

UNIVERSITY OF TWENTE.



Process steps in Mobility Online.

From study year 2017-2018 onwards, the registration for all Mobility-related topics will be registered in Mobility Online. That applies to the registration of the MSc thesis also. You can access Mobility Online via the Student Portal – UT Applications. When the start date of your Master's assignment has been determined (in consultation with your track coordinator, or for ETD track the Technology Direction Coordinator), you still have 2 weeks time to complete the Graduation Registration in Mobility Online. If this is not done, you CANNOT start with your graduation.

Below you find the process steps that are obligatory for you to take to start with your master thesis:

1. Fill out the application form in Mobility Online
2. You will receive an automatic e-mail of your online application, after the programme coordinator approves.
3. After approval from the programme coordinator please fill in the proposal form in Mobility Online. **Please know that you don't need to print the proposal form the registration in Mobility Online is sufficient!**
4. BOZ-IDE will check your proposal form and will inform via email if you meet all the requirements for starting your master thesis.
5. You fill out if you want to apply for a scholarship
 - a. If yes, wait for the response by the International Office. (continue your further steps at the point below with the ➤)
 - b. If no, your application in Mobility Online is registered properly.
6. You can now start your Master Thesis; you are responsible of making sure all the steps are taken, please check again.
7. Once you have finished your Master Thesis you go to Mobility Online and you have to take certain steps.
 - a. No longer than 4 weeks before the planned date: Add your colloquium announcement online via <https://colloquia.et.utwente.nl/> This will be the indication for BOZ to check if your file is in order for graduation.
 - b. Hand in your Master-thesis with your graduation committee
 - c. Email the PDF-file of your Master-thesis and your current physical address to BOZ.
8. BOZ-IDE will check if you have taken all the necessary steps. If not, they will notify you. If so, they will register your graduation and arrange the colloquium.
9. BOZ-IDE checks off the box for activity finished, which you can see in Mobility Online.

General remarks:

Every time you hand something in or check off a box, you will be get an e-mail from Mobility Online on what you have to do next. It is your own responsibility to check the application regularly, deliver everything you need to and make sure you hand in everything on time. If you are experiencing difficulties with Mobility Online, or with certain deliverables make sure you get in contact with someone from the programme, preferably your UT-supervisor or the programme coordinator.



➤ **Students that apply for a scholarship (so answered 'yes' to question 6), please build in these extra steps:**

1. Once you have applied for your scholarship, the scholarship office will take over and you have to answer some additional questions.
2. You have to fill out your home address and bank details
3. 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.
4. '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.
5. The steps 'after the mobility' differ slightly from a Master student that stays in the Netherlands. First you have to let your external supervisor fill out the letter of appointment which indicated that you were actually there.
6. Scholarship Office will approve the letter of appointment.

You can follow the regular student's process plan from step 8 on the previous page onwards.