mobilities	(0)		?
▶ Application allocated to partner institution	(0)		?
▶ Step for additional adjustments to host organisation	(35)	<a href="#">Adjust information on application</a>	?
▶ Additional modification of course code (Applicants who have already completed the Proposal form)	(5)	<a href="#">Adjust course code</a>	?
▶ Additional modification of Application Form (Applicants who have already completed the Application form)	(5)	<a href="#">Adjust data on Proposal Form</a>	?

The overall design of the program is that there is a section with the description of the step (on the left). The (number) indicates the amount of students allocated in that step. The underlined information indicates that there is still an action to do by either the student or employee. [Display applications](#) is a step where the employee can consult the student, but does not have to take any action. By clicking on the other underlined information you can see the students in that step and the action that has to be taken.

In the graduation pipeline are two routes the student is able to follow. It depends on the faculty contact person in which pipeline the student will be. There is a graduation – standard:

Before the mobility - Application form			Total (31)
▶ New Application - Application not yet checked	(8)	<a href="#">Mark application as checked</a>	(?)
▶ New Application - Application not yet marked as incomplete	(8)	<a href="#">Mark application as incomplete</a>	(?)
▶ If incomplete: E-mail sent to the student - Application documents not yet completed by the student	(2)	<a href="#">Display applications</a>	(?)
▶ If incomplete - Email sent to the student - Application not yet marked as incomplete again	(0)		(?)
▶ If incomplete - Email sent to the student - Application not yet approved	(0)		(?)
▶ Application checked - Project not yet marked as finished by the applicant	(2)	<a href="#">Display applications</a>	(?)
▶ Project marked as finished by the applicant - Project not yet approved by the coordinator	(2)	<a href="#">Mark the project as approved</a>	(?)
▶ Project marked as finished by the applicant - Project not yet marked as incomplete	(2)	<a href="#">Mark the project as incomplete</a>	(?)
▶ If incomplete - Email sent to the student - Application not yet marked as corrected by the student	(1)	<a href="#">Display applications</a>	(?)
▶ If incomplete - Application corrected by the student - Application not yet marked as incomplete again	(0)		(?)
▶ If incomplete - Application corrected by the student - Application not yet marked as approved	(0)		(?)
▶ Project approved - Application not yet marked as finished	(5)	<a href="#">Mark applications as finished</a>	(?)
▶ Assignment finished	(11)	<a href="#">Display applications</a>	(?)

And a graduation – extended:

Before the mobility - Application form			Total (10)
▶ New application – check application form	(10)	<a href="#">Check application and send confirmation e-mail to student</a>	(?)
Before the mobility - Proposal Form			Total (51)
▶ Confirmation e-mail was sent - Student has not yet filled in the proposal form	(42)	<a href="#">Display applications</a>	(?)
▶ Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	(?)
▶ Host organisation has been checked - New contact person for the host organisation	(4)	<a href="#">Check the contact person at the host organisation</a>	(?)
▶ Contact person at the host organisation checked - New supervisor for the host organisation	(0)		(?)
▶ Proposal form completed - Proposal form not yet been confirmed	(6)	<a href="#">Confirm Proposal form</a>	(?)
▶ Proposal form completed - Proposal form is incomplete	(6)	<a href="#">Mark as incomplete and send e-mail to the student</a>	(?)
Before the mobility - Proposal form incomplete			Total (6)
▶ Proposal form incomplete: E-mail has been sent to the student to complete the proposal form	(5)	<a href="#">Display applications</a>	(?)
▶ Proposal form completed again by the student - Proposal form still incomplete	(1)	<a href="#">Check the Proposal form again - Proposal form still incomplete</a>	(?)
▶ Proposal form completed again by the student - Proposal complete	(1)	<a href="#">Check the Proposal form again - Mark the Proposal form as complete</a>	(?)
Before the mobility - Scholarship questions			Total (3)
▶ Scholarship questions not yet answered	(3)	<a href="#">Display applications</a>	(?)
▶ Students doing Graduation internally - Proposal form complete - Students not yet allocated to No-scholarship PL	(0)		(?)

The difference between the two pipelines is that the standard is (in most cases) used for internal graduation. These students will never arrive at the scholarship questions or questions about the host institute. They will get a 'shortcut' through the pipeline. The extended version is for students who will due their graduation at a host institute in or outside the Netherlands. In this manual the graduation- extended will be discussed. For the graduation – standard please check the manual graduation standard manual.

## Before the mobility

### Step 1 Application form

After the student has filled out the application form he/she will appear in the following pipeline. By clicking on check application and send confirmation e-mail to student the employee will see an overview of the students in this pipeline.

