

# Mobility Online

## Graduation standard - Employee

This manual is to guide you through the Mobility Online tool used for graduation – internal

Before the mobility - Application form			Total (17)
<input type="checkbox"/> New Application - Application not yet approved by the coordinator	(0)		<a href="#">?</a>
<input type="checkbox"/> New Application - Application not yet marked as incomplete by the coordinator	(0)		<a href="#">?</a>
<input type="checkbox"/> If incomplete: E-mail sent to the student - Application documents not yet completed by the student	(2)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet marked as incomplete again	(0)		<a href="#">?</a>
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet approved	(0)		<a href="#">?</a>
<input type="checkbox"/> Application approved - Project not yet marked as finished by the applicant	(2)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> Project marked as finished by the applicant - Project not yet approved by the coordinator	(0)		<a href="#">?</a>
<input type="checkbox"/> Project marked as finished by the applicant - Project not yet marked as incomplete	(0)		<a href="#">?</a>
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet marked as corrected by the student	(1)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> If incomplete - Application corrected by the student - Application not yet marked as incomplete again	(0)		<a href="#">?</a>
<input type="checkbox"/> If incomplete - Application corrected by the student - Application not yet marked as approved	(0)		<a href="#">?</a>
<input type="checkbox"/> Project approved - Application not yet marked as finished	(4)	<a href="#">Mark applications as finished</a>	<a href="#">?</a>
<input type="checkbox"/> Application finished	(8)	<a href="#">Display applications</a>	<a href="#">?</a>
General queries			Total (18)
<input type="checkbox"/> Application not yet marked as 'Application rejected'	(17)	<a href="#">Mark applications as 'Application rejected'</a>	<a href="#">?</a>
<input type="checkbox"/> Application not yet marked as 'Mobility interrupted'	(17)	<a href="#">Mark applications as 'Mobility interrupted'</a>	<a href="#">?</a>
<input type="checkbox"/> Cancelled applications	(1)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> Rejected applications	(1)	<a href="#">Display applications</a>	<a href="#">?</a>
<input type="checkbox"/> Application allocated to partner institution	(0)		<a href="#">?</a>
<input type="checkbox"/> Additional modification of Application Form (Applicants who have already completed the Application form)	(7)	<a href="#">Adjust data on Proposal Form</a>	<a href="#">?</a>
<input type="checkbox"/> Test step for questionnaire	(18)	<a href="#">Here you can create the questionnaire by clicking on the icon next to the applicant's name</a>	<a href="#">?</a>
<input type="checkbox"/> Step for adjustments of semester dates	(18)	<a href="#">Change semester dates</a>	<a href="#">?</a>
<input type="checkbox"/> Recalculation of scholarship (with instalment)	(18)	<a href="#">Recalculate Scholarships (with instalment)</a>	<a href="#">?</a>

The overall design of the program is that there is a section with the description of the step (on the left). The (number) indicates the amount of students allocated in that step. The underlined information indicates that there is still an action to do by either the student or employee. Display applications is a step where the employee can consult the student, but does not have to take any action. By clicking on the other underlined information you can see the students in that step and the action that has to be taken.

## Before the mobility

### Step 1 Application

#### Approving or mark the application as incomplete:

1.1. When a student has filled out his/her application for graduation – internal, the student will enter the pipeline here<sup>1</sup>.

<input type="checkbox"/> New Application - Application not yet approved by the coordinator	(1)	<a href="#">Mark application as approved by the coordinator</a>	<a href="#">?</a>
<input type="checkbox"/> New Application - Application not yet marked as incomplete by the coordinator	(1)	<a href="#">Mark application as incomplete</a>	<a href="#">?</a>

1.2. By clicking on the underlined information you will get access to a list of students who filled out the application form. It is possible to approve the application or to mark the application as incomplete. To check if the students can be approved or if the information is incomplete. Click on 'mark application as approved by the coordinator' or 'mark application as incomplete'. In both cases you will get an overview of the students in the pipeline.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

1.3. It is now possible to open the master data by clicking on the student's name.

The screenshot shows a table with columns: Last name, Program, Study field, Home.Inst., Host.Inst., Academic year, Stay from, Stay until, and Study area. The first row contains: Teststudent 140, Tester; Graduation - Internal; Chemical Engineering; S&T - Faculty of Science and Technology; n/a; 2017/2018; 01/09/2017; 30/12/2017. Below the table, the 'Master data' tab is selected, displaying application details (Type of person: Student, Type of application: Outgoing, Mobility programme: Graduation - Internal) and personal details (Student number: s6300140, First name: Tester, Last name: Teststudent 140, Date of birth: 10/09/1999, Gender: Male, Nationality: Netherlands).

