BSc:
B-CE - Civil Engineering (Civiele Techniek)
B-ID - Industrial Design
B-ME - Mechanical Engineering (Werktuigbouwkunde)

MSc:
M-CME - Construction Management & Engineering
M-CEM - Civil Engineering & Management
M-IDE - Industrial Design Engineering
M-ME - Mechanical Engineering
M-SET - Sustainable Energy Technology
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De information given in this manual are to the best of the author’s knowledge, but no rights can be derived from it. The educational programme’s EER are leading. 

The author has been carefully to check all text and links to document sections. However, if you do find errors or document-links which do not work, please send an email to Exchange-ET@utwente.nl. 

Revision: 29-06–2018
1. Introduction

The Faculty of Engineering Technology of the University of Twente offers several opportunities to go abroad as part of your study programme. Not every opportunity is offered by all educational programme, so before you make definite plans you should check if your chosen activity fits within your personal study plan. You can always discuss your study plan with your student adviser (BSc students) or track coordinator (MSc students). These opportunities are described in the following paragraphs.

1.1. Courses abroad

Also called Study abroad or Exchange semester.

What is this?
Typically this is a full semester abroad in which you follow courses at a foreign university (max. 30 ECTS credits). During this semester you are usually enrolled as an exchange student at a partner university of the UT. Because of special agreements we have with a number of universities, you can take courses free of tuition charges.

When does this take place?
In each BSc programme the so-called minor space (modules 9 & 10) can be used to spend a semester abroad. Approval of the list of subjects needs to be given by the student adviser. Following courses abroad during you MSc programme might be possible as well, either in the 1st or 2nd semester of the programme. In this case approval needs to be given by your track coordinator.

More information?
From Chapter 2 of this manual onwards.

1.2. Internship

Also called work placement, placement or sometimes traineeship.

What is this?
An internship is usually a three month stay at a company or research institute, either in the Netherlands or abroad (15-20 ECTS credits). The main learning goal of an internship is to gain working experience, hence it will always take place outside the UT campus.

When does this take place?
For the MSc programmes Mechanical Engineering and Sustainable Energy Technology the internship is an obligatory part of the curriculum. For all other MSc programmes the internship can be chosen as an elective or as an extra-curricular activity. Whether the internship is obligatory or not, the internship can be done abroad, but it doesn’t have to be.

For all BSc programmes it might be possible to do an internship in the so-called minor space (modules 8 & 9). For BSc students in Mechanical Engineering who are seriously thinking of not continuing in an MSc programme it is highly recommended to do an internship as part of the minor.
1.3. Graduation assignment

Also called graduation, thesis work or thesis assignment.

What is this?
To complete a BSc or MSc programme a graduation assignment must be done. Each year a number of students arrange with their supervisors to perform (part of) their thesis work abroad. These possibilities are determined on a per-student basis and depend mainly on existing research contacts of your supervisors. Whether or not a (part of) your thesis work can be spend abroad is determined by your graduation supervisor and the Examination Board.

When does this take place?
In the BSc programme in Q4 of the 3rd year (15 ECTS credits).
In the MSc programme in Q2-Q4 of the 2nd year (40-45 ECTS credits).

More information?
On the websites of the concerned educational programmes.

1.4. Double degree

What is this?
A programme which is jointly organised by the University of Twente and a foreign partner university.

When does this take place?
Currently the MSc programme of Mechanical Engineering is involved in two Double Degree Programmes: one with the Aeronautical Institute of Technology (ITA) in Brazil and the other one with the Korean Advanced Institute of Science and Technology (KAIST) in South Korea.

More information?
Go to www.utwente.nl/en/me/master_programme/double-degree/.

1.5. Other activities

Alternative, in general shorter activities than the ones described above, could be:

Summer school
As part of your minor you could participate in one of the many summer schools offered by foreign universities, similar to CuriousU at the University of Twente. For an overview, see www.utwente.nl/studyabroad/otherprogrammes/

Study tour
The study associations related to the Faculty of Engineering Technology regularly organise International Study Tours. For more information please visit the websites of the study
associations ConcepT\textsuperscript{1} (Civiele Techniek, Civil Engineering & Management, Construction Management & Engineering), \textit{S.G. Daedalus}\textsuperscript{2} (Industrial Design, Industrial Design Engineering) or \textit{W.S.G. Isaac Newton}\textsuperscript{3} (Mechanical Engineering, Sustainable Engineering Technology).

\textbf{International Competition}

Quite a number of international organisations regularly organise international engineering competitions, such as:
- EBEC\textsuperscript{4} (BEST Engineering Competition in Europe), organised by BEST (Board of European Students of Technology)
- Drop your thesis\textsuperscript{5} - one of the many educational activities of the European Space Agency\textsuperscript{6}

You can search for other competitions via e.g. studentcompetitions.com/.

1.6. The remaining of this manual

Note that the remaining of this manual focusses on \textit{study abroad}, not the other activities as mentioned above. The following information is given:

Chapter 2 till 7 will give a lot of information about all kinds of aspects of the whole exchange process:

- Chapter 2: rough timeline of the whole process of ‘going abroad’.
- Chapter 3: specific timeline for the whole exchange procedure, including deadlines and what to do when.
- Chapter 4: possible destinations, partner universities, special exchange programmes, etc.
- Chapter 5: description of the selection procedure
- Chapter 6: how and when to apply at the partner university
- Chapter 7: what to consider when choosing courses

Chapter 8 is leading you through your \textit{workflow} in the software to be used: Mobility Online

For questions regarding or arising from this manual please go to an open hour: https://www.utwente.nl/en/et/student-mobility/contact/Hours%20DvdB/

If you experience problems with the registration in Mobility Online, do take your laptop with you when you go to one of the open hours.

\textsuperscript{1} www.concept.utwente.nl/
\textsuperscript{2} www.sgdaedalus.nl
\textsuperscript{3} www.isaacnewton.utwente.nl/
\textsuperscript{4} ebec.best.eu.org/
\textsuperscript{5} www.esa.int/Education/Drop_Your_Thesis
\textsuperscript{6} www.esa.int/Education/
2. Planning “going abroad”

'Going abroad' requires quite some time for orientation, preparation, organisation, etc. Several issues need to be arranged before you can actually go abroad. A rough time line is given below:

- **Orientation**: 12-8 months in advance
- **Application**: 8-3 months in advance
- **Preparation**: 3-1 months in advance
- **Pack your bags**: 1-0 months in advance
- **While abroad**: 0-12 months
- **Returning home**: 0-1 months afterwards

**Orientation**
In the orientation phase you can orientate yourself on the endless number of opportunities (as described in chapter 1) and destinations. The sky is the limit! Well ...
Inform yourself by reading this manual, the website, by talking to the exchange coordinator, your study advisor and/or your track coordinator, by attending information sessions, talking to fellow students and to foreign exchange students, etc. Once a year the Let's Go\(^7\) is organised, where partner universities will present themselves, either by the presence of a member of staff or by the presence of an exchange student from that partner university. In addition the Faculty of ET organises regularly information lunches.
You can read more about (partner) universities in Chapter 4.

**Application**
After you have decided to actually go abroad the next step is to register in Mobility Online\(^8\). Make sure that you register for the right activity!
You can read more about the application in section 3.2.

**Preparation**
When you have successfully applied and are accepted for an exchange semester, it is time to start arranging all kinds of practical matters, such as applying for the mandatory Travel Insurance of the University of Twente. The UT’s website on study abroad (https://www.utwente.nl/studyabroad/practical/) has an extensive list to help you with this. Make sure that you will have enough time to arrange all your paperwork. Note that during the holidays it might be more difficult to get your papers signed!
You can read more about all these practical matters in section 3.3.

\(^7\) [www.utwente.nl/en/ces/letsgo/](http://www.utwente.nl/en/ces/letsgo/)

\(^8\) [www.utwente.nl/en/education/current-students/mobility-online/](http://www.utwente.nl/en/education/current-students/mobility-online/)
**Pack your bags**

It is time to pack your bags!

**While abroad**

You are *obliged* to let the UT know that you arrived safely and started your time abroad by executing the required steps in Mobility Online!

You can read more about this phase in section 3.4.

**Returning home**

For information about what to do upon return, read section 3.5 about what to do after your stay abroad.

**Study delay**

Note that if you are not able to pass all courses abroad or are following extra-curricular courses this will nearly always lead to a study delay.

