

Advanced Technology

Student checklist for procedure BSc Assignment

Mobility Online is a system the UT uses to register graduation assignments. Before you are allowed to start with your assignment, you need to follow a procedure in Mobility Online to get your assignment approved.

This checklist explains the procedure for the Bachelor assignment of AT. If you have any questions, please consult the Educational Office (BOZ) or the Bachelor assignment coordinator. General manuals about Mobility Online can be found [here](#).

BEFORE THE START OF THE BACHELOR ASSIGNMENT

- Register in OSIRIS for the Bachelor assignment (module 12, 201700099) to gain access to the Blackboard page with information about the bachelor assignment.
- The way you need to start the graduation registration in [Mobility Online](#) depends on where you will execute the bachelor's assignment.
 - Entire assignment inside the UT: four weeks before the start of your bachelor's assignment, you should start the registration in Mobility Online by choosing the **standard registration**.
 - Entire assignment outside the UT (NL or abroad): six weeks before the start of your bachelor's assignment you should start the registration in Mobility Online by choosing the **extended registration**.
 - Parts of the assignment outside the UT (NL or abroad): six weeks before the start of your bachelor's assignment you should start the registration in Mobility Online for the period you are outside the UT by choosing the **extended registration**. You also need to perform the **standard registration** to register the entire period of your assignment.
- Sign-in with your UT student number and UT password.
- Fill in the form (proposal form).
 - Make sure the Faculty, Study level and Study fields are correct.
 - Committee information (committee requirements can be found in article 14 of the [Rules of the Examination Board AT](#)):
 - Committee chair: the UT chair of your committee
 - Committee member UT: daily supervisor
If you have a daily supervisor who doesn't work at the UT, you can put the daily supervisor in the next field.
 - Any other committee members can be added in the remaining fields
 - You do not need to fill in the external member
 - (Preferred) research chair: the research group where you will perform the assignment.
 - Course code: the course code of the bachelor assignment (201700099)
 - Courses yet to be completed: you can leave this section blank. However, you need to submit your course list and need to get it approved by the examination board. More information about this can be found on the [AT website](#).
 - Title: fill in the (provisional) title of your bachelor assignment.
 - Description: you can leave this section blank.
- After registration, you will receive a confirmation of registration 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.
- The next step is to upload the AT form to request for approval of the Bachelor assignment.
 - Download the "[request approval Bachelor Assignment](#)" form from the [AT website](#).
 - Fill in the form from the AT website, collect the signatures and upload this form as a PDF file under Upload Application Form.

- Your application form needs to be checked by the examination board. The external member will be appointed by the examination board. After appointment, you can find the external member in the committee information under edit/view application. You will also be informed about the external member in an e-mail sent by BOZ.
- When the application is marked as approved by the coordinator, the examination board has approved your application and you are allowed to start with your Bachelor assignment. You will receive an automatic e-mail when your application is approved. You will also receive an e-mail from BOZ confirming your graduation committee and that you are allowed to start.
Please be aware that without this approval from the Examination Board you are not allowed to start!
- If the Bachelor assignment (module 12) is the last course you have to take, you also need to apply for the bachelor's exam.
 - Download the "[Application Bachelor exam AT](#)" form from the [AT website](#).
 - Fill in the form and send the form to [BOZ-AT](#).

AT THE END OF THE BACHELOR ASSIGNMENT

- When you are in the process of finalizing your assignment and planning your colloquium, sign-in to Mobility Online and check if anything has changed in the title or committee that you filled in before the start of the assignment. Mark the thesis as finished.
 - Click the Edit button to mark the checkbox.
 - Click Cancel to go back to the Application workflow.
- The project will be marked as approved or incomplete by the coordinator.
- Send your thesis in PDF format to [BOZ-AT](#). Do not forget to apply for the bachelor's exam if you have not already done so.
- The assignment will be marked as finished after the thesis has been submitted to BOZ and the grade has been registered in OSIRIS.

If you have questions about the procedure then please contact [BOZ-AT](#).