If you checked the information you can use the *cancel* button -- to go back to the overview of students.

1.4. After checking the data it is possible to approve (see 2.1.1) or mark the application as incomplete (see 2.2.1).

## Step 2 Approve or mark as incomplete (application)

### Approve application

2.1.1. To mark an application as approved click on Mark application as approved.

The screenshot shows a table with two rows. The first row is: New Application - Application not yet approved by the coordinator (1) [Mark application as approved by the coordinator](#). The second row is: New Application - Application not yet marked as incomplete by the coordinator (1) [Mark application as incomplete](#).

Select the student by checking the checkbox behind his name and click on the “button” mark as approved. The student will now receive an email about his application and that it has been approved.

The screenshot shows the same table as in 2.1.1. The first row is highlighted, and the 'Mark application as approved by the coordinator' button is circled in red. Below the table, there are navigation options: 'Back to the application overview' and 'Mark application as approved by the coordinator'.

2.1.2 After the application has been approved, the student will end up in the ‘application approved – project not yet marked as finished by the applicant’ pipeline.

The screenshot shows a table with three rows. The first row is: Application approved - Project not yet marked as finished by the applicant (3) [Display applications](#). The second row is: Project marked as finished by the applicant - Project not yet approved by the coordinator (0). The third row is: Project marked as finished by the applicant - Project not yet marked as incomplete (0).

If you click on ‘display applications’ you will see an overview of all the students in this pipeline step:

The screenshot shows a table with columns: Last name, Program, Study field, Home.Inst., Host.Inst., Academic year, Stay from, Stay until, and Study area. The first row is highlighted and contains: Teststudent 146, Tester; Graduation - Internal; BMS - Faculty of Behavioural, Management and Social Sciences; n/a; 2017/2018; 20/06/2017; 02/06/2017. The second row contains: Teststudent 146, Tester; Graduation - Internal; Internet Science and Technology; EEMCS - EEMCS; n/a; 2017/2018; 01/06/2017; 30/06/2017. The third row contains: Teststudent 146, Tester; Graduation - Internal; International Business Administration; BMS - Faculty of Behavioural, Management and Social Sciences; n/a; 2017/2018; 01/09/2017; 05/11/2017.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

At this moment the student has to undertake action. The student has to mark his project as finished before the employee needs to undertake action. When the student has marked his or her application as finished, he or she will go to 'project marked as finished by the applicant' pipeline step. Check: **project marked as finished by applicant (step 3)** of this manual

## Application marked as incomplete:

2.2.1 To mark an application as incomplete click on Mark application as incomplete

<input type="checkbox"/> New Application - Application not yet approved by the coordinator	(1)	<a href="#">Mark application as approved by the coordinator</a>	
<input type="checkbox"/> New Application - Application not yet marked as incomplete by the coordinator	(1)	<a href="#">Mark application as incomplete</a>	

Select the student by checking the checkbox behind his name, fill in a reason and click on the "button" mark as incomplete. The student will now receive an email with the reason why it is marked as incomplete and how he can adjust this.

1 Record found!

Back to the application overview | [Mark application as incomplete](#)

Additional updates

Reason why application is still incomplete

There are still 100000 characters available

2.2.2 The student will now go to the 'If incomplete: E-mail sent to the student – application documents not yet completed by the student' pipeline.

<input checked="" type="checkbox"/> If incomplete: E-mail sent to the student - Application documents not yet completed by the student	(2)	<a href="#">Display applications</a>	
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet marked as incomplete again	(0)		
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet approved	(0)		

If you click on 'display applications' you will see an overview of the students in this pipeline step:

Last name	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until	Study area
<input checked="" type="checkbox"/> Teststudent 149, Tester	Graduation - Internal	Biomedical Engineering	S&T - Faculty of Science and Technology	n/a	2017/2018	20/06/2017	01/06/2017	
<input checked="" type="checkbox"/> Teststudent 150, Tester	Graduation - Internal	Internet Science and Technology	EEMCS - EEMCS	n/a	2017/2018	28/06/2017	23/03/2017	

At this moment the student has to undertake action by adjusting his application.