Note also that some partner universities have *different academic calendars* than us, meaning that you will experience overlap of your study abroad semester and the start of the next semester back at the University of Twente. Please be aware that this could also cause a study delay. Carefully compare the academic calendars, consult your exchange coordinator and deliberately choose a partner university that fits to your study programme and schedule.
3. Exchange procedure

3.1. Introduction

While you can start very early with the orientation phase as described in Chapter 4, at some point you need to enter the ‘official’ procedure and you have to bear in mind that there are deadlines to be met. To express your Study Abroad interest and to apply for a place at a partner university, you need to fill in the application form in Mobility Online before a certain deadline (see next paragraph). Note that the selection procedure for the fall semester (Sep - Jan) takes place in Jan-Apr in the same calendar year. The selection procedure for the spring semester (Feb - Jul) takes place in the autumn (Sep-Nov) in the preceding calendar year. More information about the selection procedure is given in Chapter 5.

In the time frame sketched in the following sections, the dates could change a few days earlier or later. The correct dates will be published on the website! Note that the two dates on the left indicate either the application for an exchange period in the 1st or Fall semester, or in the 2nd or Spring semester:

| Date 1 | concerns the application procedure for the Fall Semester |
| Date 2 | concerns the application procedure for the Spring Semester |

3.2. Phase 1: application

The application and registration of an exchange semester abroad has to be done in the software package Mobility Online. You can find the application forms on: [www.utwente.nl/en/education/current-students/mobility-online/](http://www.utwente.nl/en/education/current-students/mobility-online/).

- you can register for minimal 3 and maximal 6 universities. If you want to register for 1 university only, make a note about this in the ‘Remarks’ field. Do realise that having just 1 destination will quite limit your chances on being selected.
- you can choose all partner universities who have an agreement with your study programme. See [www.utwente.nl/en/et/student-mobility/partners/](http://www.utwente.nl/en/et/student-mobility/partners/) who our partner universities are.
- Read more about the different partnerships we have with universities in Chapter 4.
- Read more about the effect of your choices of universities in the selection procedure in section 5.2!
- Read more about how to use Mobility Online, the application form and the subsequent steps in your workflow in Chapter 8.

In this phase, the following steps in Mobility Online are important:
- filling in a registration form and submitting this
- executing all workflow steps in the Sections “Before the mobility - Application and registration” and “Before the mobility - Allocation”.
Using the selection procedure described in Chapter 5 a limited number of applications involving type (I) agreements (the so-called “non-EU, UT-wide partner institutions”) will be nominated to the UT International Office. This Office will execute the selection procedure for these destinations.9

Note:
- according to the UT procedures you can be nominated for one destination only
- phase 1 is about non-EU destinations only. This means that if your list of preferred universities partners is for instance [ (1) EU, (2) EU, (3) EU, (4) non-EU, (5) non-EU, (6) EU ], then in this phase you will participate with destination (4) and (5)!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Jan 09:00</td>
<td>Application deadline for all destinations. In addition to the registration in Mobility Online, more information is required in order to decide which ranking group you belong: a) Number of registered ECTS and your average mark (see also Appendix 2) b) Transcript of Records (see paragraph 3.2.1 for more information) c) Preliminary course lists (see paragraph 3.2.2 for more information) NOTE: the way (email, attachment, Mobility Online) this information needs to be communicated to us will be added soon!</td>
</tr>
<tr>
<td>3 Sep 09:00</td>
<td>Deadline for Exchange Coordinator to nominate students to the UT International Office for the “non-EU, UT-wide partner institutions”-draw.</td>
</tr>
</tbody>
</table>
| 1 Feb - 7 Sep | Using the selection procedure described in Chapter 5 a limited number of applications involving type (I) agreements (the so-called “non-EU, UT-wide partner institutions”) will be nominated to the UT International Office. This Office will execute the selection procedure for these destinations.
Note:
- according to the UT procedures you can be nominated for one destination only
- phase 1 is about non-EU destinations only. This means that if your list of preferred universities partners is for instance [ (1) EU, (2) EU, (3) EU, (4) non-EU, (5) non-EU, (6) EU ], then in this phase you will participate with destination (4) and (5)! |
| 8 Feb - 14 Sep | Selected students receive allocation of a “non-EU, UT-wide partner institution”; this will be indicated within the Mobility Online workflow. Concerned students have to accept or reject within 5 days (= next step in the Mobility Online workflow). |
| 22 Feb - 28 Sep | All applicants receive the results of the selection process; the allocated university will be shown within your Mobility Online workflow. Concerned students have to accept or reject within 5 days (= next step in the Mobility Online workflow). |

9 www.utwente.nl/en/study-abroad/dbase/files/non eupartners/
Although the faculty strives for allocation of a preferred university to every interested student, this might not be possible due to a mismatch in number of possible places and popularity of certain universities. If you are not selected for any of your six preferred destinations, you will be informed.

If you decide to reject your allocated university, your application ends here. Suppose you learn from another student that (s)he has rejected a place at a university you would like to go to, you can certainly re-apply, but you will be dependent on the available places.

Once you have accepted an offered destination, it is not possible to switch destination anymore, even not if, for example, a spot at the university of your first or second preference becomes available because another student has decided to withdraw. If you cancel your application after you have been nominated to a partner university, the UT basically loses an exchange position, which is not desirable. In such case you will not be entitled anymore to a scholarship for any other destination. We therefore advise you to carefully consider your choices concerning your preferred partner universities to make sure you will make the right decision.

Note: be aware that after you have accepted the allocated university, you still have to be accepted by the partner university, so wait with booking your ticket before you get the acceptance from your partner university as well!

3.2.1. Transcript of Records (TOR)

You can retrieve a transcript of records (= grade list, 'cijferlijst') by downloading an overview of your grades from Osiris:

Osiris → Progress review → download progress report.

Make sure you export an overview which includes your average mark!

3.2.2. Preliminary course lists

Make sure you add a preliminary course list (list of your preferred courses) of each of your chosen destinations! These courses do not have to be approved yet; approval will be required at a later stage. Make sure to add web-links for each course, in order for us to be able to see the contents of that course.

More information about selecting courses can be found in chapter 7.

3.3. Phase 2: preparation for a trip abroad

In this phase, the following steps in Mobility Online are important:
- executing all workflow steps in the Sections “Before the mobility - Proposal form”, “Before the mobility - Partner university” and “Before the mobility - Scholarship”.

See Chapter 8 for more details on the workflow steps.
3.3.1. Introduction

Two procedures …

Once you have indicated to accept the allocated partner university, the real preparatory work will start. Some steps you have to make (within and outside Mobility Online) you can do in parallel. Do realise that you will have to participate in two parallel procedures: here at the UT you are an ‘outgoing student’, at the partner university you are an ‘incoming student’. See Chapter 6 for more information about applying at the partner university (how, when, …).

Choosing courses and seeking approval …

In parallel to the application at the partner university, you will have to make sure that you get approval from the UT side for your trip abroad. Fill in your desired course list and make sure you get approval (see Chapter 7 for more information), and upload your approved list in the appropriate step in your workflow.

Scholarship …

Once you have been accepted by the partner university, you should indicate this in the appropriate step in your workflow. Only after the Exchange Coordinator has acknowledged all your information, you can start to apply for a scholarship, again via the next step in your workflow (see section 3.3.2 for more information on scholarships).

More practical matters …

Once you have initiated the scholarship procedure, you should also start to prepare your trip. More information about practical matters can be found from section 3.3.3 till the end of this chapter. More information can also be found on the website of the International Office: www.utwente.nl/en/study-abroad/practical/.

3.3.2. Scholarships and financial matters

More information regarding scholarships for study abroad can be found on the following website: www.utwente.nl/en/study-abroad/study/. Carefully read the information on the criteria and deadlines.

You can apply for a scholarship only after you are officially accepted by the Partner University and you have indicated this in your workflow in Mobility Online. Following your notification of your acceptance and under the condition that your course list is approved, the Exchange Coordinator will approve your ‘study abroad’ period. Thereafter, the so-called ‘scholarship question’ will appear in your workflow and you can apply for a scholarship. Whether or not you are eligible for a scholarship and if so, which scholarship, depends on your destination, your nationality, the available budget and the remaining time before starting your exchange period. The above-mentioned website will give you an indication, but the official notification will be done via the Mobility Online workflow.

Note: After the Scholarship Office of the UT has confirmed that you are (or are not) eligible for a scholarship, more steps will appear in your Mobility Online workflow!