Before the mobility - Application form			Total (8)
▶ New application – check application form	(8)	<a href="#">Check application and send confirmation e-mail to student</a>	(?)

In this overview it is possible to see the master data of the student by clicking on the students name.

Search	<-- No choice -->	<-- No choice -->	<-- No choice -->			
Last name	Program	Study field	Academic year	Stay from	Stay until	
<a href="#">Dekker, Jinhua</a>	Graduation	Mechanical Engineering	2017/2018	24/04/2017	31/12/2017	<input type="checkbox"/>
<a href="#">Hoekstra, Henny</a>	Graduation	Business Administration	2017/2018	14/11/2016	01/09/2017	<input type="checkbox"/>
<a href="#">Hoendervooft, Sabine</a>	Graduation	Business Administration	2017/2018	04/09/2017	01/01/2018	<input type="checkbox"/>
<a href="#">Lei, Lieve Hendrik</a>	Graduation	Mechanical Engineering	2017/2018	14/08/2017	25/05/2018	<input type="checkbox"/>
<a href="#">Spel, Jip</a>	Graduation	Computer Science	2017/2018	18/09/2017	11/05/2018	<input type="checkbox"/>
<a href="#">Teststudent 141, Tester</a>	Graduation	Applied Physics	2017/2018	01/07/2017	23/12/2017	<input type="checkbox"/>
<a href="#">Teststudent 151, Tester</a>	Graduation	Applied Mathematics	2017/2018	01/09/2017	31/12/2017	<input type="checkbox"/>
<a href="#">van Haren, Koen</a>	Graduation	Mechanical Engineering	2017/2018	01/09/2017	01/06/2018	<input type="checkbox"/>

If you checked the information you can use the *cancel* button to go back to the overview of students.

Cancel

Master data

Pipeline

Application details

Type of person

☒ Student
 ☐ Teacher \*

Type of application

☐ Incoming
 ☒ Outgoing \*

Mobility programme

Graduation

Mobility programme - grants

Graduation

Academic year

2017/2018

Personal details

Student number

s1183508 \*

First name

Jinhua \*

Last name

Dekker \*

Date of birth

12/10/1992 \*

Gender

☐ Male
 ☒ Female
 ☐ Transgender
 ☐ Intersexual \*

Nationality

Netherlands \*

Nationality (second)

<-- No choice -->

E-Mail address

j.j.j.w.dekker@student.utwente.nl \*

To mark the application form as checked mark the checkbox behind the students name (right) and press 'check application and send confirmation e-mail to student'. The student will now receive an email about his application and that is has been checked.

Side note: by clicking on 'display all records' you will see an overview of all the students in this pipeline.

Search	<-- No choice -->	<-- No choice -->	<-- No choice -->			
Last name	Program	Study field	Academic year	Stay from	Stay until	
<a href="#">Dekker, Jinhua</a>	Graduation	Mechanical Engineering	2017/2018	24/04/2017	31/12/2017	<input type="checkbox"/>
<a href="#">Hoekstra, Henny</a>	Graduation	Business Administration	2017/2018	14/11/2016	01/09/2017	<input type="checkbox"/>
<a href="#">Hoendervooft, Sabine</a>	Graduation	Business Administration	2017/2018	04/09/2017	01/01/2018	<input type="checkbox"/>
<a href="#">Lei, Lieve Hendrik</a>	Graduation	Mechanical Engineering	2017/2018	14/08/2017	25/05/2018	<input type="checkbox"/>
<a href="#">Spel, Jip</a>	Graduation	Computer Science	2017/2018	18/09/2017	11/05/2018	<input type="checkbox"/>
<a href="#">Teststudent 141, Tester</a>	Graduation	Applied Physics	2017/2018	01/07/2017	23/12/2017	<input type="checkbox"/>
<a href="#">Teststudent 151, Tester</a>	Graduation	Applied Mathematics	2017/2018	01/09/2017	31/12/2017	<input type="checkbox"/>
<a href="#">van Haren, Koen</a>	Graduation	Mechanical Engineering	2017/2018	01/09/2017	01/06/2018	<input type="checkbox"/>

Show 10 entries

Display all records

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Back to the application overview

Check application and send confirmation e-mail to student

## Step 2 Proposal form and Learning Agreement

### Proposal form

After checking the application form the student will go to the 'confirmation e-mail was sent – Student has not yet filled in the proposal form' pipeline.

