

Mobility Online workflow Internship

Contents:

1. Registration	2
1.1. Portal	2
1.2. Application form for an Internship	3
2. Proposal of the internship assignment	6
2.1. Workflow	6
2.2. Proposal form	8
2.3. Scholarship	9
3. During the internship	10
3.1. Workflow	10
3.2. Notification form - part 1 ('Fill out address information')	12
3.3. Notification form - part 2 ('Fill out return date')	12
3.4. Notification of changes	13
3.5. Changes in application details	13
3.6. Changes in Dates	15
4. Finishing the internship	16
4.1. Workflow	16
4.2. 'Sent deliverables' statement	16

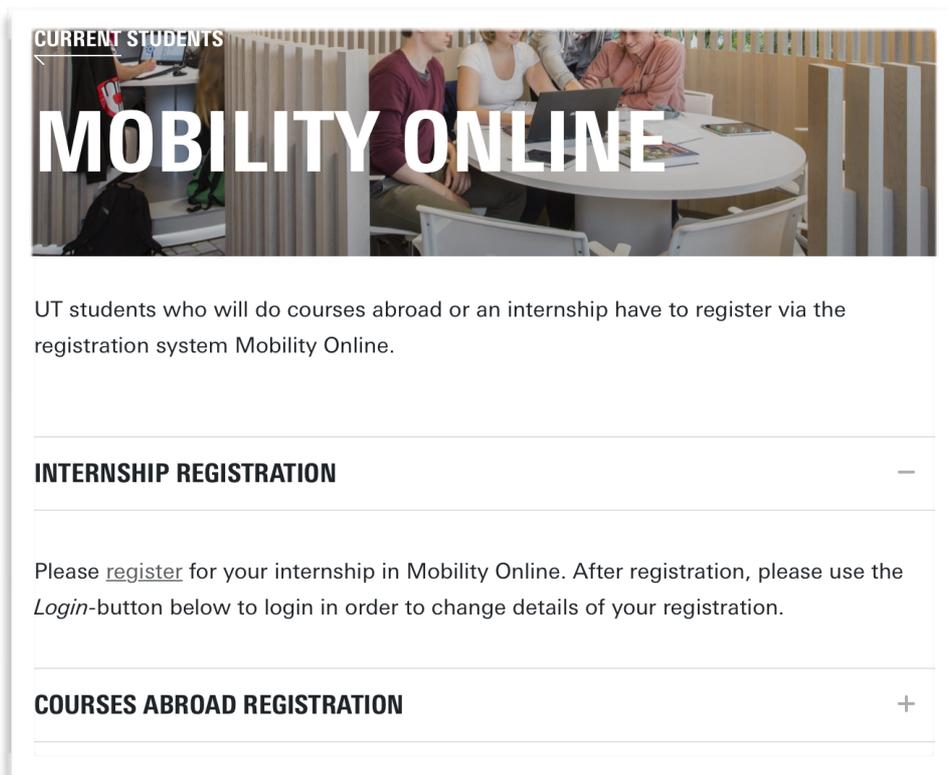
1. Registration

Mobility Online is the UT registration system for every mobility activity, whether it is an internship, a graduation assignment or spending a semester abroad at a foreign university. In the near future even short trips abroad will have to be registered in this system.