The scholarships which are dealt with via Mobility Online are Erasmus+, Twente Mobility Fund and Holland Scholarship. In addition to the these scholarships, you can apply for other scholarships outside Mobility Online, such as the Student Ambassador Scholarship at the UT or many private scholarships outside the UT. See the aforementioned website for more information.

As you cannot make use of your public transport card (OV / ‘Studentenreisproduct’) you can choose to convert your public transport card into a financial compensation during your stay
abroad. For more information and to apply check the DUO website: duo.nl/particulier/studiefinanciering-buitenland/ov-vergoeding. In the summer of 2016 this compensation was €99,66 per month. If you need a signature on an application form for this, then please read more on ‘how and where to get signatures’ in Appendix 3.

Make sure that you have enough financial resources to pay for your travels and stay abroad. Consult your bank on how to most easily and inexpensively access your money while being abroad. In most cases, a debit card ('bankpas') with PIN-code will be sufficient, in some cases you need to activate your debit card to be able to pay abroad or you might even need a credit card.

3.3.3. More practical matters

Housing
In most cases the partner university is willing to help you find accommodation. Most often these rooms are furnished to some extent. Therefore the costs of the accommodation might be somewhat higher than your current rent. However, it is your own responsibility that housing is arranged.

Perhaps you could contact some students from your host country/university who are currently on the UT, using one of the available social networks, such as www.facebook.com/groups/esn.twente/.

Insurance & calamities
You have to arrange your own health insurance. You can choose to extend your current health insurance to include European/worldwide coverage (depending on your destination).

The UT has entered into a liability and travel insurance for all its students and employees. This insurance is for free and currently you can apply through: www.utwente.nl/studyabroad/practical/files/registration-insurance/ (in the future this will be incorporated into Mobility Online). A few days after your application the insurance policy will be send to your home address. Keep in mind that the UT travel insurance is only valid for the duration of your study-related stay abroad.

Note:
When you apply for the UT-insurance as indicated above, you will automatically be registered in the UT International Registration system. Registration in this system is not voluntary, but obligatory! This system is the source of information in case of calamities, and every student and member of staff need to register their stay abroad.

Health and safety
Before departure, check whether you need vaccinations or other medical preparations for your stay abroad. Contact your family doctor or the GGD (the Dutch health service with centres across the Netherlands) for information. Moreover, if needed, make sure that you take sufficient medications with you to cover your stay abroad. When choosing a destination, keep the official travel advice in mind. The Ministry of Foreign Affairs publishes an overview of all recent official travel recommendations. The UT does not allow you to travel to a destination with a ‘negative’ travel advice.
**Visa and passport**

Depending on your destination, you might need to arrange a visa, this is your own responsibility. Explore how to apply for a visa and which documents are needed and which institutions you need to contact (e.g. the embassy or consulate of the country of your destination). Apply for a visa in time.

Besides this, make sure that your travel document (ID-card or passport) is valid for at least three months after your planned arrival to the Netherlands.

### 3.4. Phase 3: spending time abroad

*In this phase, the following steps in Mobility Online are important:*
- executing workflow steps in the Sections “During the mobility - Notification of having started your mobility”, “During the mobility - Changes to Learning Agreement” and “During the mobility - Notification of changes”.

*As soon as you have started your exchange semester*, you have to fill in the next two steps in your workflow: the address where you are living during your exchange semester, and the expected return date (to the Netherlands/UT). This is not necessarily the same as the end date of the exchange semester; for instance, in case you decide to have some holidays after your exchange period.

Following those two workflow steps, there are other steps available in case you need to make any changes:
- Quite regularly it happens that the course list needs to be changed quite soon after arrival (courses not being taught, courses taught in the local language, other courses seem more interested to you than what you originally planned, etc.).
- It is also thinkable that you want to make courses changes later on during the semester; this might especially happen if the partner university is also working in quarters rather than semesters.
- perhaps you have to change the arrival or leaving date

At some point you will have to make those changes in Mobility Online. If you expect that other changes might be happening later on during the semester, wait till the end of your stay to execute those ‘change steps’.

Read more about changing your courses in [section 7.6](#).

Enjoy your time, and be a worthy ambassador of the UT!

### 3.5. Phase 4: coming back

*In this phase, the following steps in Mobility Online are important:*
- executing workflow steps in the Section “After the mobility”.

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When you get back to the Netherlands after your stay abroad, there are certain issues that you need to taken care of.

3.5.1. Your scholarship

If you received a scholarship during your stay abroad which is handled via Mobility Online, you will have to hand in some documents to receive the last part of your scholarship. Before your departure you received an e-mail from International Office with the specific requirements. Please read this information carefully. If you have any questions regarding this matter, send an e-mail to International Office: studyabroad@utwente.nl.

You will probably need a signature of the Exchange Coordinator on the final scholarship paperwork (‘After mobility’). Read more on ‘how and where to get signatures’ in Appendix 3.

3.5.2. Credit transfer

To have your courses registered in Osiris you have to hand in your Transcript of Records (ToR) to the Office of Educational Affairs (‘BOZ’). Before they register those courses, they will want to see prove of ‘approval’ of those courses. Make sure that during your exchange period you have indeed been in contact with the responsible person (see section 7.5 who this is) about approval of any changes in your course list.

Some partners will send or give you the original transcript of records (ToR), while other partners will send it to us. In case we receive your transcript of records, we will notify you, after which you can pick it up and hand it in at the BOZ yourself (with the aforementioned prove of ‘approval’).

Read more about transferring credits and grades in section 7.7!

3.5.3. Finish your workflow

Make sure you execute all steps in your workflow in Mobility Online! The step ‘Required deliverables sent’ should be check-marked after you have handed in your ToR at the BOZ, together with the prove of approval of those courses (do read section 7.7!). Currently both steps ‘Transcript of records marked as delivered’ and ‘Activity finished’ will be check marked without a check if this has actual happened; it is your own responsibility that ToR and ‘proof of approval’ are indeed handed over to the BOZ!

---

10 this will change in the future
4. Destinations

To facilitate going abroad for course work, the Faculty of Engineering Technology has set up several bilateral agreements with partner universities. The majority of those universities are within the EU (all participants in the Erasmus+ programme) and a few are outside the EU. There are three types of agreements as far as the selection procedure is concerned: agreements for the faculty of ET only, agreements shared by two or more faculties and agreements valid for the whole UT (‘UT wide agreement’). The complete selection procedures is described in Chapter 5.

4.1. Partner universities

You can find a list of our partner universities on the website: www.utwente.nl/en/et/student-mobility/partners/. Going to a partner university has several advantages:
- you don’t have to pay tuition fee (you continue to pay the tuition fee at the UT only).
- the quality of the host university is assumed to be good enough
- you get (a lot of) support from the foreign university with regards to all kind of practical matters, such as registration, accommodation, etc.
- many universities do not accept students for ‘just’ a semester, if there is no agreement in place

If this is not attractive enough, or you have other reasons to go to a non-partner university, please read section 4.2.

4.1.1. Number of places available

The number of places available per partner university is limited; you can find the number of places per university on the aforementioned website.

If more students apply for a partner university than is allowed according to the agreement, a selection of students will be made. You can find more information on the selection procedure in Chapter 5. To make sure that you participate in the selection procedure, finish your application in Mobility Online before the faculty deadline (see section 3.2). If you apply after the deadline, you might be able to register for one of the remaining places, but this is not guaranteed; it also depends on the application deadline of the partner.

4.1.2. Types of agreements

Because of the influence on the selection procedure, this section will briefly explain the different types of exchange agreements we have\(^\text{11}\). An ‘agreement’ is usually set up between two universities, but the number of educational programmes involved can differ considerably. Since it is not always known to what extent the included faculties/programmes at the partner’s institute is, the description below concerns the UT programme’s only:

(EU) - agreement with one educational programme
- agreement with two or more educational programmes of one faculty
- partner is located in an ‘EU’ country

\(^{11}\) This type-classification of the agreements is the same as mentioned on the Study Abroad website.
(III) - agreement with one educational programme
- agreement with two or more educational programmes of one faculty
- partner is located in a ‘non-EU’ country

(II) - agreement with two or more educational programmes of two or more faculties:
- this requires a selection procedure involving more than one faculty;
- partner is located in a ‘non-EU’ country

(I) - agreements with two or more educational programmes of minimal three faculties,
handled by International Office (= “UT-wide” agreement)
- this requires a central selection procedure
- partner is located in a ‘non-EU’ country

More information about the selection procedure can be found in Chapter 5.

