

Graduation registration manual Mobility Online

All graduation assignments (in the Netherlands and abroad) must be registered in Mobility Online.

When the start date of your Master's assignment has been determined (in consultation with your track coordinator), you still have 2 weeks to complete the Graduation Registration in Mobility Online.

Without a registration in Mobility Online, you CANNOT start with your graduation.

Complete the following steps to make sure you can start with your Master's assignment:

1. Go to extended graduation in Mobility Online

GRADUATION REGISTRATION

There are two types of registrations of your graduation project: **extended** and **standard** registration. Please check with your programme coordinator (or bachelor / master coordinator) which type applies for your graduation project!

Extended registration: [register here](#)

Standard registration: [register here](#)

You will be forwarded to the login page of Mobility Online where you can login with your UT student number (s1234567) and password

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

UNIVERSITY OF TWENTE. **MOBILITY-ONLINE**

Language: English

Login:

Password:


2. Complete the application form

Please fill in all the required details. After approval of your application form, you can continue to fill in the proposal form.





Application details

Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher *
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing *
Mobility programme (for scholarship calculation)	<input type="text"/> *
Mobility programme	<input type="text"/> *
Academic year	<input type="text"/> *



Personal details

Student number	<input type="text"/> *
First name	<input type="text"/> *
Last name	<input type="text"/> *
Date of birth	<input type="text"/> *
Date of birth (LDAP)	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female *
Nationality	<input type="text"/> *
E-Mail address	<input type="text"/> * 

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

Country of the home institution	<input type="text" value="Netherlands"/>
Home institution	<input type="text" value="ENSCHED01 - UNIVERSITY OF TWENTE"/>  
Faculty	<input type="text" value="ET - Faculty of Engineering Technology"/> *   
Study level	<input type="text" value="MSc"/> * <div style="background-color: yellow; padding: 2px;">Please select the study level at the time of your planned mobility.</div>
Study field	<input type="text" value="Industrial Design Engineering"/> *

Stay details

Starting date	<input type="text"/> *  Today
End date	<input type="text"/> *  Today
Preferred country/countries	<input type="text"/>
Company name	<input type="text"/>
Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>

There are still **1000** characters available

3. Fill in the proposal form (this is possible once step 2 is approved)

Important: you do not need to print/get signed the proposal form. Completing the form in Mobility Online is sufficient!

From now on login using this link: https://mobility-online.utwente.nl/mobility/SOPCheckOIOSAMLServlet?identifier=ENSCHED01&is_sso=1&sprache=en

The first question is if you will do your graduation internally and depending on your answer the proposal form is slightly different. After completing this question you will see the additional questions of the proposal form will appear. In the steps below you will see what you are required to fill in.

Will you do your Graduation internally at the University of Twente?	With "internally" is meant that you execute your assignment <i>within</i> one of the research groups and that you are <i>not</i> working i After you've made your choice, click on 'Create' (your choice creates the rest of your workflow). After successful completion
<input type="radio"/> Yes <input checked="" type="radio"/> No	

a. Fill in the details of your graduation committee

Committee chair	<-- Please select -->	*	
Committee member UT	<-- Please select -->	*	
Committee member UT	<-- No choice -->		
Committee member	<input type="text"/>		
Committee member	<input type="text"/>		
Committee member	<input type="text"/>		
(Preferred) research chair	<input type="text"/>		

Committee chair* Fill in your first supervisor

Committee member UT* Fill in your first supervisor

Other committee members Leave blank for now as your entire graduation committee is not known yet. Make sure to adjust the proposal form as soon as all details are known.

(Preferred) research chair Can be left blank

b. Internal or external graduation

Internal

I will be doing my graduation internally at the University of Twente	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Confidential	<input type="radio"/> Yes <input checked="" type="radio"/> No

As you are graduating at the University of Twente no additional details are required, please continue the manual at "C: Fill in the details on your assignment".

External, fill in the details of the organisation

If you choose to graduate externally you will have to fill out the details of the organisation where you will do your graduation project

I will be doing my graduation internally at the University of Twente		<input type="radio"/> Yes <input checked="" type="radio"/> No *
Country of organisation	<-- Please select -->	*
Name of organisation	<-- Please select -->	* i
Name of organisation		*
Street		*
Outer-most country/region	<-- No choice -->	
Postal code		*
City		*
Website of organisation		*
E-mail of the organisation		*
Telephone number of organisation		*
Size of organisation	<-- Please select -->	*
Type of organisation	<-- Please select -->	*
Legal status	<input checked="" type="radio"/> Private <input type="radio"/> Public	*
Commercial orientation	<input checked="" type="radio"/> Profit <input type="radio"/> Non-Profit	*
Contact person at the host organisation	<-- No choice -->	* i
Title and position of the contact person at the host organisation		*
First name of the contact person at the host organisation		*
Last name of the contact person at the host organisation		*
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Intersexual	*
E-mail address of the contact person at the host organisation		*
Phone number of the contact person at the host organisation		*
Is the supervisor a different person than the contact person?		<input type="radio"/> Yes <input checked="" type="radio"/> No *

In case your supervisor is a different person than your contact person, you will have to fill in additional contact details.

c. Fill in the details of your assignment

Title of assignment	<input type="text"/>
Short description of the assignment (please specify language as well)	<input type="text"/>
Should the report be considered as confidential?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Course code	<input type="text"/> *
Second Course code	<input type="text"/>
Third Course code	<input type="text"/>
Fourth Course code	<input type="text"/>
Additional remarks	<input type="text"/>

Title of the assignment: You will probably not yet know the title of your assignment so fill in a working title for now. This should be changed once your final title is known.

Short description: Briefly explain the assignment and in which language it will be Executed.

Confidential: Please indicate if the report will be considered as confidential. If the report is confidential, a question is added asking until when the report is confidential.

Course code: Use the following course codes for the different Master tracks:

ETD	192899720
HTR	192899730
MPD	192899700

After having submitted your proposal form it will be checked by the Educational Affairs Office (EAO / formerly BOZ) and if there are any questions or remarks regarding your application, you will be informed by email.

5. Fill in if you want to apply for a scholarship

- If no, your application in Mobility Online is registered properly. You can now start your Master's thesis
- If yes, the scholarship office will take over and you have to answer additional questions:
 1. You have to fill out your home address and bank details
 2. The scholarship office checks the box for 'scholarship application received'. Once that box has been checked by the office you receive 75% of the provisional scholarship amount within 2 weeks.
 3. 'During the mobility' you have to make sure to register your address and your return date, and you have the option to check a box if you want to change anything in your application.
 4. The steps 'after the mobility' differ slightly from a Master student who stays in the Netherlands. First you have to let your external supervisor fill in the letter of appointment which indicated that you were actually there.
 5. Scholarship Office will approve the letter of appointment.