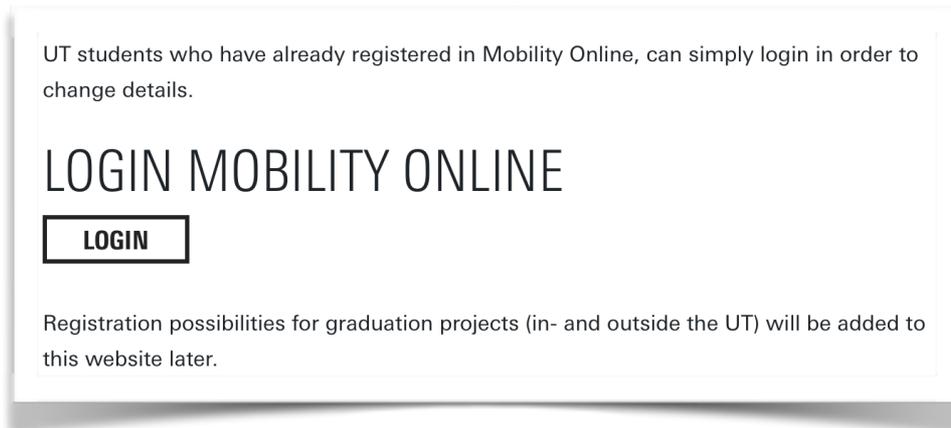
This manual is aimed at registering an internship, in particular for students of Mechanical Engineering and Sustainable Energy Technology.

1.1. Portal

The registration portal for Mobility Online is currently located at <https://www.utwente.nl/en/education/current-students/mobility-online/>:



For each new activity (internship, courses abroad, graduation thesis) you will have to fill in a new *registration*. Only *after* you have filled in at least one application, you can use the login button on the same page:



After you have clicked on the [register](#) link, you are redirected to a server outside the UT network. On this server you will see the following login screen:

System Information
In order to access the application form please login with your UT student number (ex. s1234567) and password.

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Language: English

Login: s6300146

Password:

Buttons: Close, Reset, Login, Forgot your password?

Type in your student-number and your usual password and click on 'Login'. (In case you encounter problems with this part, it is useless to click on "Forgot your password?". Resetting of passwords has to be done in the usual way for resetting UT passwords; it has nothing to do with Mobility Online.)

1.2. Application form for an Internship

You will now see the application form, divided into sections. Basically, all information about your application for an internship will be stored in one large form. After every step you will make in the workflow (filling in information and/or answering some questions), you will find that all this information is added together. This means that from the first time you actually *log in*, you're editing the information in your application. Therefore, everytime you open your application details in order to change or add something according to the instructions in your workflow, you will have to click on the button 'Edit', which is the programme's way of saying "click here to edit your application details".

The different sections of the application form are:

Application details:

Application details	
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher *
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing *
Mobility programme	Internship *
Academic year	2016/2017 *

- The following field values cannot be changed: 'Type of person', 'Type of application', 'Mobility programme'.
- Choose the correct academic year.

Personal details:

Personal details	
Student number	s6300149 *
First name	Tester *
Last name	Teststudent 149 *
Date of birth	19/09/1999 *
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual *
Nationality	Netherlands *
Nationality (second)	<-- No choice -->
E-Mail address	v.demostudent149@student.utwente.nl * 

All these field values cannot be changed; they have been imported from your Osiris data.

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

Study details (at the time you will start your mobility)	
Country of the home institution	Netherlands *
Home institution	ENSCHED01 - UNIVERSITEIT TWENTE *
<i>Please select faculty, study level and study field at the time of your planned mobility.</i>	
Faculty	ET - Faculty of Engineering Technology *
Study level	MSc *
Study field	Mechanical Engineering *
This internship is part of a minor	<input type="radio"/> Yes <input type="radio"/> No *

- The following field values cannot be changed: 'Country of the home institution' and 'Home institution'.
- The following field values are imported from your data in Osiris (but can be changed!): 'Faculty', 'Study level' and 'Study field'. If you apply for an internship as part of a minor these values are probably correct. However, it regularly happens that Osiris is still showing your previous educational programme, so in that case make sure that you change these field values accordingly.
- If you selected 'BSc', you will also have to select 'yes' or 'no' for: "This internship is part of the minor "Crossing Borders"

Stay details:

Stay details

Approximate Start date	<input type="text"/> *
Approximate end date	<input type="text"/> *
Preferred country/countries	<input type="text"/>
Organization name (if applicable)	<input type="text"/>
Remarks	<input type="text"/>

There are still **1000** characters available

- *Approximate start date*: the date you would likely start your internship (but can be changed later on in the process!)
 - *Approximate end date*: the date you would likely end your internship (but can be changed later on process!)
 - *Preferred country/countries*: if you have any ...
 - *Organisation name*: if you have a strong idea for an organisation where you would like to do your internship, you can fill this in. It is not obligatory though, and can be changed later on in the process.
 - *Remarks*: any remarks you might have for the coordinator regarding your application
- Note that at this stage *you cannot actually register your internship provider*, these fields are only to be filled in with any interest(s) you might have. Further on in your workflow you will be able to fill in your internship proposal (internship provider & content).