4.1.3. ECIU Twin Programme

The University of Twente is partner of the ECIU Twin Programme Mechanical Engineering together with the following five partner universities:
- University of Stavanger
- University of Aveiro
- Kaunas University of Technology
- Tecnológico de Monterrey
- Linköping University

Within this programme, every participating university offers pre-selected packages (“exchange packages”) to one up to four students of each of the other five universities. Compared to a ‘normal’ agreement, this means that the choice in courses is limited. This could be felt as a restriction, but it also saves you (a lot of) time trying to find out what choices you would normally have and how to select and how long it would take to have your selection approved, etc. For more information regarding this new programme visit the ECIU website\textsuperscript{12}.

The number of students who can participate in this programme, is extra to the number as agreed in a ‘normal’ exchange agreement (as mentioned in the previous paragraph). In the overview on the website it is mentioned if the available places are ‘ECIU Twin' places.

4.1.4. Make a selection

In the Application form of Mobility Online you have to choose a minimum of three preferred partner universities, and you can fill in up till six universities.

Search for and read information, check websites of partner universities, read experiences of other students and collect course information. The search portal of Mobility Online can be very helpful for that\textsuperscript{13}.

Carefully check the following details and take them into account when selecting suitable destinations:
- Availability & suitability of courses:
  → Is it your personal interest?
  → Do they fit in your curriculum?

\textsuperscript{12} \url{www.eciu.org/for-students/twin-programmes#twin-programmes}
\textsuperscript{13} this portal is still under development!
→ Language of instruction
   Not every partner university offers courses taught in English only; especially universities in the south of Europe offer a lot of courses taught in the native language. You may request course information directly from the partner Universities website, or by sending them an email (for example to their international office).
   - General requirements from the partner university (such as pre-knowledge, language requirements, etc.)
   - Academic calendar (semester data)

You need to invest time in this and show a lot of initiative! It is your own responsibility to search for information and make a decision based on that.

4.2. Non-partner universities

It is not preferred nor recommended to go to a university that is a partner from another study programme or faculty at the UT, or to go to a university that is not a UT partner at all. You have to fulfil additional criteria. However, it might be possible to do so.

4.2.1. Partner university from another study programme or faculty

If you do want to go to a university that is a partner from another study programme or faculty at the UT, you have to discuss this first with the Exchange Coordinator. After you have discussed this matter, you will have to send an e-mail to Exchange-ET@utwente.nl with the name of that partner university, the study programme you are interested in and your motivation for choosing this partner university (and not one of ET’s partner universities). The exchange coordinator will let you know if it is possible or not. This can take up some time, since both sides of the exchange agreement (the concerned UT programme and the concerned programme at the partner university) have to give their approval. The Exchange Coordinator of the concerned UT programme will probably give priority to their own students, so you will have to wait at least till after their own application deadlines. For all these reasons, it is recommended to consider alternative universities which are partner of your education programme.

More information about the partner universities of all UT programmes can be found at: www.utwente.nl/en/study-abroad/dbase/.

Note that in the registration software (Mobility Online) it is not possible to choose a partner university which is a partner of a different UT programme. Only after you have received permission to apply for an exchange position at this particular university, this option will become available to you in Mobility Online.

4.2.2. Not a UT partner university at all

If you do want to go to a university that is not a UT partner at all, you have to discuss this first with the Exchange Coordinator. In the registration software (Mobility Online) it is not possible to choose a university which is not a partner university. Only after you have convinced the Exchange Coordinator that you are serious about your choice, this university

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14 Go to one of the open hours: www.utwente.nl/en/et/student-mobility/contact/OfficeHours/
15 Go to one of the open hours: www.utwente.nl/en/et/student-mobility/contact/OfficeHours/
will become available for you to choose within Mobility Online. It would speed up matters if you take your laptop with you for your meeting with the Exchange Coordinator.

There are a few more points to consider:

- in this case you probably have to arrange a lot more yourself: the place, the application at the university and all other matters involved.

- you will have to proof the academic quality of your preferred university to your student adviser or your track coordinator (such as the academic ranking and research activities), since they will have to approve your course list with respect to the content; see section 7.5.

- realise that the financial part can be a drawback. If you want to go to a university that is not a UT partner, you have to pay tuition fees both at the foreign university and at the UT. In some countries these tuition fees can be very high.

As a back-up plan, it is recommended to consider partner universities as well.
5. Selection procedure

If there are more students interested to go to a certain partner university than there are places available at this partner, a random selection will take place which does include academic performance. Because of the different types of agreement we have (see paragraph 4.1.2), the selection process is divided into three phases. However, before the actual selection process starts, each applicant will be classified according to the guidelines described in the next paragraph.

5.1. Classification of applications

In Appendix 2 you can find information which period is taken into count for the classification as indicated in the table below. If you have a good reason for a study delay (e.g. being board member of the study association), please add a motivation or a reference of (e.g.) a study advisor to the email you have to send according to the application rules as indicated in section 3.2. In that same email you may also indicate if you have already done some exams which aren’t registered in Osiris yet (but which should be taken into account according to Appendix 2).

The selection algorithm used, will make sure that students form group 1 are drawn first, then the students from group 2, etc.

<table>
<thead>
<tr>
<th>Group</th>
<th>BSc / MSc students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You have passed at least … of the nominal study workload. &amp; Your average grade is:</td>
</tr>
<tr>
<td>Group 1</td>
<td>100% &amp; 7.5 or higher</td>
</tr>
<tr>
<td>Group 2</td>
<td>100% &amp; 6.5 or higher &amp; 7.5 or higher</td>
</tr>
<tr>
<td>Group 3</td>
<td>100% &amp; lower than 6.5 &amp; lower than 7.5</td>
</tr>
<tr>
<td>Group 4</td>
<td>- All other students (you fulfil at the least the minimum overall conditions) - Student who did not send the accompanying email as indicated in section 3.2.</td>
</tr>
</tbody>
</table>

5.2. Preference in destinations

Pay attention to the following:

Due to the complexity of the whole selection process (described per phase in the section 5.3 till 5.6), it is not possible to first wait if you are selected for a type (EU) or (III) agreement, and if unsuccessful, hope to be selected for a type (I) agreement (see section 4.1.2 for an explanation of these agreement types). All applications including at least one type (I) agreement will participate in the first phase of the selection process. If you are selected for a
type (I) destination and you reject, your application will be cancelled. You can fill out a new application, but this application will be dealt with in Phase 4 of the selection process (see section 5.6). Another effect of rejecting is that you might not be able to apply for a scholarship for another destination.

5.3. Selection process: phase 1 - “UT wide”

In this phase we will first select students to nominate them for the type (I) agreements (the so-called “non-EU, UT-wide partner institutions”). Each student can only be nominated once into this “UT wide”-draw. The number of students that can be nominated by a faculty with regard to a specific partner, is determined by the total amount of available positions and the size of the faculty, and therefore varies per partner. The draw results in a number of students being selected, and a number of students being placed on a waiting list for a specific partner.

The selection for the UT wide partner institutions will be performed randomly by the UT International Office. The selected students will be informed via their workflow in Mobility Online (this means that their application will be allocated to a specific partner) and have 5 days to accept this allocation. If they reject the allocation or fail to respond within 5 days, their application is cancelled and the position will be made available to the next student on the waiting list.

All students who have been nominated but are not successful in this phase, go ‘back’ into the main pool of applicants, again including the weight factor of the classification.

5.4. Selection process: phase 2 - “multiple faculties”

The applications of those students who were nominated by the faculty for the “UT wide” selection but were not successful in the draw, will join in the overall draw of all remaining destinations. Because there is a waiting list for the “UT wide” partner universities, the process needs about a week in between the “UT wide” selection and the “multiple faculties” selection.

The selection for the faculty partner institutions will be performed randomly (but including the student classification) by the Exchange Coordinator. Since the agreement is with multiple faculties, some deliberation with the other faculties is necessary. The selected students will be informed via their workflow in Mobility Online, and have 5 days to accept the allocation. If they reject the allocation or fail to respond within 5 days, their application is cancelled.

