

Advanced Technology

Student checklist for procedure BSc Assignment

You need to perform 2 separate registrations before starting your AT bachelor assignment (BA).

1. Request **approval from the examination board**. This is not done in Mobility Online, but with a separate [PDF form](#) that you send to BEX-AT@utwente.nl. Detailed instructions are on the form. The purpose of this step is to check that the proposed work is suitable for graduating AT. The information is only used by your committee and AT staff (including examination board and BOZ).
2. Perform a **“graduation registration” in Mobility Online**. Detailed instructions are below. The purpose is to inform the broader university administration when & where you work on the BA. The name “graduation registration” can be confusing, because this is not the request to graduate (to prepare your diploma). A better name for the Mobility Online form would be “registration of location bachelor assignment”. There is a different form (part of the [PDF forms](#)) with which you actually request to graduate. You fill it out later (see below).

Consult the Educational Office (BOZ) with any questions. General manuals for Mobility Online are [here](#).

BEFORE THE START OF THE BACHELOR ASSIGNMENT

- Register in OSIRIS (M12, 202000670) to gain access to the Canvas site with information for the BA.
- **Request approval from the examination board (further instructions on the [PDF form](#)) four weeks before your intended starting date.** The supervisor and chairperson also have to sign this form. If you have everything else complete except their signatures, and time is running out while you wait for those, then you can send the PDF form to the examination board for a preliminary decision.
- How to start the registration in [Mobility Online](#) depends on where you will work on the BA.
 - Entire assignment inside the UT: before the start of your bachelor’s assignment, start the [standard registration](#) in Mobility Online.
 - Entire assignment outside the UT (NL or abroad): **six weeks** before the start of your bachelor’s assignment, start the [extended registration](#) in Mobility Online.
 - Parts of the assignment outside the UT (NL or abroad): **six weeks** before the start of your assignment, start the **extended registration** in Mobility Online for the period you are outside the UT. Also perform the **standard registration** for the entire period of your BA.
- Sign in to Mobility Online (using a link above) with your UT student number and UT password.
- Fill in the following fields on the form (some of these are not asked in the extended registration)
 - **Academic year.** For example, the academic year 2022/2023 runs from 1 September 2022 to 31 August 2023. So:
 - if you start in April 2023, the academic year is 2022/2023.
 - if you start in September 2023, the academic year is 2023/2024.
 - **Faculty, study level, study field.** Always the same for every AT student, namely:

Faculty	<input type="text" value="S&T - Faculty of Science and Technology"/>
Study level	<input type="text" value="BSc"/>
Study field	<input type="text" value="Advanced Technology"/>

Even if your assignment is at a different faculty, enter S&T at this question!

- **Start date and end date.**

- Committee information (see the [Rules of the Examination Board AT](#) for requirements):
 - **Committee chair UT:** the chairperson of your committee (who works at the UT)
 - **Committee member UT:** your daily supervisor (who works at the UT)
The supervisor can be specified in the next field if he/she does not work at the UT.
 - Any other committee members can be added in the remaining fields.
- **(Preferred) research chair:** the name of the research group of the chairperson of your committee. If you do not know, search the chairperson's name in Google.
- **Course code:** the course code of the bachelor assignment (202000670). The 2nd/3rd/4th course codes can be left blank.
- **Title of the thesis:** fill in the (provisional) title of your bachelor assignment.
- **Confidential:** answer with yes if the report will be confidential.
- Other fields can be left blank: Description, Courses yet to be completed, etc.
- After registration on Mobility Online, you will receive a confirmation e-mail including login details and a link to sign in. This link should be used to check the progress and if any actions are required.
- Remember that requesting approval to the examination board is a separate process, not involving Mobility Online. (See top of page 1.) The examination board sends an e-mail to confirm approval.

BEFORE OR DURING THE BACHELOR ASSIGNMENT

- The examination board (BEX) will appoint the assessment committee (bachelor's committee), which also includes an external member who works in a different research group than your supervisor. In summer (May-June-July) it can take the BEX several weeks to find an external member, because of the large number of bachelor assignments submitted simultaneously.
 - **If your intended colloquium date is in July/August, leave about 1 week of flexibility in your schedule,** so do not book a vacation directly before or after the planned date (until the date is solidly confirmed with all committee members, including the external member).
- Once an external member has been found, BOZ or BEX will inform you about this, and also informs and appoints the assessment committee (including your supervisors) in a separate mail.
- **Once the external member is known, you can pick the exact date and time for the colloquium with the committee. Do this in consultation with your supervisor.** The secretary of your research group can probably help with arranging a room, and sometimes manages the calendars of professors.
 - BOZ and BEX are not involved in planning the colloquium. If a possible external member has specific schedule limitations, we will relay this to the student and committee.
 - Once the date and time for the colloquium are set, announce this clearly to the committee so they reserve it in their calendar – for example, using an Outlook invite.
 - **Try to have this done at least a month in advance.** The calendars of staff members can fill up rapidly with meetings and holidays, so if you wait too long, you risk that the colloquium will not be possible in your preferred week.
- If the Bachelor assignment (module 12) is the last course you have to take, you also need to apply for the bachelor's exam (graduation request). This gives notice to BOZ that you want to graduate.
 - Download the [PDF form](#), fill in the form and send the form to [BOZ-AT](#).
 - **Apply for graduation before August** (or before January, if graduating in the first semester). This way, there is still enough time to correct any issues such as an outdated course list.

AT THE END OF THE BACHELOR ASSIGNMENT

- **Send your thesis in PDF format to BOZ-AT.** Remember to apply for the bachelor's exam (graduation) if you have not already done so. No further steps have to be taken in Mobility Online.
- BOZ marks the Mobility Online assignment as finished, after receiving your thesis and grade.