Before the mobility - Learning Agreement/Proposal Form			Total (27)
Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	?
Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	?
Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	?
Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<a href="#">Check new supervisor for the host organisation</a>	?
Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?

At this moment it is up to the student to undertake action. By clicking on [display applications](#) you can see an overview of the students in this pipeline.

## Host organisation

When the student has filled out the proposal form and a new organization is filled out he/she will go to the 'student filled in proposal form – new host organization found' pipeline and the 'proposal form completed' pipeline.

Before the mobility - Learning Agreement/Proposal Form			Total (27)
Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	?
Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	?
Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	?
Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<a href="#">Check new supervisor for the host organisation</a>	?
Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?

Click on [check host organization](#)

Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	?
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The employee will see an overview of the institutions. By clicking on the button (left) you can see the detailed information of the organisation.

Institution type	Inst.no	PIC (Participant Identification Code)	SCHAC	Institution number (for export to the Mobility-Tool+)	Name of institution	Business name of institution	Full Legal Name (National Language)	Acronym
<input checked="" type="checkbox"/>	Both	CSI001			Commonwealth Scientific and Industrial Research Organisation (CSIRO)			
<input checked="" type="checkbox"/>	Both	--			WWF (World Wildlife Fund)			

It is possible to adjust the data by pressing the update button.

Multilateral cooperations (0) Agreements (0) Actions (0) Semester (0) Additional information (0) Notes (0)

**Master data** Addresses (0) Persons (1) Students (0) Teaching staff (0) Study fields (0) Bilat. Cooperations (0)

There are still 255 characters available

Name of institution

There are still 200 characters available

Institution is co-Beneficiary ☐

Additional description

There are still 200 characters available

Country

Communication language

Institution type

Parent institution

Selectable as parent institution ☐

Comments (internal)

There are still 10000 characters available

Comments (portal)

There are still 20000 characters available

Image/Logo

Online-Form available ☐

Facebook-ID

Dataset active ☐

Cancel Update

Created by Administrator Twente on 24/05/2016, last modified by admin (ical)

To adjust the data properly you have to mark the dataset active box. This makes sure that the updating is active and will disappear at the end. You can update the information by checking dataset active and click on update.

## Contact person host organisation

After approved the student will go to the 'host organisation has been checked – new contact person for the host organisation' pipeline.

Before the mobility - Learning Agreement/Proposal Form			Total (27)
<input type="checkbox"/> Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	<a href="#">?</a>
<input checked="" type="checkbox"/> Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	<a href="#">?</a>
<input type="checkbox"/> Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<a href="#">Check new supervisor for the host organisation</a>	<a href="#">?</a>
<input type="checkbox"/> Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	<a href="#">?</a>
<input type="checkbox"/> Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	<a href="#">?</a>

Click on check the contact person at the host organisation.

<input checked="" type="checkbox"/> Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	<a href="#">?</a>
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The employee will see an overview.

Create new record Advanced Search Show further search fields Search  Reset all filters

Last name	Gender	Date of birth	Nationality	Type of person	Comm.language	Active
<input checked="" type="checkbox"/> Hoefner, Peter	Male	01/01/1900	Australia	Employees	English	No
<input checked="" type="checkbox"/> Lucas, Stefan	Male	01/01/1900	Aruba	Employees	Dutch	No
<input checked="" type="checkbox"/> Saniurio, Enrique	Male	01/01/1900	Mexico	Employees	Español	No

Showing 1 to 3 of 3 entries

Back to the application overview

By clicking on the buttons (left) you can see the details of the contact person. It is now possible to adjust the information by clicking on update.

Cancel Update

**Master data** Addresses (0) Institutions (1) Study fields (0) Actions (0) Agreements (0) Notes (0)

Last name: Hoefner  
 First name: Peter  
 First name (official):  
 Degree:  
 Gender: ☒ Male ☐ Female ☐ Inter-sex ☐ Transsexual  
 Date of birth: 01/01/1900 Today  
 Social insurance number:  
 Nationality: Australia  
 Second nationality: <-- No choice -->  
 Country of birth: <-- No choice -->  
 Type of person: Employees  
 Communication language: English

Additional comment:  
 Additional comments (Portal):  
 There are still 100000 characters available

Image/Logo: Please enter the Image/Logo

Declaration of consent (passing on personal data): ☐  
 Dataset active: ☒

Cancel Update

Created by Djurre van der Wal on 23/08/2017

To adjust the data properly you have to mark the dataset active box. This makes sure that the updating is active and will disappear at the end. You can update the information by checking dataset active and click on update.