5.5. Selection process: phase 3 - “faculty”

The selection for the faculty partner institutions will be performed randomly (but including the student classification) by the Exchange Coordinator. The selected students will be informed via their workflow in Mobility Online, and have 5 days to accept the allocation. If they reject the allocation or fail to respond within 5 days, their application is cancelled.
5.6. Selection process: phase 4 - “left over"

After all students have accepted or rejected their allocations, there might still be some places available. They can be applied for by:

- students who are/were too late for the deadline (see paragraph 3.2),
- students who have rejected their allocated university and decided they would like to re-apply
- students who have been rejected by the partner university
- students who listed a few partner universities only, and whose applications have been unsuccessful in the previous steps of the selection process

These ‘left over’ places will be offered to (new) applicants on a ‘first come first serve basis’. Do note, however, that partner universities have deadlines for registration, so check that out before you apply.
6. Application to the partner university

Beware: you will always take part in two application procedures:
- at the UT (your ‘Home university’) you are an “outgoing student”
- at the university abroad (your ‘Host university’) you are an “incoming student”

There will be quite some overlap in steps, required documentation, signatures, etc. However, both universities (your Home University as well as your Host university) have their own registration systems. So do not think that an update in one application procedure will automatically updates the other application procedure as well.

6.1. Nomination

Nowadays, quite a number of (partner) universities require a nomination by a member of staff of the UT. Therefore, your name and the required details will either be sent to the partner university by email or registered in an online system\textsuperscript{16}. After this nomination you will usually receive an email from the (partner) university to instruct you how to apply and/or register at their university.

6.2. Application and deadline partner university

Those universities who do not require a nomination by a member of staff of the UT, might ask you for a nomination document. If you do require such document, you can ask the Exchange Coordinator for it, at least two weeks prior to the application deadline of the partner university.

You can find the application form of the partner institution on their website or you will receive an email from them after the nomination, as indicated above. Check the deadline of the partner institution and make sure that you send in your application in time.

Make sure that you completely fill in the application forms (check and double check), do not forget any attachments. For example; institutions might ask for proof of English language, a passport size photo, a copy of your passport/ID card, an original Transcript of Records in English. Check which documents are needed.

You might need a signature from the Departmental Erasmus coordinator and/or from the Institutional Erasmus coordinator. Documents always first need to be signed by the Departmental Coordinator and then by the Institutional Erasmus Coordinator. Take into account that it might take some time to obtain these signatures. Do not forget your own signature if asked for.

If you indeed need a signature from the Exchange Coordinator, then read more on ‘how and where to get signatures’ in Appendix 3.

The partner institution will inform you if they have accepted you as an exchange student. Once you have been accepted at the partner university, you have to indicate this in Mobility Online\textsuperscript{17} and continue with the next step.

\textsuperscript{16} In the future this nomination step will hopefully become visible in your workflow in Mobility Online.

\textsuperscript{17} In the near future there will probably be an option to upload a proof of acceptance.
6.3. Documents

**Proof of English language**
One of the requirements for participating in an exchange programme is that the student has sufficient skills in the language in which the courses are taught at the host university. To prove this you might need to take a language test that consists of writing, listening, speaking and reading ability. Sometimes the requirements differ from one university to another, so please check the application requirements carefully in advance. You can consult the Language Coordination Center ([http://www.utwente.nl/ces/tcp/](http://www.utwente.nl/ces/tcp/)) for questions on language tests. Note that you might have to pay for the language test yourself!

If you are in an English taught study programme, you can kindly request a letter from the Student Service desk that states that your study programme is taught in English. If the partner institution asks for an official language test certificate (like TOEFL or IELTS), a letter like this might not be sufficient, contact the partner institution (in most cases their International Office) to check this with them.

**Transcript of Records**
Most partner universities ask for an original, signed, Transcript of Records in English. You can obtain this document at the Student Service desk in the Vrijhof building.

**Nomination Letter**
Some partner universities ask for an nomination letter from the University of Twente. Ask your exchange coordinator for this letter.

6.4. Academic Calendar

Before you apply in Mobility Online, carefully check the academic calendar and semester data of the partner university. The start and end dates of a semester might differ from those of the University of Twente. This might influence your study plan, especially with regards to the exams that you plan to take. Make sure that you obtain all relevant information in time and consult your student adviser or track coordinator to discuss your study planning if you expect any problems to occur.

After you have accepted an allocation (see section 3.2) you will have to fill in those semester dates in Mobility Online.
7. Course selection

7.1. Introduction

Carefully select the courses that you would like to follow at the partner institution. Make sure that the partner institution of your choice offers a sufficient amount of suitable courses needed for your study programme. It is your own responsibility to find and select these courses. If you are not able to find a course list on the website of the partner institution, or if you are not sure which courses you are allowed to choose as an exchange student, please contact the partner institution by yourself; each university has nowadays a special website for exchange students, including a contact address.

It is recommended to choose a feasible package of 30 EC of courses for your exchange semester. If you are successful in passing all courses, then after returning to the UT you can immediately use the obtained credits for further progress in the third year, especially by starting your bachelor thesis and getting ready for graduation on time. See section 7.7 for more information about transfer of credits.

7.2. Subject of the courses

Exchange agreements between universities are in general set up between study fields or disciplines. This means that in general as a Mechanical Engineering student you will have to choose courses in the mechanical engineering discipline, or some discipline closely related (mechatronics, biomechanics, etc.). If you would like to choose subjects in something completely different, in order to broaden your knowledge, then you have to consider a few things:

- some partners do and some partners do not accept applicants for a different discipline than the agreement is set up for. You can check this yourself by contacting the partner.

- your exam committee needs to approve your desired course list; make sure they do agree with a different content than your own study field. See section 7.5 to read who is representing the exam committee of your educational programme and thereby the person whom you should ask for approval of your course list.

- if your exam committee allows you to study in a different field than your own but the partner does not allow you to use the existing agreement for that, it might be possible to use a contract from one of the other UT study fields (see section 4.2 for more information about the choice of partner universities the UT has). However, do note that each faculty will match their own partners with their own students first, before offering any replacing places to interested students from different faculties. Therefore you will have to wait till about March in order to learn if this is possible or not.

7.3. Prerequisites

To be able and allowed to study abroad you need to fulfil certain basic requirements, which are slightly different for BSc and MSc students. Obviously, in all cases a basic requirement is
that you are registered as a fulltime student at the UT during the whole time that you are on exchange.

### 7.3.1. Bachelor students

To be able to study abroad as part of your minor, you have to meet the requirements of the minor. The general rules and remarks concerning the minor as defined in the *Student Charter* and the *Education and Examination Regulations (EER) for bachelor’s programmes* are given in Appendix 1. The programme specific rules are defined in the *programme specific Education and Examination Regulations*, which are indicated in the next sections.

#### Civil Engineering

Appendix m, par. 1, section a of the *Education and Examination Regulations for Civil Engineering*:

> Participation in a minor is only allowed if the student has completed a minimum of 3 modules from B1 and a minimum of 3 modules from B2.


#### Industrial Design

Art. 3.2, paragraph B), section Minor of the *Education and Examination Regulations - programme-specific annex - Industrial Design*:

> In order to participate in a minor, a student needs to have earned at least 90 EC, of which 60 EC must be obtained in the first academic year. The reference date is 31st of August prior to the academic year in which the minor is followed. Depending on the type of minor additional requirements can be set.

Students have various options for completing the 30 EC, e.g.:

1. Outgoing Exchange: National and international exchange. An ID student can compile a personal programme or use possible exchange contracts. The student presents their preliminary study programme to the ID Examination Board in advance in the form of a Learning Agreement.

See also: [www.utwente.nl/en/id/rules_and_procedures/minor/](http://www.utwente.nl/en/id/rules_and_procedures/minor/)

#### Mechanical Engineering

Art. N - Admission requirements Minor from the *Education and Examination Regulations (EER) Mechanical Engineering*:

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20 Note from the Exchange Coordinator: In the “going abroad” procedure this means that the desired course list needs to be approved by the Study adviser, who acts on behalf of the Examination Board. At that point this is not yet called a ‘Learning agreement’.

To participate in a minor, the student must have successfully completed all four modules from the first academic year (B1) and two modules from the second academic year (B2).

See also: www.utwente.nl/en/bscme/curriculum/minor/

### 7.3.2. Master students

While in the BSc programme the “study abroad” is part of a ‘broadening your horizon’ experience, in the MSc programme this is not the case. The MSc programme is basically a continuation of your BSc programme into a specialised area within the same study field, hence the courses you would like to do have to fit within your track requirements.

Quite often MSc students go abroad in the 2nd semester, after having studied for 1 semester at the UT; this is not a fixed rule, though. Do note that deadlines for application are quite far ahead before you actually go abroad. This might make it more difficult to organise an exchange period during your master's programme. If:
- you already know during your bachelor’s programme that you would like to study abroad during your master's programme,
- you know which track / specialisation you are going to choose,
- you have good prospects of indeed graduating that same year, you might be able to apply for an exchange period in the 1st semester. More likely, however, you will know towards the end of the academic year that you will start with your MSc programme after summer, which gives you only a short time (about 1 month, i.e. September) to decide about applying going abroad for the 2nd semester.