Click on the button 'Send Application'.

2. Proposal of the internship assignment

From this point on, every step in your workflow which requires an action from your side, will consist of filling in information in online forms, as mentioned in section 1.2. In order to do this, you will usually have to click on 'Edit' (sometimes on 'Create'). After submitting your (new) information, you will usually have to click on 'Update'. To get back to your workflow, you will either have to click on 'Back to the application work flow' or on 'Cancel'. This inconsistency in terminology will disappear in the future.

2.1. Workflow

After submission of the Application form, you will receive an automatically sent email with a link to login again into Mobility Online. You can also login via the **Login** button on <https://www.utwente.nl/en/education/current-students/mobility-online/>. Once logged in, choose the correct application (in case you have more than one, otherwise there is no choice) and go to your workflow.

Your workflow is divided into several sections. Each section contains one or more steps which need to be taken, either by you, your coordinator or someone else. Once a step is executed, a check mark will appear. You can always see on which date this step is executed ('Date') and by whom ('Actor').

In most cases when an action is required of you, a so-called Action link will be visible in the workflow. These action links often only appear in your workflow as soon as the concerned step should be executed next.

The first four sections you see are:

 Cancel application - Please only use this if you want to cancel your application	0 / 1
 Before the mobility - Application and registration	3 / 4
 Before the mobility - Proposal form	0 / 4
 Before the mobility - Scholarship	0 / 2

The very first section is only to be used if you're sure about executing that action: **Cancel application - Please only use this if you want to cancel your application**. After you've cancelled your application and change your mind, you will have to re-apply!

In the following tables you will find more (background) information regarding the steps in each of those sections. with references to the related forms.

 Before the mobility - Application and registration	3 / 4
---	-------

Necessary steps:	Action link:	
Application form filled out	Edit application	Automatically checked off. If you want to change anything in the original application (see all aspects above), you can use the action link.
Confirmation e-mail online-application		
Online registration		
Confirmation e-mail from coordinator received		Automatically checked off <i>after the coordinator has confirmed your application</i> . After confirmation the system will automatically send an email to you.

 **Before the mobility - Proposal form** 0 / 4

Necessary steps:	Action link:	
Proposal form filled out	Fill out proposal form	Use the action link to fill in your proposal details; see section 2.1 for more information. After the form is filled in, this step will automatically be checked off. After the proposal form is approved by the coordinator, the action link will change to ' Display proposal form '.
Proposal form printed	Print Proposal form	Click on the Action link to download the Proposal form in pdf format. Use this pdf to seek approval by your UT supervisor and have the Internship coordinator informed about this, <i>according to the instructions given in the Blackboard site</i> . After the (first) download, this step will automatically be checked off.
Proposal form uploaded	Upload Proposal form	Click on the Action link to upload the signed Proposal form.
E-mail about incomplete Proposal form received		This will become visible if your Proposal form cannot be approved (yet). The reason for this will also be shown. Automatically checked off after the email is sent.
Confirmation of the completion of the Proposal form	Confirm the completion of the Proposal form	This will become visible if your Proposal form cannot be approved (yet). Use the action link Fill out proposal form to change your proposal details. After you're finished, use the action link Confirm the completion of the Proposal form to let the system know you've finished the changes.
Proposal form approved		Automatically checked off <i>after the coordinator has approved your proposal</i> (see the Blackboard site for the requirements to have your proposal approved). After approval the system will automatically send an email to you.