## New supervisor host organization

After checking the contact person the student will go to the 'contact person at the host organization checked - new supervisor for the host organisation'.

Before the mobility - Learning Agreement/Proposal Form			Total (27)
Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	
Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	
Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	
<b>Contact person at the host organisation checked - New supervisor for the host organisation</b>	<b>(1)</b>	<b><a href="#">Check new supervisor for the host organisation</a></b>	
Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	

Click on check new supervisor for the host organization.

Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<b><a href="#">Check new supervisor for the host organisation</a></b>	
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You will now see an overview of the supervisors at the host organisations. By clicking on the paper-pen icon (left) you will see the master data of the host contact person.

Create new record Advanced Search Show further search fields Search  Reset all filters

Last name	Gender	Date of birth	Nationality	Type of person	Comm.language	Active
Vatn, Jørn	Male	01/01/1900	Norway	Employees	Norwegian	No

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

Back to the application overview

It is now possible to adjust the data. To adjust the data properly you have to mark the dataset active box. This makes sure that the updating is active and will disappear at the end. You can update the information by checking dataset active and click on update.

Cancel Update

**Master data** | Addresses (0) | Institutions (1) | Study fields (0) | Actions (0) | Agreements (0) | Notes (0)

Last name: Vatn  
 First name: Jørn  
 First name (official):  
 Degree:  
 Gender: ☒ Male ☐ Female ☐ Inter-sex ☐ Transsexual  
 Date of birth: 01/01/1900 Today  
 Social insurance number:  
 Nationality: Norway  
 Second nationality: <-- No choice -->  
 Country of birth: <-- No choice -->  
 Type of person: Employees  
 Communication language: Norwegian ?  
 Additional comment:  
 There are still 100000 characters available  
 Additional comments (Portal):  
 There are still 100000 characters available  
 Image/Logo: Please enter the Image/Logo  
 Declaration of consent (passing on personal data):  
 Dataset active: ☒ ?

It is also possible to delete the record by pressing on the trashcan.

Create new record | Advanced Search | Show further search fields | Search | Reset all filters

Search	<-- No choice -->	<-- No choice -->	<-- No choice -->	<-- No choice -->	<-- No choice -->	<-- No choice -->
Last name	Gender	Date of birth	Nationality	Type of person	Comm.language	Active
Vatn, Jørn	Male	01/01/1900	Norway	Employees	Norwegian	No

## Proposal form completed

After checking the new supervisor the student will go to the 'proposal completed' pipeline.

Before the mobility - Learning Agreement/Proposal Form			Total (27)
Confirmation e-mail was sent - Student has not yet filled in the proposal form	(22)	<a href="#">Display applications</a>	?
Student filled in proposal form - New host organisation found!	(2)	<a href="#">Check host organisation</a>	?
Host organisation has been checked - New contact person for the host organisation	(1)	<a href="#">Check the contact person at the host organisation</a>	?
Contact person at the host organisation checked - New supervisor for the host organisation	(1)	<a href="#">Check new supervisor for the host organisation</a>	?
Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?

It is now possible to confirm the proposal or to mark the proposal as incomplete.

Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?

## Confirm proposal:

To confirm the proposal open [confirm proposal form](#)

Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>	?
Proposal form completed - Proposal form is incomplete	(4)	<a href="#">Mark as incomplete and send e-mail to the student</a>	?

You will now see an overview of the students in this pipeline. To confirm the proposal mark the box(es) (right) and click on 'confirm proposal form'. The student will now receive an email with the confirmation of the proposal form is confirmed.

	Last name	Program	Study field	Academic year	Stay from	Stay until	
	Andringa, Robert	Graduation	Industrial Engineering and Management	2017/2018	11/10/2017	26/01/2018	<input type="checkbox"/>
	Driesen, Joran	Graduation	Mechanical Engineering	2017/2018	31/07/2017	01/08/2018	<input type="checkbox"/>
	Hoendervoogt, Sabine	Graduation	Business Administration	2017/2018	01/09/2017	31/01/2018	<input type="checkbox"/>
	van der Wal, Diurre	Graduation	Computer Science	2017/2018	22/11/2017	22/05/2018	<input type="checkbox"/>

Show 10 entries Display all records Showing 1 to 4 of 4 entries First Previous 1 Next Last

Back to the application overview **Confirm Proposal form**

The student will now go to the 'scholarship questions not yet answered' pipeline.

Before the mobility - Scholarship questions			
	Scholarship questions not yet answered	(1)	<a href="#">Display applications</a>
	Students doing Graduation internally - Proposal form complete - Students not yet allocated to No-scholarship PL	(0)	

## Reject proposal:

To reject the proposal form open mark as incomplete and send e-mail to the student.

