

Mobility Online Courses abroad

Faculty of ET.

In this document the software package Mobility Online is explained in more detail. Please consult the Study Abroad Manual (<https://www.utwente.nl/ctw/student-mobility/outgoing/et-study-abroad-manual-16-17.pdf>) for the complete procedure for “Courses abroad”.

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.

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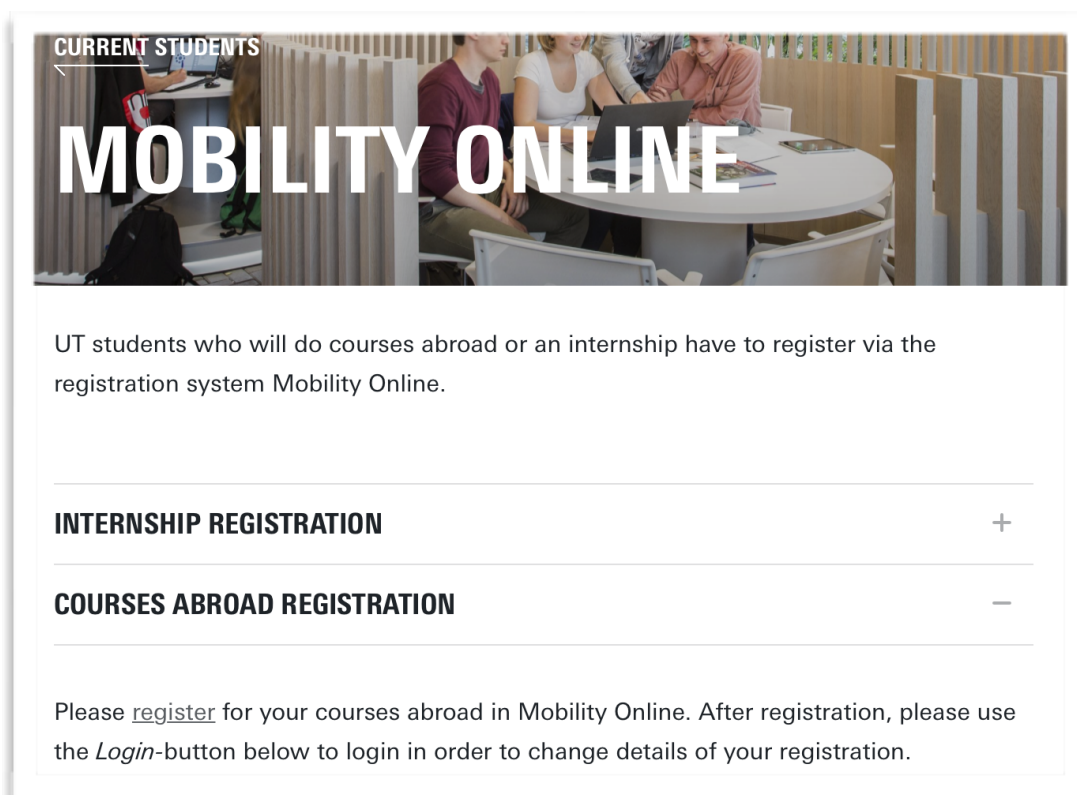
1. Registration

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.

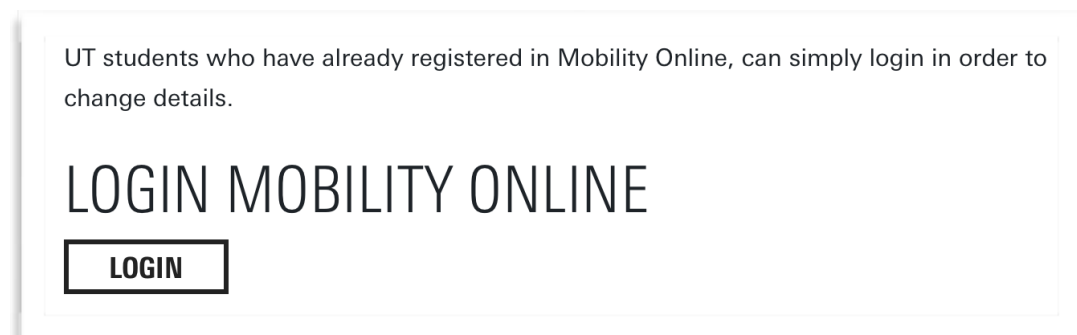
This manual is aimed at registering a period of spending a semester at a foreign university (= "Courses abroad"), in particular for students of the Faculty of Engineering Technology.

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. 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.

1.2. 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 'Forward to update', 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, but if you want to go away in the next academic year, leave it on the default value 2017/2018.
- 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:

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 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
Please select faculty, study level and study field at the time of your planned mobility.	
Faculty	ET - Faculty of Engineering Technology *
Study level	BSc *
What year are you in	<input type="radio"/> First <input type="radio"/> Second <input checked="" type="radio"/> Third *
Study field	Mechanical Engineering *
This study abroad is part of a minor	<input checked="" type="radio"/> Yes <input type="radio"/> No *

- 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 (for a minor this will always be 3) and if this time abroad is (part of) a minor programma.

Stay details:

Stay details	
<input type="radio"/> Yes <input checked="" type="radio"/> No *	
Country of host institution (1. choice)	Turkey *
Host institution (1. choice)	ANKARA07 - Bilkent University *
Country of host institution (2. choice)	Taiwan *
Host institution (2. choice)	NCTU0001 - NCTU - National Chiao Tung University *
Country of host institution (3. choice)	Sweden *
Host institution (3. choice)	LINKOPI01 - Linköping University *
Country of host institution (4. choice)	<-- No choice -->
Host institution (4. choice)	<-- No choice -->
Country of host institution (5. choice)	<-- No choice -->
Host institution (5. choice)	<-- No choice -->
Country of host institution (6. choice)	<-- No choice -->
Host institution (6. choice)	<-- No choice -->
Remarks	I would like to participate in the ECIU TWIN programme There are still 946 characters available

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 programme has an exchange agreement. Please consult the faculty pages (<https://www.utwente.nl/ctw/student-mobility/partners/>) who those partners are. If there is a difference between the information on the faculty pages and the availability in Mobility Online, please consult the exchange coordinator (<https://www.utwente.nl/ctw/student-mobility/contact/>).