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

NOTE: this section ('Scholarship') will *disappear* when:

- your internship will be in the Netherlands
- you're planning your internship in the same country as your nationality.

In all other cases:

Necessary steps:	Action link:	
Scholarship question(s) answered	Answer scholarship questions	Click on the Action link to answer the so-called 'Scholarship questions', even when you stay in the Netherlands. See section 2.2 for more information. After the question(s) is/are answered, this step will automatically be checked off.

Necessary steps:	Action link:	
Scholarship question(s) checked	Answer scholarship question(s)	Automatically checked off <i>after the International Officer has acknowledged your answer to the scholarship question.</i>

In all cases, whether you answered the ‘scholarship question’ yourself or the question has disappeared for a reason (see NOTE above): after the Scholarship Officer has checked the ‘scholarship question’, more steps will appear in your workflow!

2.2. Proposal form

By following the action link [Fill out proposal form](#) you will get to the Proposal form. In order to fill in this form, you will have to click on ‘Edit’ button (you will probably have to scroll down to get to this button). After clicking the text will change to ‘Update’. The two sections of the application form are:

Stay details:

Stay details		
Aproximate Start date	02/02/2017	* 24 Today
Aproximate end date	30/03/2017	* 24 Today
Calculated days	60	*

If applicable, you can change your dates now!

Proposal form:

Proposal form	
1. UT supervisor	Aarts
2. UT supervisor	<--
Country of organisation	Neth
Name of organisation	ALLO
	Please from t
Contact person at the host organisation	Esselt

(and many more fields ; etc.)

In this section you have to fill in your UT supervisor, internship provider (in the system this is called ‘the organisation’), contact person within the organisation. external supervisor, title and content of the assignment and the course code of your internship. Please check carefully if either your internship provider and/or your contact person / external supervisor are already in the system. If not, you can fill in the details here. Again there is a open text field for ‘Additional remarks’.

Course code

This is the Osiris course code for your internship. Check carefully which one is applicable for you. If you don’t know, consult your programme coordinator. The codes for Mechanical Engineering and Sustainable Energy Technology are:

Course module	Brief name	Starting block	Credits	Faculty
191199152	Internship	JAAR	15 EC	CTW
191199154	Internship	JAAR	20 EC	CTW
195799152	Internship	JAAR	15 EC	CTW

Click on 'Update' to submit the form. After that, click on 'Cancel' to go back to your workflow.

Note that several aspects of the Proposal form can still be changed after you have started your internship, if necessary.

2.3. Scholarship

Due to the systems architecture, the question 'Do you want to apply for a scholarship' *has* to be answered even if you know in advance that you won't be entitled to a scholarship (i.e. you're doing your internship either in the Netherlands or in your home country).

Click on 'Edit' and answer the question (default is 'No'):

- If your answer is 'No': click on 'Update' and subsequently on 'Cancel' to go back to your workflow.
- If you answer "Yes", some more questions will appear which have to be answered, as part of the 'scholarship application procedure'. At the end, click on 'Update' and subsequently on 'Cancel' to go back to your workflow.

Note:

- you can change your answer to the "scholarship question", up till the moment your answer has been acknowledged by International Office. Once that is done, you cannot change your answer anymore.
- for more information regarding entitlement to scholarships, please check out the website of International Office for all the details.

The steps which have to be taken in the organisation of the scholarship depend on the kind of scholarship; for the moment these are not explained here any further yet. Depending on your answer, as well as 1) the country where you will be doing your internship, 2) the duration of your internship, 3) your nationality and 4) internship compensation, you might be eligible for: TMF, Holland Scholarship or an Erasmus scholarship, and your workflow of 'Internship' will therefore be continued into either of the following four workflows: 'Internship - without scholarship', 'Internship - Erasmus', 'Internship - Twente Mobility Fund' or 'Internship - Holland scholarship'. If you are eligible for any of those scholarships, you will be notified and you will see the concerned steps appear in your workflow. Please read the information on the website of the International Office to find out if you are likely to be eligible (<https://www.utwente.nl/en/study-abroad/internship/>).