When the student has adjusted his application he or she will go to the following pipelines:

<input type="checkbox"/> If incomplete: E-mail sent to the student - Application documents not yet completed by the student	(2)	<a href="#">Display applications</a>	
<input checked="" type="checkbox"/> If incomplete - Email sent to the student - Application not yet marked as incomplete again	(0)		
<input type="checkbox"/> If incomplete - Email sent to the student - Application not yet approved	(0)		

You can now repeat **step 2** of this manual. The employee can check if he is now eligible to be approved.

## Step 3 Approve or mark as incomplete (project)

### Project marked as finished by the applicant:

When the student has marked his or her application as finished, he or she will go to 'project marked as finished by the applicant' pipeline steps. It is possible to approve the project or to mark the project as incomplete<sup>1</sup>

3.1.1. When you want to approve, click on 'mark the project as approved'

<input type="checkbox"/> Project marked as finished by the applicant - Project not yet approved by the coordinator	(1)	<a href="#">Mark the project as approved</a>
<input type="checkbox"/> Project marked as finished by the applicant - Project not yet marked as incomplete	(1)	<a href="#">Mark the project as incomplete</a>

3.1.2. Click on the name of the student to open the master data.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

Last name	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until	Study area
Teststudent 140, Tester	Graduation - Internal	Chemical Engineering	S&T - Faculty of Science and Technology	n/a	2017/2018	01/09/2017	30/12/2017	

3.1.3. Some students have to hand in the proposal form. In this case the employee can check the proposal form in the 'documents tab' of the student. **This is not for all students the case, the proposal form can also be delivered as a hard-copy at the BOZ office. This differs per faculty.**

3.1.4. The employee needs to do a final check before the registration can be marked as finished and can be closed. When the student is eligible you can approve the student by checking the box(es) of the student(s) you want to approve (right) and click on the bottom 'mark the project as approved'. The student will receive an email about the approval. If the student is not eligible, go to: **mark project as incomplete**.

The student will now go to step 'project approved – Application not yet marked as finished'.

Project approved - Application not yet marked as finished	(2)	<a href="#">Mark applications as finished</a>	<a href="#">?</a>
Application finished	(6)	<a href="#">Display applications</a>	<a href="#">?</a>

Check application finished (step 4).

### Mark project as incomplete:

If the student does not meet the requirements it is possible to mark the project as incomplete.

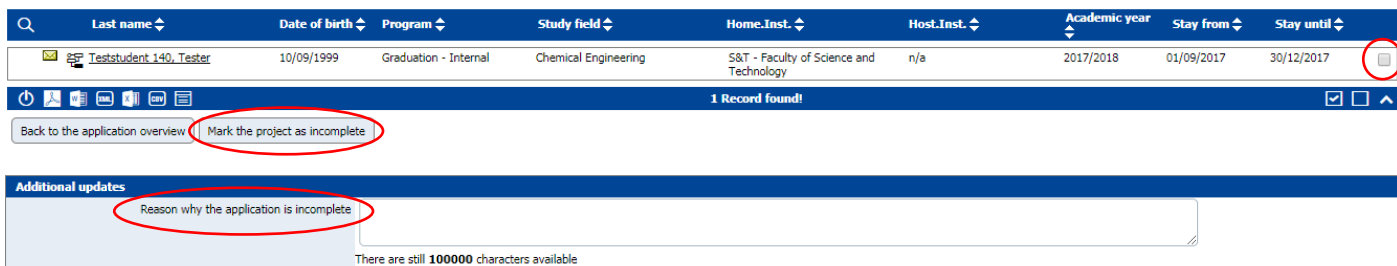
3.2.1. Go back to the application overview (step 3.1.1.) and choose 'mark the project as incomplete'.

Project marked as finished by the applicant - Project not yet approved by the coordinator	(1)	<a href="#">Mark the project as approved</a>
Project marked as finished by the applicant - Project not yet marked as incomplete	(1)	<a href="#">Mark the project as incomplete</a>

3.2.2. Click on the name of the student to open the master data.

3.2.3 After checking the data it is possible to mark the project as incomplete. Check the box (right) and fill out the remarks field with the reason to mark the project as incomplete. Click on 'mark the project as incomplete'. The student will receive an email with the reason why it is marked as incomplete and how he can adjust this.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.