	Proposal form completed - Proposal form not yet been confirmed	(4)	<a href="#">Confirm Proposal form</a>
	Proposal form completed - Proposal form is incomplete	(4)	<b><a href="#">Mark as incomplete and send e-mail to the student</a></b>

You will now see an overview of the students in this pipeline. To reject the proposal form mark the box(es) (right), fill out the reason in the remarks field and click on 'mark as incomplete and send e-mail to the student'. The student will now receive an email with the rejection and reason of the rejection of the proposal form.

**Additional updates**

Reason why the proposal form is incomplete

There are still 100000 characters available

	Last name	Date of birth	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until	
	Andringa, Robert	13/05/1993	Graduation	Industrial Engineering and Management	BMS - Faculty of Behavioural, Management and Social Sciences	DRH001	2017/2018	11/10/2017	26/01/2018	<input type="checkbox"/>
	Driesen, Joran	25/05/1993	Graduation	Mechanical Engineering	ET - Faculty of Engineering Technology	ITA001	2017/2018	31/07/2017	01/08/2018	<input type="checkbox"/>
	Hoendervoogt, Sabine	11/08/1991	Graduation	Business Administration	BMS - Faculty of Behavioural, Management and Social Sciences	--	2017/2018	01/09/2017	31/01/2018	<input type="checkbox"/>
	van der Wal, Diurre	01/06/1988	Graduation	Computer Science	EEMCS - EEMCS	CSI001	2017/2018	22/11/2017	22/05/2018	<input type="checkbox"/>

4 Records found!

Back to the application overview **Mark as incomplete and send e-mail to the student**

The student will now go to the 'proposal form incomplete: e-mail has been sent to the student to complete the proposal form'.

Before the mobility - Proposal form incomplete			
	Proposal form incomplete: E-mail has been sent to the student to complete the proposal form	(1)	<a href="#">Display applications</a>
	Proposal form completed again by the student - Proposal form still incomplete	(0)	
	Proposal form completed again by the student - Proposal complete	(0)	

The student has to undertake action now. When the student has adjusted his or her proposal he or she will go to the 'proposal form completed again by the student' pipeline.

Before the mobility - Proposal form incomplete			
	Proposal form incomplete: E-mail has been sent to the student to complete the proposal form	(0)	
	Proposal form completed again by the student - Proposal form still incomplete	(1)	<a href="#">Check the Proposal form again - Proposal form still incomplete</a>
	Proposal form completed again by the student - Proposal complete	(1)	<a href="#">Check the Proposal form again - Mark the Proposal form as complete</a>



The employee has to repeat step **proposal form completed** to confirm or reject the proposal.

## Step 3 Scholarship questions

When the student has completed is proposal he or she will go to the 'scholarship questions not yet answered' pipeline.

Before the mobility - Scholarship questions			
▶ Scholarship questions not yet answered	(1)	<a href="#">Display applications</a>	?
▶ Students doing Graduation internally - Proposal form complete - Students not yet allocated to No-scholarship PL	(0)		?

The student has to undertake action now. When the student has filled out the scholarship questions the scholarship office has to allocate the student to a scholarship. The scholarship officer will allocate the student to:

- Graduation – Erasmus (SMT)
- Graduation – Holland Scholarship
- Graduation – Twente Mobility Fund
- Graduation – without Scholarship

If the student is eligible for a scholarship he or she will end in one of the scholarship pipelines: Erasmus, Holland Scholarship of Twente Mobility Fund. Check: graduation – Erasmus (SMT), graduation – Holland Scholarship and graduation – Twente Mobility Fund below.

## General queries

Next to the 'before mobility' part there is a 'general queries' part. Within this section, the UT employee can alter information in students' applications without opening every student's application individually.

General queries			Total (35)
▶ Cancelled applications	(0)		?
▶ Application not yet marked as 'Application rejected'	(35)	<a href="#">Mark applications as 'Application rejected'</a>	?
▶ Rejected applications	(0)		?
▶ Application not yet marked as 'Mobility interrupted'	(35)	<a href="#">Mark applications as 'Mobility interrupted'</a>	?
▶ Interrupted mobilities	(0)		?
▶ Application allocated to partner institution	(0)		?
▶ Step for additional adjustments to host organisation	(35)	<a href="#">Adjust information on application</a>	?
▶ Additional modification of course code (Applicants who have already completed the Proposal form)	(5)	<a href="#">Adjust course code</a>	?
▶ Additional modification of Application Form (Applicants who have already completed the Application form)	(5)	<a href="#">Adjust data on Proposal Form</a>	?

