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.

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.

1 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.

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.

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 is has been approved.

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.

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

1 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**

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.

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.

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

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:

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 incomplete¹

3.1.1 When you want to approve, click on ‘mark the project as approved’

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

¹When 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.
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'.

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’.

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.

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When approving or marking an 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’.

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

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:

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’.

By clicking on ‘display applications’ the employee will see an overview of the students who finished their project.

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.

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’.

You will now see an overview of the students:

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.

Canceled applications

In this step you can see canceled applications

To cancel an application from a student, go to ‘cancel applications’.

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When approving or marking an application as incomplete, you will always see the student 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

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

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 have already completed the proposal form.

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

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