The student will now go to step 'If incomplete – Email sent to the student – Application not yet marked as corrected by the student'.

▶ If incomplete - Email sent to the student - Application not yet marked as corrected by the student	(1)	<a href="#">Display applications</a>	?
▶ If incomplete - Application corrected by the student - Application not yet marked as incomplete again	(0)		?
▶ If incomplete - Application corrected by the student - Application not yet marked as approved	(0)		?

3.2.4. When the student has adjusted his application he will enter the following pipeline steps:

▶ If incomplete - Email sent to the student - Application not yet marked as incomplete again	(1)	<a href="#">Mark application as still incomplete and send the email again</a>	?
▶ If incomplete - Email sent to the student - Application not yet approved	(1)	<a href="#">Mark the application as approved</a>	?

You can now repeat **step 3** of this manual. The employee can check if he is now eligible to be approved.

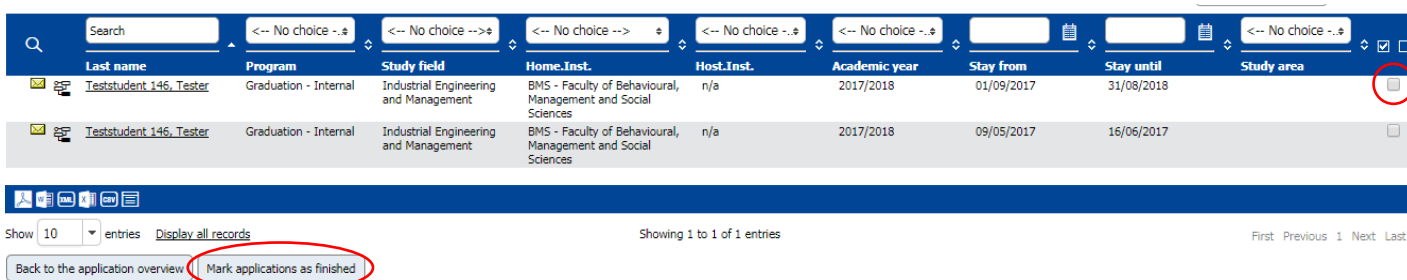
## Step 4

### Application finished

The student is now in this pipeline:

▶ Project approved - Application not yet marked as finished	(2)	<a href="#">Mark applications as finished</a>	?
▶ Application finished	(6)	<a href="#">Display applications</a>	?

By clicking on [mark applications as finished](#) you can see an overview of the students. The employee needs to mark the applications as finished. This will be done after the final administrative check has been executed (thesis in UT repository, grade in Osiris etc.).



Check the box(es) of the student(s) you want to approve (right) and click on the bottom 'mark application as finished'. The student will now go to step 'application finished'.

▶ Application finished	(6)	<a href="#">Display applications</a>	?
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By clicking on 'display applications' the employee will see an overview of the students who finished their project.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

# General queries

Next to the 'before mobility' part there is a 'general queries' part. Within this section, the UT employee can alter information in students' applications without opening every student's application individually.

General queries			Total (18)
▶ Application not yet marked as 'Application rejected'	(17)	<a href="#">Mark applications as 'Application rejected'</a>	?
▶ Application not yet marked as 'Mobility interrupted'	(17)	<a href="#">Mark applications as 'Mobility interrupted'</a>	?
▶ Cancelled applications	(1)	<a href="#">Display applications</a>	?
▶ Rejected applications	(1)	<a href="#">Display applications</a>	?
▶ Application allocated to partner institution	(0)		?
▶ Additional modification of Application Form (Applicants who have already completed the Application form)	(7)	<a href="#">Adjust data on Proposal Form</a>	?

## Application not yet marked as 'Application rejected'

If the student does not meet the criteria to graduate the application can be rejected.

Click on [Mark application as 'Application rejected'](#).