### Mark applications as 'Application rejected'

In this step it is possible to reject the application of a student. To reject the application mark the box of the student (right), fill out the reasons of declining field and click on mark applications as 'applications rejected'.

Back to the application overview | **Mark applications as 'Application rejected'**

**Preselection**

Type of application ☐ Incoming ☒ Outgoing  
 Type of person ☒ Student ☐ Teacher / Staff  
 Program Graduation  
 Academic year 2017/2018  
 Application rejected ☐ Yes ☒ No

**Additional updates**

Reasons for declining

There are still **100000** characters available

Q	Last name	Date of birth	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until	
✉	Addi, Rhita	06/09/1996	Graduation	Industrial Design	ET - Faculty of Engineering Technology	n/a	2017/2018	04/09/2017	18/12/2017	<input type="checkbox"/>
✉	Andringa, Robert	13/05/1993	Graduation	Industrial Engineering and Management	BMS - Faculty of Behavioural, Management and Social Sciences	DRH001	2017/2018	11/10/2017	26/01/2018	<input type="checkbox"/>
✉	Bakker, Floor	26/02/1991	Graduation	Industrial Design	ET - Faculty of Engineering Technology	n/a	2017/2018	18/09/2017	22/12/2017	<input type="checkbox"/>

## Adjust information on application

In this step you can adjust the host information from the students easily without opening every student separate.

Back to the application overview | **Save**

**Preselection**

Type of application ☐ Incoming ☒ Outgoing  
 Type of person ☒ Student ☐ Teacher / Staff  
 Program Graduation  
 Academic year 2017/2018  
 Applicant is registered ☒ Yes ☐ No

Q	Last name	Country of organisation	Name of organisation	
✉	Addi, Rhita	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	Andringa, Robert	Aruba	DRH001 - Dr. Horacio E. Oduber Hospital	<input type="checkbox"/>
✉	Behaag, Tom	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	Beusink, Jacquellen	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	Breunissen, Bjorn	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	de Vreeze, Siska	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	Dekker, Jinhua	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>
✉	Diepenmaat, Frank	<-- Please select -->	<-- Please select -->	<input type="checkbox"/>

## Adjust course code

In this step it is possible to adjust the course code of the students easily without opening every student separate.

Back to the application overview | **Save**

**Preselection**

Type of application ☐ Incoming ☒ Outgoing  
 Type of person ☒ Student ☐ Teacher / Staff  
 Program Graduation  
 Academic year 2017/2018  
 Applicant is registered ☒ Yes ☐ No  
 Status column 1 ☒ Yes ☐ No

Q	Last name	Course code	
✉	Andringa, Robert	194100060	<input type="checkbox"/>
✉	Driesen, Joran	1	<input type="checkbox"/>
✉	Hoendervoot, Sabine	201500102	<input type="checkbox"/>
✉	Kikka, Yelte	4930	<input type="checkbox"/>
✉	van der Wal, Durre	192199978	<input type="checkbox"/>

5 Records found

Back to the application overview | **Save**

## Adjust proposal form

In this step it is possible to adjust the data on the proposal form of the students easily without opening every student separate.

[Back to the application overview](#)

[Save](#)

#### Preselection

Type of application ☐ Incoming ☒ Outgoing

Type of person ☒ Student ☐ Teacher / Staff

Program

Graduation

Academic year

2017/2018

Applicant is registered ☒ Yes ☐ No

Status column 1 ☒ Yes ☐ No

Q Last name

Title of the assignment

Committee chair

Committee member UT

Committee member UT

(Preferred) research chair

Andringa, Robert

Hans, Erwin, prof.dr.ir.

Hans, Erwin, prof.dr.ir.

Leeftink, Gréanne

Driesen, Joran

Shape Memory

de Boer, Andre, prof.dr.ir.

Loendersloot, Richard, dr.ir.

Wits, Wessel, dr.ir.

Design Engineering

Hoendervooft, Sabine

Developing a

van den Broek, Tijs, dr.ir.

van den Broek, Tijs, dr.ir.

<-- Please select -->

Kikie, Yelte

Optimization of the

Mes, Martijn, dr.ir.

Mes, Martijn, dr.ir.

<-- Please select -->

van der Wal, Diurre

Formal properties

van de Pol, Jaco, prof.dr.

van de Pol, Jaco, prof.dr.

Fehnker, Ansgar, dr.