Please check out the programme’s websites for more information about courses abroad during the master's programme. It might be that additional rules are given, such as a limitation to the number of ECTS credits you might transfer into your exam programme.

www.utwente.nl/cem
www.utwente.nl/cme
www.utwente.nl/ide
www.utwente.nl/me
www.utwente.nl/set

### 7.4. General approval guidelines

For all study programmes of the faculty of ET the following guidelines apply:

- Select courses at your host university that have no overlap with the courses from your UT study program.

- You may select up till a maximum of 5 EC language and cultural courses related to the host country. For example if you are in Spain, you can select a course of Spanish of 5 EC, but you cannot do a course of Italian.

- The language of instruction should be English

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22 This seems to be logical, since the exchange period is part of the complete exam programme, which is nowadays in English (BSc and MSc programmes of all ET studies). However, if you find interesting subjects taught in another language (German, French, …) which you think you have a sufficient command of, you can discuss matters with the study advisor / track coordinator.
- Make sure that any difference in academic calendars between the host university and the UT will not hinder you in the transitions of going from UT to the host university and after coming back from the host university to the UT.

- Check carefully that the courses you choose are taught in the semester that you will be at the host university.

- Pay attention to the pre-knowledge requirements for the courses you select.

- Check if the courses are available for exchange students. Please be aware that universities may have additional requirements / prerequisites.

7.5. Approval of course list

In order to have your credits transferred to your exam programme after returning home, you need on forehand the approval of your desired list of courses by your study programme. Within your Mobility Online workflow you have to fill in your desired courses, download the so-called ‘Proposal form for courses abroad’, get a signature for approval (see below where to get approval) and upload the signed document.

Once you have entered the ‘scholarship procedure’, these same courses will be exported into your so-called Learning Agreement (LA). This LA needs to be signed by the Exchange Coordinator (= Departmental Erasmus Coordinator). This will only be done if Mobility Online contains your uploaded 'Proposal form for course abroad' with the right signature on it!

7.5.1. Bachelor students

Always discuss your study planning with your Study adviser. For students that study within the official time period with no delays (i.e. ‘nominal’), the most convenient time to study abroad is during the 1st semester of the 3rd year (Module 9 & Module 10). Another option is to follow extra-curricular courses.

Be aware that in all cases the courses chosen need to be approved by your Study adviser!

7.5.2. Master students

Always discuss your study planning with your track coordinator. It might be possible to exchange courses from the curriculum and transfer the credits or to follow extra-curricular courses. If you wish to exchange courses from your regular curriculum, please first discuss this with your track coordinator.

Be aware that in all cases the courses chosen need to be approved by your Track coordinator!

7.6. Changes in course list

During your stay at the university, the selection of your courses can still be changed. It might happen that courses at partner institutions change, are not offered anymore, will be taught in another language or semester, etc. Mobility Online offers a so-called ‘change-step’ in which you can change your list of courses. Within the Erasmus programme, after you have made changes in your course list, you will have to download a ‘Changed Learning Agreement’ which will need a signature of the Exchange Coordinator. Read more on ‘how and where to
get signatures’ in Appendix 3. You will have to upload the signed document in Mobility Online.

At the end of each scholarship programme you will (again) have to download a document which needs to be signed and uploaded. Read more on ‘how and where to get signatures’ in Appendix 3.

**IMPORTANT:**

A signature on scholarship documents by the Exchange Coordinator does NOT imply that the courses on that agreement are approved by your exam committee! This is only true for the very first version of the Learning Agreement within the Erasmus Scholarship programme. Therefore make sure that any changes you make, you do discuss with your responsible person (see section 7.5) by email, in order to avoid disappointments after returning home.

### 7.7. Transfer of credits

As already mentioned in section 7.5: In order to have your credits transferred to your exam programme after returning home, you need on forehand the approval of your desired list of courses by your study programme and/or during the semester itself (in case of changes).

As mentioned in section 7.6, a signature on scholarship documents by the Exchange Coordinator does NOT imply that the courses on that agreement are approved by your educational programme (with the exception of the ‘before mobility’ learning agreement)!

Unfortunately, currently your workflow in Mobility Online does not offer the opportunity to seek approval of the changes in your course list by your educational programme.

Summarising the above, this means that you have to make sure that you have been given approval of any changes in your course list before you hand in your ToR to the Student Administration (‘BOZ’) upon return, in order for the courses to be processed into Osiris.

- If you have not made any changes in your course list during your stay, the original document for course approval (including the required signature) is obviously the best ‘prove’.

- If you have made any changes in your course list, a suggested “prove” is:
  - use the action link Change course in your workflow
  - make sure that the course list visible is indeed the correct one (delete/add courses if applicable),
  - make a screenshot with all your courses visible (including those ‘added’ and ‘deleted’)
  - safe this screenshot as a pdf
  - aks the responsible person (see section 7.5) to put his/her signature and date on that document and the words “is approved by” (if they indeed do approve the changes!).

Alternatively, you could use as “prove” some email-correspondence in which approval of the changes is stated.

**Hand-in both ToR and content-approval to the BOZ.**

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23 “Requested course list for Exchange studies”, the very first document you downloaded, had it signed and uploaded in Mobility Online.
7.7.1. **Tip: choose more than 30 ECTS credits**

When you first select your desired course list and seek approval using your ‘Requested course list for Exchange studies’, it is advisable to select more courses for approval than you basically need (= 30 ECTS credits for e.g. e minor programme). If you just mention this in your ‘change-step’ or in a remarks field when changing the courses in Mobility Online, you can use that original signed document as “prove” and do not need to make the screenshot as described above.

7.7.2. **Transfer of marks**

Note that credits (ECTS) will be transferred, but grades will not be transferred or translated, as every country uses another grading system. The courses will be marked as ‘Done’ (= ‘V’).

7.7.3. **Obtained less than 30 ECTS credits**

If you did not obtain all credits during your semester abroad, you probably have to do an extra course/module at the UT to compensate for the missing credits. This might cause study delay. In case this situation occurs, please contact your student adviser to discuss your study plan.

7.7.4. **Obtained more than 30 ECTS credits**

If you obtained more than 30 ECTS credits, than all credits above 30 will be added as ‘extra-curricular’ to your list. When you hand in your ToR at the BOZ (incl. the prove of content-approval), do let them know which course(s) you would like to be registered as ‘extra-curricular’. If you don't let them know, they will choose for you.
8. Mobility Online

Mobility Online is the UT registration system for all internships (whether in the Netherlands or abroad), all graduation assignments (whether on Campus or outside the Campus) and spending an exchange semester abroad at a foreign university. In the near future even short trips abroad will have to be registered in this system.

8.1. Portal

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

<table>
<thead>
<tr>
<th>All internships (in the Netherlands and abroad), graduation assignments (in the Netherlands and abroad) and Courses Abroad must be registered in Mobility Online:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERNSHIP REGISTRATION</strong></td>
</tr>
<tr>
<td><strong>COURSES ABROAD REGISTRATION</strong></td>
</tr>
<tr>
<td><strong>GRADUATION REGISTRATION</strong></td>
</tr>
</tbody>
</table>

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 the registration of your activity (only once per activity), you must log in to continue with the procedure, edit your application data and/or follow (if applicable) the status of your scholarship application:

After you have clicked on the register link, you are redirected to a server outside the UT network. Unlike most of the UT applications, which are stored on the UT's servers, this application is stored on the servers of the software supplier.
8.2. ‘Application form’ for Courses abroad

On this server you will see the following login screen:

Type in your studentnumber 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!

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”.

These sections you initially see are:
- Application details
- Personal details
- Study details (at the time you will start your mobility)
- Stay details

**Application details:**

- The following values cannot be changed: ‘Type of person’, ‘Type of application’, ‘Mobility programme’.
- The academic year can be changed; check if it shows the correct academic year.
- Choose your semester. A minor period in the BSc programme will always be in the 1st semester; an exchange period in an MSc programme could take place in either of the two semesters of a year.
**Personal details:**

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

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

Some fields only appear after you’ve selected a previous field. When you choose your study level to be BSc, you’ll see:

while MSc students see:

- The following values cannot be changed: ‘Country of the home institution’ and ‘Home institution’.
- The following values are imported from your data in Osiris (but can be changed): ‘Faculty’, ‘Study level’ and ‘Study field’. If you apply for a minor these values are probably correct. If you go abroad during your MSc programme while Osiris is still showing ‘BSc’, then please change this value.
Note: the choice of the faculty only determines the coordinator who will monitor your application; it does not influence the selection of ‘Study fields’ shown.