▶ Application not yet marked as 'Application rejected'	(17)	<a href="#">Mark applications as 'Application rejected'</a>	?
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You will now see an overview of the students:

Additional updates

Reasons for declining

There are still 100000 characters available

Last name	Date of birth	Program	Study field	Home.Inst.	Host.Inst.	Academic year	Stay from	Stay until	
Teststudent 146_ Tester	16/09/1999	Graduation - Internal	Electrical Engineering	EEMCS - EEMCS	n/a	2017/2018	16/08/2017	01/02/2018	<input type="checkbox"/>

1 Record found!

[Back to the application overview](#) | [Mark applications as 'Application rejected'](#)

To mark the student(s) as rejected: check the box(es) on the right and fill out the remark with a reason why the application has been rejected. To finish this step click on 'mark application as 'application rejected'.

The student will now end in 'rejected applications'. This is the final step for this application.

▶ Rejected applications	(1)	<a href="#">Display applications</a>	?
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## Canceled applications

In this step you can see canceled applications

▶ Cancelled applications	(1)	<a href="#">Display applications</a>	?
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To cancel an application from a student, go to 'cancel applications'.

- ▼ Master data
- ▶ Students/Interns
  - ▶ Applications
    - Applications outgoing
    - Applications incoming
    - Unsign learning agreements
    - Cancel applications**
    - Reset cancellation
    - Delete applications

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

The employee will see this screen:

To find the student, fill out:

- Program
- Academic year
- Last name

Students/Interns/Applications/Cancel applications

Cancel selection Execute selection

Type of application  Incoming  Outgoing  
Type of person  Student  Teacher / Staff  
Program <-- Select all -->  
Academic year 2016/2017  
Semester <-- Select all -->  
Last name  
Second surname  
First name  
Date of birth Today until Today  
Gender  Male  Female  Inter-sex  Transsexual  
Nationality <-- Select all -->  
Country of the home institution <-- Select all -->  
Home institution <-- Please select home country first -->  
Faculty <-- Select all -->  
Institute <-- Select all -->  
Study field <-- Select all -->

After filling out the search form, press enter and you will see an overview of the results.

Preselection

Type of person  Student  Teacher / Staff  
Program Graduation - Internal  
Academic year 2017/2018  
Stay abroad cancelled  Yes  No

Last name	Date of birth	Program	App.Type	Stay from	Stay until	Cancelled	
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/01/2000	02/01/2000	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/01/2017	02/01/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	31/08/2018	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	20/06/2017	02/06/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	31/08/2018	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	31/08/2018	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	09/05/2017	16/06/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	10/10/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/06/2017	30/06/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	04/11/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	01/09/2017	05/11/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	31/08/2017	29/12/2017	No	<input type="checkbox"/>
Teststudent 146, Tester	16/09/1999	Graduation - Internal	Outgoing	16/08/2017	01/02/2018	No	<input type="checkbox"/>
Teststudent 149, Tester	19/09/1999	Graduation - Internal	Outgoing	20/06/2017	01/06/2017	No	<input type="checkbox"/>
Teststudent 150, Tester	20/09/1999	Graduation - Internal	Outgoing	28/06/2017	23/03/2017	No	<input type="checkbox"/>

15 Records found!

Cancel Cancel selected applications

To cancel the application: mark the box(es) on the right and click on 'cancel selected applications'. The student will now end up in 'canceled applications'. This is the final step for this application.

## Additional modification of Proposal Form

This step is very important for BOZ employees. In this step you can find students, who already completed the proposal form.

Additional modification of Proposal Form (Applicants who have already completed the Proposal form) (2) Adjust data on Proposal Form

By clicking on Adjust data on proposal form the BOZ employee can adjust the title, supervisors and research chair within one screen.

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.

**Preselection**

Type of application  Incoming  Outgoing  
Type of person  Student  Teacher / Staff  
Program Graduation - Internal  
Academic year 2017/2018  
Applicant is registered  Yes  No  
Status column 1  Yes  No

Last name	Title of the thesis	Committee chair	Committee member UT	Committee member UT	(Preferred) research chair
Teststudent 149, Tester	1	Aas, Mahdi	Abdul Quyyum, Salwa	Please select	
Teststudent 150, Tester	test	Aarts, Kees, prof.dr.	Abbas, Wouter, ing.	Abdallah, Said, dr.	

2 Records found!

[Back to the application overview](#)

<sup>1</sup> When approving or marking a application as incomplete, you will always see the students in 2 steps: approve and mark as incomplete. To see their application you can use both steps.