Formal Methods

5 Records found!

5 Records found!

[Back to the application overview](#)

[Save](#)

# Graduation – Erasmus (SMT)

When the student has been allocated to an Erasmus scholarship he or she will go to the ‘graduation – Erasmus (SMT)’ pipeline.

## Before mobility

In most steps the student or the scholarship officer has to undertake action. The employee will only see the following overview:

2017/2018	Close all sub groups	Total (1)
Before the mobility - Personal data		Total (0)
Scholarship questions confirmed - Grant programme allocated - Permanent address and bank details not yet completed	(0)	?
Before the mobility - Application documents		Total (0)
Permanent address and bank details completed - Information about the mobility for Learning Agreement not yet completed	(0)	?
Information about the mobility completed - Signed Learning Agreement not yet uploaded	(0)	?
Before the mobility - Calculation of scholarship and Grant agreement		Total (0)
Scholarship amounts calculated - Signed Grant Agreement not yet uploaded by the student	(0)	?

All these steps do not require action from the employee. The step ‘scholarship questions confirmed – grant programme allocated – permanent address and bank details not yet completed’ have to be filled out by the student. Questions concerning other steps, please contact the scholarship officer or check the scholarship officer manual.

## During mobility

When the student has finished the required steps before departure he or she will move to the during mobility pipeline. The employee will see the following overview:

During the mobility - Foreign address and Notification form		Total (0)
Payment completed - Foreign address not yet completed	(0)	?
Foreign address completed - Notification form not yet completed	(0)	?
Notification form completed - Questions regarding the changes to the Learning Agreement not yet completed	(0)	?
During the mobility - Changes to Learning Agreement		Total (0)
Possible changes to the Learning Agreement completed - Information about mobility not yet changed by the applicant	(0)	?
Information about mobility changed by the applicant - Changed Learning Agreement not yet uploaded	(0)	?
Changed Learning Agreement approved by IO	(0)	?
During the mobility - Change of duration		Total (1)
Notification form completed - Questions regarding change of duration not yet completed	(1)	?
Questions regarding change of duration completed - Dates and application data not yet changed by the applicant	(0)	?
Dates and application data changed - Learning Agreement for Change of duration not yet uploaded	(0)	?
Scholarship amounts recalculated	(0)	?












In this step the employee also does not have to undertake any action.

In the first three steps the student has to undertake action and fill out information. Questions concerning other steps, please contact the scholarship officer or check the scholarship officer manual.



When the student is back from his stay abroad he or she has to deliver a few documents within 5 weeks after return. These steps can the employee find in the ‘after mobility’ pipeline.

## After mobility



In this step the employee will see this overview:

After the mobility 		Total (0)
 Notification form completed - LoA not yet uploaded by the applicant	(0)	
 LoA marked as approved by IO - Required deliverables not yet marked as sent by the applicant	(0)	
 Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)	
 Final payment paid out - Internship not yet marked as finished	(0)	
 Study abroad finished	(0)	

In the next step the employee has to undertake action.

 Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)	
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It differs per faculty what the required deliverables are. The student has to hand them in at the employee and the employee has to mark if the student delivered all required documents. When the employee has marked this step as completed the student will go to 'all required deliverables received – final payment not yet paid out'.

 All required deliverables received - Final payment not yet paid out	(0)	
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The scholarship officer has to finalize the payment now. This step is not visible for the employee. The student will go to the 'final payment paid out – internship not yet marked as finished' after the scholarship officer has marked the payment as paid out.

# Graduation – Holland Scholarship

When the student has been allocated to a Holland scholarship he or she will go to the 'graduation – Holland Scholarship' pipeline.

## Before mobility

The employee will see the following overview:

Before the mobility - Personal data			Total (0)
Scholarship questions confirmed - Grant programme allocated - Permanent address and bank details not yet completed	(0)		?
Permanent address and bank details completed - Duration of the stay after the automatic allocation not yet recalculated	(0)		?

The employee does not undertake action in these steps. The student first has to fill out the scholarship questions and the permanent address and bank details. The scholarship officer will calculate the duration of the stay and calculate the scholarship. After these steps the scholarship officer will prepare the first payment. The student will move to the during mobility part of the pipeline. For more information about the steps, please contact the scholarship officer or look at the scholarship officer manual.

## During mobility

The employee will see the following overview:

During the mobility - Foreign address and Notification form			Total (0)
Payment completed - Foreign address not yet completed	(0)		?
Foreign address completed - Notification form not yet completed	(0)		?
Notification form completed - Questions regarding change of duration not yet completed	(0)		?
During the mobility - Change of duration			Total (0)
Questions regarding change of duration completed - Dates and application data not yet changed by the applicant	(0)		?
Dates and application data incomplete - Dates and application data not yet completed by the applicant	(0)		?
Scholarship amounts recalculated	(0)		?