- You will also have to fill in the year you will be in when you do your activity and if this time abroad is (part of) a minor programme (BSc students only).
- Make sure to have this section correctly filled in before you start with the next section (‘Stay details’)

**Stay details:**

You have to fill in at least 3 choices, up till a maximum of 6 choices. You will only be able to choose partner universities with whom your study programme has an exchange agreement. Please consult the faculty pages (www.utwente.nl/ctw/student-mobility/partners/) who those partners are and read section 4.1.2 to know more about the different types of partner we have. If there is a difference between the information on the faculty pages and the availability in Mobility Online, please consult the exchange coordinator (www.utwente.nl/en/et/student-mobility/contact/OfficeHours/).

In the Remarks field you can make notes such as “I actually have only one destination I would like to go to, the other two I have filled in are not to be used in the selection process” or “I would like to participate in the special programme of ECIU TWIN as indicated on the webpage http://www.utwente.nl/….” or anything else you think your coordinator should know about your application.

If you do not want to use an exchange agreement but want to organise some time abroad at another university (while still be registered here at the UT), you could go as a so-called **freemover;** read more about this option in paragraph 4.2.2. If you do go as a freemover you

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24 Realise that with such remark you will limit your changes of going abroad …
still need to be registered in Mobility Online. In that case, choose ‘I will arrange a place at a non-partner university by myself’. If you do this at home, you will likely see:

Because of the internal structures of the Mobility Online, you will have to go to the exchange coordinator and fill in the application form together with the Exchange Coordinator ((s)he will have to define a temporary ‘agreement’ with your preferred university).

After you’ve made your choice, click on:

You will immediately receive an automated email ‘Confirmation of Registration’ from a no-reply email-address (“Dear …. Thank you for registering with Mobility-Online. Please use the link at the end of this mail for future access to Mobility-Online. Best regards, University of Twente”). If you haven’t received such email, check your Junk mailbox. If you really haven’t received this email, see the Exchange Coordinator.

Following the link in that email, or using the login button as shown in section 1.1, you can access the workflow of your mobility activity.

8.3. Before the mobility (up until the scholarship section)

From this point on, every step in your workflow which requires an action from your side, will consists of filling in information in online forms, as mentioned in section 8.2. In order to do this, you will usually have to click on ‘Edit’ or ‘Create’, depending on the kind of step. 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’.

8.3.1. Workflow

There are two ways to get to your workflow:
- use the link in the email sent to you after submission of the Application form
- login via the Login button on 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’).
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 following six sections are visible:

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>check mark</th>
<th>Date</th>
<th>Actor</th>
<th>Action link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form filled out</td>
<td></td>
<td></td>
<td></td>
<td>Automatically checked off. If you want to change anything in the original application, you can use the action link.</td>
</tr>
<tr>
<td>Confirmation e-mail online-application</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation e-mail from coordinator received</td>
<td></td>
<td></td>
<td></td>
<td>Automatically checked off after the coordinator has confirmed your application. After confirmation the system will automatically send an email to you.</td>
</tr>
</tbody>
</table>

The very first section is only to be used if you’re sure about executing that action. 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 the other five sections, with references to the related forms.

Note: After you’ve registered your application for ‘Courses abroad’, your coordinator (or a representative) will at some point confirm your application. This confirmation is usually done after the coordinator has received the accompanying email as described in the exchange process (see section 3.2). Usually this will be done close to or after the deadline of registration. If you register early, it might take some time before this step is checked off.

The next step in the process is the allocation. This step might also take some time to be executed! See section 3.2 for more information on deadlines and the time line of an exchange procedure.
# Before the mobility - Allocation

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>check mark</th>
<th>Date</th>
<th>Actor</th>
<th>Action link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result selection procedure</td>
<td></td>
<td></td>
<td></td>
<td>Automatically checked off <em>after the coordinator has allocated a partner university to you.</em> NB: Before this step is checked off, the name of your first choice is visible in the workflow. As long as this step is not checked off, this university is not your allocated institution! Once this step is checked off, the name of the allocated institution will be visible.</td>
</tr>
<tr>
<td>Email about selection procedure sent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accept or reject allocated host institution</td>
<td></td>
<td></td>
<td></td>
<td><strong>Accept or reject host institution</strong> Click on the action link to accept or reject your allocated university. See section 8.3.2 for more details. After you've done so, this step will automatically be checked off.</td>
</tr>
<tr>
<td>Fill out semester start and end date</td>
<td></td>
<td></td>
<td></td>
<td><strong>Fill out semester start and end date</strong> Click on the Action link to inform us of the actual begin and end dates of your exchange semester. See section 8.3.3 for more details. After the form is filled in, this step will automatically be checked off.</td>
</tr>
<tr>
<td>Application checked and student nominated to host institution</td>
<td></td>
<td></td>
<td></td>
<td>Automatically checked off <em>after the coordinator has nominated you to the partner institution.</em></td>
</tr>
</tbody>
</table>

# Before the mobility - Proposal form

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>check mark</th>
<th>Date</th>
<th>Actor</th>
<th>Action link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course list filled out</td>
<td></td>
<td></td>
<td></td>
<td><strong>Fill out Course list</strong> Click on the action link to register the courses you would like to follow. See section 8.3.4 for more details. After you've done so, this step will automatically be checked off.</td>
</tr>
<tr>
<td>Course list printed</td>
<td></td>
<td></td>
<td></td>
<td><strong>Print Course list</strong> Click on the action link to download the list of courses you have registered in the previous step. Subsequently this step will automatically be checked off. See also section 8.3.5.</td>
</tr>
<tr>
<td>Signed Course list uploaded</td>
<td></td>
<td></td>
<td></td>
<td><strong>Upload signed Course list</strong> Click on the action link to upload the signed list of courses. See section 8.3.6 for more details. After a document is uploaded, this step will automatically be checked off.</td>
</tr>
</tbody>
</table>
8.3.2. Accept or reject allocated host institution

The action link Accept or reject host institution leads to the question “Do you accept the selected host institution?”. The answer to this question determines the rest of the workflow, hence the ‘create’ action.

- If your answer is indeed ‘Yes’: no need to change anything
- If your answer is ‘No’, change the answer

Subsequently click on ‘Create’. If you accidentally checked the wrong answer, you can still change this here by clicking on ‘Edit’, changing the answer and clicking on ‘Save’. 
To go back to your workflow click on ‘Cancel’.

If you’ve selected ‘No’, or in other words, if you reject your allocated institution, your workflow will change and the remaining three sections will disappear.

In order to receive a new allocation, you will have to re-apply. See section 5.5 for more information about this.

8.3.3. Fill out semester start and end date

By default the system’s begin and end date of a standard UT semester are filled in your application. Since it is important that Mobility Online contains the real dates of your exchange period, check with the host institution what their semester dates are, and change it here accordingly.

In order to fill anything in this form, you will have to click on the ‘Edit’ button. To be sure that you have actively checked the dates, you also have to state that you have filled them in correctly. Click on ‘Update’ to save the new information, followed by ‘Cancel’ to go back to your workflow.

8.3.4. Fill out Course list

By following the action link Fill out Course list, you can register the courses you would like to do. Click on either the icon (to the left) or the button ‘Enter further courses …’. Type in the main field the name of the course and a weblink to the course information! Add the number of credits according to the host university. Finish entering one course by clicking on ‘Create’.

Continue filling in courses till you have ca. 30 EC’s worth of courses. When you’re done, click on ‘Back to the application workflow’.

8.3.5. Print Course list

Download your Course list and get a signature from the person who should approve your list. See section 7.5 who this person is.

8.3.6. Upload signed Course list

The signed version should be a pdf, so either:
- print the document, get a signature from the person who should approve your list (see section 7.5 who this person is) and scan the document
- get a digital signature from the person who should approve your list (see section 7.5 who this person is) on your pdf of the course list
Browse for the file on your computer, and click on ‘Create’. You will be returned to your workflow automatically.

8.3.7. Accepted by partner

The action link Please indicate if you have been accepted by the partner university leads to the question “Have you been accepted by the partner institution?”. The answer to this question determines the rest of the workflow, hence the ‘create’ action.