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*. Note that you will very likely have to pay additional fees at the host university (do check carefully that they indeed accept freemovers, since not all of them do!), and that is a lot more difficult to have your course list approved. However, if you do go as a freemover you 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:

Stay details	
<input checked="" type="radio"/> Yes <input type="radio"/> No *	
Exchange programme (for internal purposes)	Non-partner internal program *
Country of host institution (1. choice)	<-- Please select --> *
Host institution (1. choice)	<-- Please select --> *

Because of the internal structures of the programme, 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).

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”¹ 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.

Finally, click on:

A rectangular button with a light blue background and a thin blue border. The text "Send Application" is centered in the button in a dark blue, sans-serif font.

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”).

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.

¹ Realise that with such remark you will limit your changes of going abroad ...

2. Before the mobility

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 §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 following six sections are visible:

+ 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 - Allocation	0 / 5
+ Before the mobility - Proposal form	0 / 5
+ Before the mobility - Partner University	0 / 2
+ Before the mobility - Proposal form, Scholarship questions and Personal details	0 / 2

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.

Before the Mobility - Application and registration

Necessary steps	check mark	Date	Actor	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					

Necessary steps	check mark	Date	Actor	Action link
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.

Not long after you've registered your application for 'Courses abroad', your coordinator (or a representative) will *confirm* your application. The next step in the process is the allocation. This step might take a longer time to be executed! Please consult the Study Abroad Manual² to learn about deadlines and time schedules.

Before the Mobility - Allocation

Necessary steps	check mark	Date	Actor	Action link
Result selection procedure				Automatically checked off <i>after the coordinator has allocated a partner university to you</i> . 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.
Email about selection procedure sent				
Accept or reject allocated host institution				Accept or reject host institution Click on the action link to accept or reject your allocated university. See section 2.2 for more details. After you've done so, this step will automatically be checked off.
Fill out semester start and end date				Fill out semester start and end date Click on the Action link to inform us of the actual begin and end dates of your exchange semester. See section 2.3 for more details. After the form is filled in, this step will automatically be checked off.
Application checked by the coordinator				Automatically checked off <i>after the coordinator has checked (and confirmed) your acceptance and your begin and end dates..</i>

Before the Mobility - Proposal form

Necessary steps	check mark	Date	Actor	Action link
Course list filled out				Fill out Course list Click on the action link to register the courses you would like to follow. See section 2.4 for more details. After you've done so, this step will automatically be checked off.

² <https://www.utwente.nl/en/et/student-mobility/outgoing/exchange-procedure/> or <https://www.utwente.nl/ctw/student-mobility/outgoing/et-study-abroad-manual-16-17.pdf>

Necessary steps	check mark	Date	Action	Action link	
Course list printed				Print Course list	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 section 2.5 for an example of such list.
Signed Course list uploaded				Upload signed Course list	Click on the action link to upload the signed list of courses. See section 2.6 for more details. After a document is uploaded, this step will automatically be checked off.

Before the Mobility - Partner university

Necessary steps	check mark	Date	Action	Action link	
Accepted by partner university				Please indicate if you have been accepted by the partner university	Click on the action link to indicate acceptance or not. See section 2.7 for more details. After answering the question, this step will automatically be checked off.
Study abroad approved by coordinator					Automatically checked off <i>after the coordinator has approved your stay abroad.</i>

Before the Mobility - Proposal form, Scholarship questions and Personal details

Necessary steps	check mark	Date	Action	Action link	
Scholarship questions answered				Answer scholarship questions	Click on the Action link to answer the so-called 'Scholarship questions'. See section 2.8 for more information. After the question(s) is/are answered, this step will automatically be checked off.
Scholarship questions checked					Automatically checked off <i>after the International Officer has acknowledged your answer to the scholarship question.</i>

2.2. Accept / reject 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 rejected your allocated institution, your workflow will change and the remaining three sections have disappeared.


In order to receive a new allocation, you will have to re-apply. Check with your coordinator if this is allowed.

2.3. Stay details - Semester dates

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 (confusingly indicated with 'I confirm that I completed the dates of my stay'). Click on 'Update' to save the new information, followed by 'Cancel' to go back to your workflow.

2.4. Proposal form - Fill out learning agreement

Course unit title at the host institution	Course no./host	ECTS Credits
 No courses found! Please select left icon to enter a new course.		
		Sum of ECTS credits: 0,00
<div> Back to the application workflow Enter further courses... </div>		

By following the action link [Fill out Learning Agreement](#), 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'.

2.5. Proposal form - Print learning agreement

Check the Study Abroad Manual which representative of your educational programme should approve your course list (most likely at this stage this is the study advisor; alternative persons might be secretary exam committee, bachelor coordinator, etc.). Make sure that this person will sign your course list.

2.6. Proposal form - Upload signed learning agreement

The signed version should be a pdf, so either:

- print the document, get a signature from your programme representative and scan the document

- get a digital signature from your programme representative 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.

2.7. 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. Check with your coordinator if this is allowed.

2.8. 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 entitlement to scholarships, please check out the website of International Office for all the details.
- the text will be changed soon: the questions suggest a traineeship ...

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. 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/>).