In this part of the mobility the student has to fill out some questions regarding his or her stay. It is also possible for the student to pass along changes regarding the duration of his or her stay. The scholarship officer will approve the changes. Again the employee does not have to undertake any action. For more information about the steps, please contact the scholarship officer or look at the scholarship officer manual.

## After mobility

The employee will see the following overview:

After the mobility			Total (0)
Notification form completed - Letter of Appointment not yet uploaded by the applicant	(0)		?
Letter of Appointment marked as incomplete - LoA not yet completed by the applicant	(0)		?
Letter of Appointment marked as approved - Required Deliverables not yet marked as sent by the applicant	(0)		?
Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)		?
Final payment paid out - Internship not yet marked as finished	(0)		?
Internship marked as finished	(0)		?

In the next step the employee has to undertake action.

Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)		?
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It differs per faculty what the required deliverables are. The student has to hand them in at the employee and the employee has to mark if the student delivered all required documents. When the employee has marked this step as completed the student will go to 'all required deliverables received – final payment not yet paid out'.

▶ All required deliverables received - Final payment not yet paid out

(0)



The scholarship officer has to finalize the payment now. This step is not visible for the employee. The student will go to the 'final payment paid out – internship not yet marked as finished' after the scholarship officer has marked the payment as paid out.

# Graduation – Twente Mobility Fund

When the student has been allocated to a Holland scholarship he or she will go to the 'graduation – Holland Scholarship' pipeline.

## Before mobility

The employee will see the following overview:

Before the mobility - Personal data				Total (4)
Scholarship questions confirmed - Grant programme allocated - Permanent address and bank details not yet completed	(2)	<a href="#">Details</a>		(?)
Permanent address and bank details completed - Duration of the stay after the automatic allocation not yet recalculated	(2)	<a href="#">Recalculate the duration</a>		(?)

The employee does not undertake action in these steps. The student first has to fill out the scholarship questions and the permanent address and bank details. The scholarship officer will calculate the duration of the stay and calculate the scholarship. After these steps the scholarship officer will prepare the first payment. The student will move to the during mobility part of the pipeline. For more information about the steps, please contact the scholarship officer or look at the scholarship officer manual.

## During mobility

The employee will see the following overview:

During the mobility - Foreign address and Notification form				Total (2)
Payment completed - Foreign address not yet completed	(1)	<a href="#">Display applications</a>		(?)
Foreign address completed - Notification form not yet completed	(0)			(?)
Notification form completed - Questions regarding change of duration not yet completed	(1)	<a href="#">Display applications</a>		(?)
During the mobility - Change of duration				Total (0)
Questions regarding change of duration completed - Dates and application data not yet changed by the applicant	(0)			(?)
Dates and application data incomplete - Dates and application data not yet completed by the applicant	(0)			(?)
Scholarship amounts recalculated	(0)			(?)

In this part of the mobility the student has to fill out some questions regarding his or her stay. It is also possible for the student to pass along changes regarding the duration of his or her stay. The scholarship officer will approve the changes. Again the employee does not have to undertake any action. For more information about the steps, please contact the scholarship officer or look at the scholarship officer manual.

## After mobility

The employee will see the following overview:

After the mobility				Total (1)
Notification form completed - Letter of Appointment not yet uploaded by the applicant	(1)	<a href="#">Display applications</a>		(?)
Letter of Appointment marked as incomplete - LoA not yet completed by the applicant	(0)			(?)
Letter of Appointment marked as approved - Required Deliverables not yet marked as sent by the applicant	(0)			(?)
Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)			(?)
Final payment paid out - Internship not yet marked as finished	(0)			(?)
Internship marked as finished	(0)			(?)

In the next step the employee has to undertake action.

Required deliverables marked as sent by the applicant - All required deliverables not yet arrived	(0)			(?)
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It differs per faculty what the required deliverables are. The student has to hand them in at the employee and the employee has to mark if the student delivered all required documents. When the employee has marked this step as completed the student will go to 'all required deliverables received – final payment not yet paid out'.

▶ All required deliverables received - Final payment not yet paid out

(0)



The scholarship officer has to finalize the payment now. This step is not visible for the employee. The student will go to the 'final payment paid out – internship not yet marked as finished' after the scholarship officer has marked the payment as paid out.