3. During the internship

3.1. Workflow

After your answer to the so-called ‘scholarship question’ has been acknowledged and processed by International Office, your workflow will be extended. Depending on the ‘type of scholarship’ you are eligible for, more steps will appear in the section

Before the mobility - Scholarship
0 / 2

In addition, your workflow ‘during’ and ‘after’ mobility will appear! The ‘during mobility’ part of your workflow contains two till four of the following sections, the ‘after mobility’ part contains only one section:

During the mobility - Notification of having started your mobility	2 / 2
During the mobility - Changes to Learning Agreement	1 / 1
During the mobility - Notification of changes	0 / 1
During the mobility - Towards the end of your mobility	0 / 1
After the mobility	0 / 6

As mentioned, your workflow (the number of sections that appear + the naming of some of the steps) depends on the type of scholarship you’re eligible for:

- Erasmus+ [ER]
- Holland scholarship [HS]
- Twente Mobility Fund [TMF]
- no scholarship [ns]

In the following tables you will find more (background) information regarding the steps in the ‘during mobility’ sections; the ‘after mobility’ section is explained in more detail in the following chapter. If a step might be formulated differently in the different workflows, both names are given in the table.

During the mobility - Notification of having started your mobility
2 / 2

Necessary steps	Action link	
- Foreign address (during your activity) filled out [ER] - Address (at the time of your mobility) filled out. [HS, TMF, ns]	- Fill out your foreign address [ER] - Fill out address information [HS, TMF, ns]	Click on the Action link to tell us your address during your internship. See section 3.2 for more details. After the form is filled in, this step will automatically be checked off.
- Date of return filled out [ER] - Expected return date filled out [HS, TMF, ns]	- Fill out date of return [ER] - Fill out return date [HS, TMF, ns]	Click on the Action link to fill in your date of ‘return to the Netherlands’. See section 3.3 for more details. After the form is filled in, this step will automatically be checked off. NB: in the workflows for [HS, TMF, ns] you can also change the name of your contact person in this step.

During the mobility - Changes to Learning Agreement

0 / 1

This section only appears in the [ER] workflow !

Necessary steps	Action link	
Questions regarding changes to Learning Agreement filled out.	Fill out questionnaire	Click on the Action link to indicate that you <i>do or do not</i> have any changes to be mad, which cause your Learning Agreement to be changed. At first, this is the only step visible in this section. After answering this question, this step will automatically be checked off. <ul style="list-style-type: none"> - If you do need to change the duration, new steps will appear in this section of the workflow - if you do not need to change the duration, a new Action link will appear in the next section 'After the mobility'

During the mobility - Notification of changes

0 / 1

Like the rest of the workflow, the next step in the workflow should *always* be done. However, the timing of executing this step depends on your situation:

- if you need to make any changes in application details as described in **section 3.5**, please click on the action link to make those changes *at the moment they become known*
- If you don't have to make any changes, please click on the action link towards the *end of your internship*.

Necessary steps	Action link	
<ul style="list-style-type: none"> - Questions regarding change of duration completed [ER] - Do you want to change anything in your application? [HS, TMF, ns] 	<ul style="list-style-type: none"> - Complete questions [ER] - Mark changes to be made [HS, TMF, ns] 	Click on the Action link to indicate that you <i>do or do not</i> have any changes to be made. See section 3.4 for more details. At first, this is the only step visible in this section. After answering this question, this step will automatically be checked off. <ul style="list-style-type: none"> - If you do need to change the duration, new steps will appear in this section of the workflow - if you do not need to change the duration, a new Action link will appear in the next section 'After the mobility'

The following steps are added in this section in case any aspect of the internship needs to be changed:

Necessary steps	Action link	
<ul style="list-style-type: none"> - Application data changed [ER] - Changes in the application details done [HS, TMF, ns] 	<ul style="list-style-type: none"> - Change application data [ER] - Fill out changes in application details [HS, TMF, ns] 	Click on the Action link to change several aspects: <i>contact person, title, description and/or date of return</i> . See section 3.5 for more details. These changes are not followed by an approval step from either coordinator or International Office..
<ul style="list-style-type: none"> - Dates of the exchange semester changed [ER] - Dates of the activity changed [HS, TMF, ns] 	<ul style="list-style-type: none"> - Change dates [ER] - Change dates of the activity [HS, TMF, ns] 	Click on the Action link to change the start and end dates. See section 3.6 for more details. These changes do need an approval step, due to the relation with the scholarship application.
Change approved		Automatically checked off after Intenational Office has <i>marked the change in dates as approved</i>
Exchange duration recalculated		Automatically checked off after Intenational Office has <i>has recalculated the new number of days</i>

This section only appears in the 'real' scholarship [ER, TMF, HS] workflows !

Necessary steps	Action link	
<ul style="list-style-type: none"> - Learning Agreement (After the Mobility) printed [ER] - Letter of Appointment printed [HS, TMF] 	<ul style="list-style-type: none"> - Print Learning Agreement (After the Mobility) [ER] - Print Letter of Appointment [HS, TMF] 	<p>Click on the Action link to download the document concerned. This document needs a signature from your host institution, so you're better collect that signature while you are still present in the host institution.</p> <p>After downloading the document, this step will automatically be checked off.</p>

3.2. Notification form - part 1 ('Fill out address information')

By following the action link [Fill out your foreign address](#), you get to the first part of the so-called "notification that you have safely arrived at your destination (if applicable) and have started your internship". This first part is to notify us of your address. In order to fill in your address during your internship, you have to 'create' this, rather than 'updating'. The two sections of this *address form* are therefore:

Personal details:

Personal details	
Last name	Teststudent 149
First name	Tester
Gender	<input type="radio"/> Male <input type="radio"/> Female
Date of birth	19/09/1999

All these field values cannot be changed; they have been imported from your Osiris data.

Address details during mobility:

Address details during mobility	
Street	<input type="text"/>
P.O.Box	<input type="text"/>
Country	<-- No choice -->
Post code	<input type="text"/>
City	<input type="text"/>
Telephone number	<input type="text"/>

PLEASE NOTE: you should **always** fill in the address where you are staying while doing your internship, even if this is at your 'normal' home address! After you've filled in your address, click on the 'Create' button, followed by 'Back to the application workflow' and subsequently again on 'Back to the application workflow'.

3.3. Notification form - part 2 ('Fill out return date')

By following the action link [Fill out date of return](#) you get to the second part of the "notification that you have started". In order to fill anything in this form, you will have to click again on the 'Edit' button.

Notification form:

The help-text missing here is: “In case of abroad: please indicate your expected date of arrival back home. Otherwise, fill in the end date of your mobility.”

Although we do not want to check upon you during any holidays you might take after your internship, it is *obligatory* that you fill in when you expect to be back in the Netherlands. This has to do with the so-called ‘calamity plan’ of the university. If you are not abroad at all, you can fill in the end date of your internship.

The Remarks field can be used as desired.

Don’t forget to click on ‘Update’ to save the new information, followed by ‘Cancel’ to go back to your workflow.

3.4. Notification of changes

Bij following the action link [Mark changes to be made](#), the question to be answered here is: “Do you want to change anything in your application?” such as the *name of your contact person, name of your external supervisor, title of assignment, description of assignment, or return date*,

- If your answer is indeed ‘No’: just click on ‘Create’, followed by ‘Back to the application workflow’.
- If your answer is ‘Yes’, change the answer and click on ‘Create’, followed by ‘Back to application workflow’.

The steps to actually change these values will appear after you’ve answered the question (see [section 3.5](#))

If you don’t need to change anything, you can answer this question towards *the end of your stay*.