- If your answer is indeed ‘Yes’: no need to change anything
- If your answer is ‘No’, change the answer

Subsequently click on ‘Create’. If you accidentally checked the wrong answer, you can still change this here by clicking on ‘Edit’, changing the answer and clicking on ‘Save’.

To go back to your workflow click on ‘Cancel’.

If you’ve selected ‘No’, your workflow will change and the remaining three sections have disappeared.

In order to receive a new allocation, you will have to re-apply. See section 5.5 for more information about this.

8.3.8. Scholarship

The action link Answer scholarship questions leads to the question ‘Do you wish to apply for a scholarship’. 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 (see figure below) which have to be answered, as part of the scholarship 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 eligibility to scholarships, please check out the website of International Office\textsuperscript{25} for all the details.

The steps which have to be taken in the organisation of the scholarship depend on the kind of scholarship, therefore these are not explained here any further (yet). Depending on 1) the country where you will be doing your exchange, 2) the duration of your exchange period and 3) your nationality, you might be eligible for: TMF, Holland Scholarship or an Erasmus 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.

\textsuperscript{25} \url{www.utwente.nl/en/study-abroad/study/}
Appendix

1. Minor requirements

Section 5 from the Student Charter:

In addition to a core programme of 120 credits, a Bachelor’s programme consists of a minor that is worth at least 30 credits and a graduation phase worth a total of 30 credits. Students generally complete their minor courses in the first semester of their third year of study. In this semester, students can choose modules that either broaden or deepen their knowledge, but they can also choose, for example, to spend time in another country. For more information, please visit the following website: https://www.utwente.nl/en/education/electives/minor/

Art. 3.2, par.2 from the Education and Examination regulations for bachelor's programmes:

2) In addition to a core programme of up to 120 credits, students also take minors totalling at least 30 credits and they complete a graduation phase of a total of 30 credits. The programmes Technische Geneeskunde and Advanced Technology are exceptions to this rule

a) The degree programme consists of modules.
b) A module is a study unit of 15 credits, in which programme-specific knowledge, skills and attitudes are developed and assessed in a coherent manner as much as possible.
c) Students generally take their minors in the first semester of the third year of studies.
d) The programme offering the minor module may set prerequisites for admission to the minor module (see the options matrix).
e) The student's own programme may set conditions for the number of credits to be earned for admission to the minor module. These conditions are specified in the programme-specific annex.
f) Students may choose from the following:
   - High Tech Human Touch modules
   - Contract modules
   - In-depth modules
   - Exchange
   See the options matrix for a full list: www.utwente.nl/en/education/electives/minor/
g) The content of the minor must meet or exceed the entry requirements of follow-on Master’s programmes (with the exception of CreaTe & AT).
h) Students may take no more than one programme-specific in-depth module as part of their minor.
i) Generally speaking, the second semester of the third year of studies is devoted to the graduation phase (which comprises 30 credits).
j) The student is to at least complete the core of the Bachelor's programme prior to embarking on the graduation phase.

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26 www.utwente.nl/en/ces/sacc/regulations/charter.pdf
k) The Examination Board is authorized to deviate from Articles 3.2.2 e, f, and j. Students, in consultation with the Study Advisor, submit requests to this end to the Examination Board.

Art. 5.4 - Degree certificate, art. 3c from the Education and Examination regulations for bachelor’s programmes:\n
3) An International Diploma Supplement is to be appended to the degree certificate (Article 7.11, paragraph 4 of the Higher Education and Research Act). This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The supplement is to include the following information:
   c) a description of the programme content; an indication of any specialisation and/or minor, if applicable

2. Period counting for the registered EC and grades

Below you will find an overview of the most common situations. There are always exceptions, please contact your exchange coordinator for clarification.

<table>
<thead>
<tr>
<th>Note:</th>
<th>Study abroad during:</th>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ECs registered at:</td>
<td>1 February</td>
<td>7 September</td>
<td></td>
</tr>
</tbody>
</table>

**Bachelor**

Average mark: take into account the modules MOD1 t/m MOD5. This should be the same as the average mark which you can export from Osiris.

If you think that the average mark of the individual components of MOD1 t/m MOD5 would result in a more favourable average mark, you can add this figure in the email you have to send with your initial application. Clearly indicate the difference between the average marks (modules vs. individual components) and state why you think this second average mark should be used (max. 2 sentences) in the selection procedure.

**Master**

Include the following information in the email to be sent with your initial application:

- Average of your BSc modules = ...
- (see also remark above in ‘bachelor’ section)
- In case you have done a pre-master’s programme:
  - Average of you pre-master courses = ...
- When did you start with your MSc programme? ...
- How many EC’s have you so far successfully finished in your MSc programme? ...
  - EC’s
- What is the average mark of your MSc courses? ...

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3. Documents and signatures

The amount of documents you need signatures on might be confusing. This appendix is an attempt to list them all (but some might be forgotten!).

Documents unrelated to any scholarship procedure, during the before mobility phase:

<table>
<thead>
<tr>
<th>UT Document</th>
<th>when in process</th>
<th>who signs at UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Requested course list for Exchange studies”</td>
<td>soon after accepting an allocated university; before starting any scholarship application</td>
<td>study advisor or track coordinator (see Chapter 7)</td>
</tr>
<tr>
<td>‘Verklaring onderwijsinstelling’ (reclaim of OV expenses)</td>
<td>somewhere during your preparations. See also section 3.3.2.</td>
<td>Exchange Coordinator</td>
</tr>
</tbody>
</table>

As part of a scholarship procedure (before, during and after mobility) some UT documents:

<table>
<thead>
<tr>
<th>UT Document</th>
<th>when in proces</th>
<th>who signs at UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement UT</td>
<td>part of the Erasmus scholarship application procedure</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Grant Agreement UT</td>
<td>part of the Erasmus scholarship application procedure</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Changed Learning Agreement UT</td>
<td>part of the Erasmus scholarship procedure, during the mobility</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Learning Agreement (After Mobility) UT</td>
<td>part of the Erasmus scholarship procedure, at the end of the mobility</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Letter of Appointment</td>
<td>part of the Holland Scholarship and Twente Mobility Fund scholarship procedures, at the end of the mobility</td>
<td>NA</td>
</tr>
</tbody>
</table>

If you receive an Erasmus scholarship, this means that you are considered to be an ‘Erasmus student’ at the host university. In general they have similar documents to be signed:

<table>
<thead>
<tr>
<th>Document from partner university</th>
<th>when in proces</th>
<th>who signs at UT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement</td>
<td>part of the Erasmus scholarship application procedure</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Changed Learning</td>
<td>part of the Erasmus scholarship procedure, during the mobility</td>
<td>Exchange Coordinator</td>
</tr>
<tr>
<td>Learning Agreement (After Mobility)</td>
<td>part of the Erasmus scholarship procedure, at the end of the mobility</td>
<td>Exchange Coordinator</td>
</tr>
</tbody>
</table>
IMPORTANT:

The Learning Agreement (= LA) “before mobility” (whether from the UT or the host university) is signed by the Exchange Coordinator if the courses on that agreement correspond to the courses in Mobility Online (which is automatically the case if the LA is an export from Mobility Online) AND if the “Requested course list for Exchange studies” is signed by the appropriate person (see section 7.5).

A signature on the other Learning Agreements (during and after mobility, whether UT or host university) does NOT imply that the courses on that agreement are approved by your exam committee! Make sure that you have been given approval of any changes in your course list before you hand over the marks of your courses to the Student Administration upon return.

3.1. How / where to get those signatures

If you need a signature on any document and you haven’t left yet or are already back at the UT, the fastest way is to go to an open hour with a paper copy of the document; we will not print, copy or scan any documents for you. In order to speed up matters, please read the FAQ on what to fill in on the form before you come to an open hour for a signature.

If you need a signature while being abroad, please send the concerned document to Exchange-ET@utwente.nl. It might take up to a week to get the signature done.

4. Contact

Exchange Coordinator and Departmental Erasmus Coordinator: dr.ir. Dorien van de Belt.

Study advisors: ir. Judith Roos-Krabbenbos (CE), drs. Tineke Hoeksma (ID) and ir. Annet de Kiewit (ME).

Track coordinators: can be found via the website of the educational programmes.

See also www.utwente.nl/en/et/student-mobility/contact/Contact%202/

Institutional Erasmus Coordinator: Inge Broekman

In addition to all the website mentioned in this document, the following might be interesting:

Wil Weg: www.wilweg.nl (Dutch)

ESN Twente: www.esntwente.nl

29 www.utwente.nl/en/et/student-mobility/contact/OfficeHours/