3.5. Changes in application details

By following the action link [Fill out changes in application details](#), several aspects of the application can be changed. These aspects do not need to be approved during the administrative process; note that it is your own responsibility that your UT supervisor does agree with the changes in content of your assignment. Any changes in the start and/or end date will be dealt with in the next workflow step, because these changes do need to be approved by International Office; see section 3.6. Click on ‘Edit’ to be able to make changes in the following sections:

Proposal form:

Proposal form	
Contact person at the host organisation	Esselbrugge, Martin Please check if the contact person can be selected from the list. If not, please enter the data in the fields below.
Is the supervisor a different person than the contact person?	<input type="radio"/> Yes <input checked="" type="radio"/> No * If yes, please fill in the following fields.
Title of the assignment	title as given in Proposal form ... Can be change
Description of the assignment	description as given in Proposal form ... Can be changed here. There are still 937 characters available
Additional remarks	additional remarks as given in Proposal form ... Can be changed here. There are still 930 characters available

- *name of the contact person* : is taken from the Proposal form. If applicable, this can be changed here. If the right person is not yet in the system and can therefore not be chosen here, please leave the name as it is and fill in the title, first name, last name, phonenumber and email address of the correct person in the Additional remarks field.
- *supervisor different than contact person* : if you click yes, you *will* be able to fill in first name, last name, gender, email and phone number of the (new) supervisor, in appropriate fields.
- you can change *title* and *description* of your assignment. Note that the available number of characters for the title might be too few; this has our attention.
- you can make any additional comments here

Notification form:

Notification form	
Date of return in the Netherlands (this is not the date your internships ends!)	01/04/2017 * Today
Remarks	Remarks as given in Notification of the date of return. Can be changed here. There are still 4924 characters available

In this section you can change the date you expect to be back in the Netherlands. If you are not abroad at all, leave the date as it is (see also section 3.3).

Internal:

Internal	
Changes done	Changes done must be filled in. * There are still 500 characters Changes done must be filled in.

In this text field you should fill in the reason why you want to make the changes as you have defined here. This is an obligatory field.

When you're finished, click on 'Update' and subsequently on 'Cancel' to go back to your workflow.

3.6. Changes in Dates

By following the action link [Change Dates of the internship](#) you will be able to change the begin and/or end date of your internship. The separation from the previous 'change step' is necessary due to the current architecture of Mobility Online and the fact that a possibly awarded scholarship is dependent on the duration of the internship. Even if you needed to change e.g. your supervisor only and not your begin or end date, you still have to go through this step by. Click on 'Edit' to make the changes (or not):

Stay details:

Stay details		
Starting date	02/02/2017	*  Today
End date	30/03/2017	*  Today
Calculated days	60	*

When you change one or two date(s), the number of days will automatically change as well. This number is important in the scholarship calculation (and for statistical reasons).

Whether you did change (one of) the dates or not, do click on 'Update' and subsequently on 'Back to the application workflow' to go back to your workflow.

4. Finishing the internship

4.1. Workflow

After the mobility		6 / 6
Necessary steps	Action link	
Required deliverables marked as sent	Mark the Required Deliverables as sent	Make sure that, before you set this check mark, you have handed in all the required deliverables <i>according to the instructions given in the Blackboard site</i> (not according to the long text of the step). If something is missing, you might severely delay the administrative finishing of your internship. See also section 4.2 .
Required deliverables arrived		Automatically checked off after the coordinator <i>has marked the Required deliverables as arrived</i> .
Activity finished		Automatically checked off after the coordinator <i>has marked the internship as finished</i> . <i>Please read the Blackboard site regarding the conditions which have to be met in order for the coordinator to mark your internship as finished.</i>

4.2. 'Sent deliverables' statement

Click on 'Edit' to check off the statement.

Internal

I confirm that I have sent all the required deliverables

After you've checked off the statement, click on 'Update' and subsequently on 'Cancel' to go back to your workflow.